ACADEMIC PROGRAMS AND POLICIES

Degree and Certificate Programs

Art and Music
- Digital Arts: Graphic Design (AAS)
- Digital Arts: Web Design (AAS)

Biological Sciences
- Animal Care Management (CERT)
- Biotechnology (AS)
- Liberal Arts and Sciences: Biology (AS)
- Medical Laboratory Technician (AAS)
- Ornamental Horticulture (AAS)

Business and Information Systems
- Accounting (AAS)
- Business Administration: Accounting (AS)
- Business Administration: Computer Programming (AS)
- Business Administration: Management (AS)
- Business Administration: Marketing Management (AS)
- Computer Information Systems (AAS)
- Computer Information Systems: Computer Programming (AAS)
- Computer Information Systems: Web Page Development (AAS)
- Marketing Management (AAS)
- Medical Office Assistant (AAS)
- Office Administration and Technology (AAS)
- Paralegal Certificate Program (CERT)
- Paralegal Studies (AAS)
- Paralegal Studies: Lay Advocate (AAS)

Chemistry and Chemical Technology
- Environmental Technology (AAS)
- Liberal Arts and Sciences: Chemistry (AS)
- Liberal Arts and Sciences: Earth Systems & Environmental Science (AS)
- Pharmaceutical Manufacturing Technology (AAS)
- Science For Forensics (AS)

Communication Arts and Sciences
- Liberal Arts and Sciences: Media Studies (AA)
- Liberal Arts and Sciences: Performing Arts (AA)
- Liberal Arts and Sciences: Speech Pathology (AA)
- Media and Digital Film Production (AS)

Education and Academic Literacy
- Assistant of Children with Special Needs (CERT)
- Bilingual Early Childhood Assistant (CERT)
- Early Childhood Assistant (CERT)
- Education Associate (AAS)
- Liberal Arts and Sciences: Early Childhood and Childhood Education Option (AA)
- Liberal Arts and Sciences: Secondary Education Option (AA)
Engineering, Physics and Technology
- Automotive Mechanics (CERT)
- Automotive Technology (AAS)
- Electronic Engineering Technology (AAS)
- Energy Services and Technology (AAS)
- Engineering Science (AS)
- Liberal Arts and Sciences: Physics (AS)
- Nuclear Medicine Technology (AAS)
- Telecommunications Technology (AAS)

English
- English (AA)

Health, Physical Education and Recreation
- Community Health (CERT)
- Dietetics and Nutrition Science (AS)
- Exercise Science and Kinesiology (AS)
- Public Health (AS)
- Therapeutic Recreation (AS)

History
- Liberal Arts and Sciences: History (AA)

Mathematics and Computer Science
- Computer Science (AS)
- Mathematics (AS)

Modern Languages
- Liberal Arts and Sciences: Spanish (AA)

Multidisciplinary
- Liberal Arts and Sciences (AA)

Nursing and Allied Health
- Licensed Practical Nursing (LPN) (CERT)
- Nursing (AAS)
- Radiologic Technology (AAS)

Social Sciences
- Criminal Justice (AA)
- Human Services (AAS)
- Liberal Arts and Sciences: Human Services (AA)
- Liberal Arts and Sciences: International Studies (AA)
- Liberal Arts and Sciences: Political Science (AA)
- Liberal Arts and Sciences: Psychology (AA)
- Liberal Arts and Sciences: Sociology (AA)
Accreditation
Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools — Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104-2680; 267.284.5000).
Website: http://www.msche.org/

The Automotive Technology Program is accredited by the National Automotive Technicians Education Foundation (NATEF, 101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175; 703.669.6650).
Website: http://www.natef.org/Home.aspx

The programs in Business and Information Systems are accredited nationally by the Accreditation Council for Business Schools and Programs (ACBSP, 11520 West 119th Street, Overland Park, KS 66213; 913-339-9356).
Website: http://www.acbsp.org/

The Electronic Engineering Technology Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET, 111 Market Pl., Suite 1050, Baltimore, MD 21202-4012; 410.347.7700).
Website: http://www.abet.org/

The Nuclear Medicine Technology Program is accredited by the Joint Review Committee on Education in Nuclear Medicine Technology (JRCNMT, 2000 W. Danforth Rd., Suite 130, No. 203, Edmond, OK 73003; 405-285-0546).
Website: http://jrcnmt.org/

The Paralegal Studies Program is approved by the American Bar Association (ABA, 321 North Clark St., Chicago, IL 60654-7598; 312-988-5000).
Website: http://www.americanbar.org/aba.html

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; 312-704-5300).
Website: http://www.jrcert.org/

The RN Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; 404-975-5000).
Website: http://acenursing.org/
The Office of Assessment offers a variety of ways to assist in the assessments of courses and programs. We are committed to making outcomes assessment an enlightening process that reveals how well students are performing in classes and programs in the important areas of BCC’s General Education proficiencies: Communication, Mathematical Methods, Research & Analysis, Informational Literacy, the Scientific Method, Personal growth & Professional Development, Global Awareness. The information gleaned from performing outcomes assessment reveals specific student performance in mastering these proficiencies.

The assessment manager and team faculty members are ready and available to present to departments or programs on matters ranging from writing measurable program outcomes to rubric construction, from deciding on an assessment vehicle to interpreting the data garnered. Individual meetings and consultations are also available and can often present a turning point in understanding the critical role of assessment in effective teaching and learning.

### CUNY Policy on Academic Integrity

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

**Definitions and Examples of Academic Dishonesty.**

1.1 Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Example of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.

Fabricating data (in whole or in part).

1.2. Plagiarism is the act of presenting another person’s ideas, research or writing as your own. Examples of plagiarism include:
Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source.

Presenting another person’s ideas or theories in your own words without acknowledging the source.

Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or “cutting & pasting” from various sources without proper attribution.

1.3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student’s work.

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- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.

Intentionally obstructing or interfering with another student’s work

1.4. Falsification of Records and Official Documents

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document

2. Methods for Promoting Academic Integrity

2.1. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college’s procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed. These packets also shall be posted on each college’s website.
2.2. All college catalogs, student handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

3. Reporting

3.1. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

3.2. Faculty members shall report all incidents they consider to be academic dishonesty on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college’s Academic Integrity Officer. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible prior to making a determination triggering submission of a Faculty Report Form. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the instructor’s contact information.

3.3. The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, written decisions on academic integrity matters after adjudication also shall be placed in the student’s academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students’ academic integrity files.

4. Procedures for Imposition of Sanctions

4.1. Determination on academic vs. disciplinary sanction.

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student’s confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student’s current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY college and, if so, shall request and be given access to the academic integrity file, if any, at such other CUNY college.
The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include infractions that are similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student’s work through actions designed to prevent the student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2. Procedures in Cases Involving Only Academic Sanctions

4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction.

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member’s discretion. A reduced grade may be an “F” or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2 Student Admits to the Academic Dishonesty but Contests the Academic Sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college’s grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3 Procedures in Cases Involving Disciplinary Sanctions.

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college’s Faculty-Student Disciplinary Committee. If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student’s grade shall be held in abeyance pending the Committee’s action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student’s grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed. Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student’s confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.
4.3. Procedures in Cases Involving Disciplinary Sanctions.
If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college’s Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student’s grade shall be held in abeyance pending the Committee’s action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student’s grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student’s confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student’s confidential academic integrity file and destroy the material.

5. Implementation

Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges’ procedures must be consistent with the policy and procedures described in the Policy.

College Senate Policy on Academic Integrity

I. Introduction
Faculty members at Bronx Community College believe that developing students’ abilities to think through issues and problems by themselves is central to the educational process. Since academic integrity is vital to BCC as an institution of learning, faculty members will make every effort to uphold this “Policy on Academic Integrity” (hereinafter the “Policy”). Faculty will act in accordance with this Policy and all other University policies and applicable bylaws.

II. Definitions
The two most common violations of academic integrity are cheating and plagiarism.

A. Cheating
Cheating is defined as (a) taking or giving help on a test; (b) using unauthorized books, papers, notes or unauthorized pre-prepared materials during an examination; (c) passing off another person’s work as one’s own in the case of projects, papers, portfolios, lab reports; or (d) falsifying reports that clinical procedures were completed and fabricating data such as vital signs, lab reports, etc. Examples of cheating include, but are not limited to, the following:
• Copying an examination or assignment that will be submitted as an individual’s own work;
• Procuring and distributing answers to examinations in advance;
• Using answers on examinations that have been obtained in advance;
• Unauthorized collaboration on work submitted as one’s own;
• Having another person take an examination or write a paper that will be submitted as one’s own;
• Submitting work which has been previously or is currently being used in another course without the knowledge or consent of the instructor.

B. Plagiarism
Plagiarism is a form of academic dishonesty which occurs when individuals attempt to present as their own, ideas or statements that have come from another source. Examples of plagiarism include, but are not limited to, the following:
• Failing to acknowledge (give a citation for) the ideas of another person, whether or not such ideas are paraphrased;
• Attempting to rewrite borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences;
• Failing to place quotation marks around borrowed material in the approved style (it is no defense to claim that one has “forgotten” to do so); and/or
• Presenting as one’s own work a paper or computer program prepared by another person, whether by another student, friend, or family member, or by a business that sells such papers or programs to students.

III. Faculty Responsibilities
A. Allegations of cheating may be referred to the Vice President for Student Success (VPSS) to be handled under the Student Disciplinary Procedures in Article15 of the Bylaws of The City University of New York, as amended by the Board of Trustees on February 24, 1992 (“bylaws”).
B. Allegations of plagiarism may be referred to the Provost and Senior Vice President of Academic and Student Success to determine whether the matter involves an academic question or a disciplinary matter. If the Provost and Senior Vice President determines that the matter is academic, the College’s regular procedures in terms of grading and appeals, as contained in the Committee on Academic Standing’s Codification dated May 16, 1996 (“CAS Codification”), shall be followed. If the VPSS determines that the matter is disciplinary, then it shall be handled as a disciplinary violation in accordance with Article 15 of the bylaws.

The Provost and Senior Vice President and VPSSA will keep a record of any reported incident completely separate from the student’s other College records. Only the Provost and Senior Vice President shall have access to records concerning academic violations, but she/he may supply them to the VPSSA or the Student Disciplinary Committee when and if it is appropriate to do so. Records concerning a student’s academic integrity shall be destroyed six years after an individual student’s graduation or other separation from the College. If the Provost and Senior Vice President sees a pattern of reports about a particular student, the VPSS will be consulted and the faculty member informed so that the seriousness of the problem is addressed by further grade penalties, disciplinary action, appropriate counseling or other measures consistent with the CAS Codification in cases of academic violations and by reference to Article 15 of the bylaws in cases of disciplinary violations. (See also Students Rights below.)
C. Allegations of cheating or plagiarism, if proven, may result in disciplinary action pursuant to Article 15 of the bylaws, with penalty ranging from failure in the course to dismissal from the College.

IV. Student Responsibilities
A. All students’ work shall be the result of their own efforts unless teamwork or other collaborative efforts are being clearly encouraged by the instructor.
B. Students are required to appropriately identify direct quotations and paraphrased opinions, ideas and data when they are incorporated into the writing of papers, examinations, class projects, etc.
C. Students shall follow the directions of the course proctor regarding permissible materials in the classroom at the time of examinations.
D. No student shall give or receive any assistance or communicate in any way with another student while an examination is in progress.
E. No student shall attempt to obtain or disseminate the content of any examination prior to its distribution by the proctor.
F. No student shall submit the same work to more than one instructor without the prior approval of the course instructor.
G. All students are expected to help insure academic integrity. Students should inform the professor if they suspect cheating or plagiarism. Student assistance in this matter is confidential.

V. Students’ Rights and Appeals
In cases in which a matter is treated as an academic violation, the College’s regular procedures in terms of grading and appeals, as contained in the CAS Codification, should be followed.
In cases in which the matter is referred to the Vice President for Student Success to be treated as a disciplinary violation, Article 15 of the bylaws fully describes the students’ rights and the procedures to be followed.

Religious Beliefs and Class Attendance

Education Law Section 224-a.
No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination, any study or work requirements. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity. If classes, examinations, study or work requirements are held on Friday after four o’clock post meridian or on a Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administration officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
A. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

B. As used in this section, the term “institution of higher education” shall mean any institution of higher education, recognized and approved by the regents of the State University of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.
Grading Policy
Mid-Term and Final Grades
Instructors assign and inform students of mid-term and final grades during a period designated in the Academic Calendar. The following grades may be assigned by instructors:

<table>
<thead>
<tr>
<th>Grade</th>
<th>%Equivalent</th>
<th>Achievement</th>
<th>Value Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97—100</td>
<td>Exceptional</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>93—96.9</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90—92.9</td>
<td>Very Good</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87—89.9</td>
<td>Very Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83—86.9</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80—82.9</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77—79.9</td>
<td>Above Average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73—76.9</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70—72.9</td>
<td>Below Average*</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67—69.9</td>
<td>Below Average*</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63—66.9</td>
<td>Below Average*</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60—62.9</td>
<td>Below Average*</td>
<td>0.7</td>
</tr>
<tr>
<td>F**</td>
<td>0—59.9</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>R†</td>
<td></td>
<td>Repeat</td>
<td>0.0</td>
</tr>
</tbody>
</table>

I. Students should be aware that although these grades are considered passing, they have the effect of lowering the GPA below the level necessary for graduation. Consistent performance at this grade level will result in probation and subsequent dismissal from the College.
Administrative Grades
During the semester and under circumstances described below, instructors may assign the following special grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrew Officially—3rd week through 10th week only of a full-semester course. Student initiated. No Impact on GPA.</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal—non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date. No impact on GPA.</td>
</tr>
<tr>
<td>WD</td>
<td>Drop Withdrawal (assigned by the Registrar’s Office for drops during 2nd and 3rd week of class)</td>
</tr>
<tr>
<td>WN</td>
<td>Never Attended-No impact for credit or grade.</td>
</tr>
<tr>
<td>*AUD</td>
<td>Audit - Course not taken for credit or grade.</td>
</tr>
</tbody>
</table>

* AUD - Once classes have begun, students cannot change a course from audit status to credit status or from credit status to audit status. Credits in audited courses are not counted for financial aid.

Temporary Grades
An instructor may assign a temporary grade at the end of the semester only for one of the reasons given below:

INC Incomplete
Work in course incomplete (but student otherwise passing in course). Absent from the final exam (but student otherwise passing in course). No impact on GPA. May resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or FIN equivalent to F if unresolved. (Refer to Regulations below.)

PEN Grade Pending
It is also used to facilitate the implementation of the Procedures for Imposition of Sanctions whereby the college must hold a student’s grade in abeyance pending the outcome of the academic review process.

Class Attendance
Class attendance and participation are significant components of the learning process and play a major role in determining overall student academic achievement. Therefore, students are strongly encouraged to attend and participate in all class sessions of the courses in which they are registered. For further details, please refer to course syllabi.

In the event of excessive absences, faculty have the option to lower the grade, request completion of additional assignments, or assign a failing grade.
Faculty members will verify by the end of the fifth week of each semester, or at least 1/3 into the duration of any semester, through the Commencement of Attendance (COA) process, whether or not a student has ever attended the course. Afterwards, faculty are encouraged to monitor class participation in order to facilitate and support the College’s student retention efforts.

**Lateness**
Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in class after the scheduled starting time constitutes lateness.