ACADEMIC PROGRAMS AND POLICIES

DEGREE AND CERTIFICATE PROGRAMS
Bronx Community College offers degree programs leading to the Associate in Applied Sciences (A.A.S.), the Associate in Arts (A.A.), and the Associate in Science (A.S.), as well as certificate programs. The Board of Trustees and the New York State Department of Education, Division of Higher Education, have approved the associate degrees and certificate programs.

Students can select a degree (A.A. or A.S.) in a program that permits them to transfer to a four-year institution, or students may select a degree in a career program (A.A.S.) that prepares them with the skills in a specific area leading to employment upon graduation.

-Transfer Programs-

ASSOCIATE IN ARTS (A.A.)
1. Criminal Justice
2. Liberal Arts and Sciences Options
   - Africana, Latino & Native American Studies
   - Education
   - History
   - Human Services
   - International Studies
   - Media Studies
   - Performing Arts
   - Political Science
   - Psychology
   - Security Management
   - Spanish
   - Speech Pathology

ASSOCIATE IN SCIENCE (A.S.)
1. Business Administration Options
   - Accounting
   - Computer Programming
   - Management
   - Marketing Management
2. Community/School Health Education
3. Computer Science
4. Dietetics and Nutrition
5. Engineering Science
6. Liberal Arts and Sciences
   - Biology
   - Chemistry
   - Earth Systems and Environmental Science
   - Physics
   - Mathematics
7. Science for Forensics
8. Therapeutic Recreation

-Career Programs-

ASSOCIATE IN APPLIED SCIENCES (A.A.S.)
1. Accounting
2. Automotive Technology
3. Computer Information Systems
4. Computer Programming
5. Web Page Development
6. Digital Arts
   - Graphic Design
   - Interactive Media
7. Education Associate
8. Electronic Engineering Technology
9. Energy Services Technology
10. Environmental Technology
11. Human Services
12. Marketing Management
13. Media Technology
14. Medical Laboratory Technology
15. Medical Office Assistant
16. Nuclear Medicine Technology
17. Nursing
18. Office Administration and Technology
19. Ornamental Horticulture
20. Paralegal Studies
   - Lay Advocate
21. Pharmaceutical Manufacturing Technology
22. Radiologic Technology
23. Telecommunications Technology
24. Telecommunications Technology – Verizon

-Certificate Programs-
1. Animal Care and Management
2. Assistant of Children with Special Needs
3. Automotive Technology
4. Bilingual Early Childhood Assistant
5. Early Childhood Assistant
6. Licensed Practical Nurse
7. Paralegal Studies
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).

The Automotive Technology Program is accredited by National Automotive Technicians Education Foundation (NATEF, 101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175; (703) 669-6650)

The programs in Business and Information Systems are accredited nationally by the Association of Collegiate Business Schools and Programs (ACBSP, 7007 College Blvd, Suite 420, Overland Park, KS 66211; (913) 339-9356).

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).

The Nuclear Medicine Technology Program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT, 2000 W. Danforth Rd., Suite 130, No. 203, Edmond, OK 73003; (405) 285-0546).

The Paralegal Studies Program is accredited by the American Bar Association (ABA, 321 N. Clark St., Chicago, IL 60610-4714).

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).

The RN Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC, 61 Broadway, 33rd Floor, New York, NY 10006; 800-669-1656).
ASSESSMENT OF STUDENT LEARNING

Mission
The purpose of assessment at BCC is to improve teaching and learning through a cyclical, systematic process which includes collection, examination, and analysis of student work (direct evidence) and of information about student performance, persistence, attitudes and achievement (indirect evidence). The establishment of assessment cycles leads toward two results. First, assessment analysis informs decisions about instruction and its organization at both course and program levels. Second, it generates greater clarity about our goals at every level—course, program, and institution. That greater clarity, in turn, will inform the next assessment cycle.

Bronx Community College is pursuing assessment according to these basic principles:
• Assessment work is organized so that faculty (within departments and across the campus) share their disciplinary and instructional expertise and practices. Collaborative use of this knowledge is the central prerequisite activity of assessment done well.
• Assessment work pursues meaningful information about how we teach and about how our students learn. It is based on questions that matter to us.
• Assessment work is valued and given the necessary resources. Faculty are provided time and assistance to complete a cyclical process of planning (setting goals, outcomes, and measurement criteria), data collection, and data analysis leading to evidence-based decisions.
• Assessment work is driven and informed by our core educational mission and values, while we retain a realistic understanding of the external forces that affect us.
• Assessment work is integrated into related, ongoing activities, such as departmental self-studies, program reviews, and external accreditations.

Academic Assessment and Review Committee

The Academic Assessment and Review Committee (AARC) provides guidance to departments for conducting assessment and preparing self-studies. Members of AARC, appointed by the Senior Vice President of Academic Affairs, include the Associate Dean of Academic Affairs; the Associate Dean of Institutional Research, Planning and Assessment; the Director of Institutional Research; the faculty Director of Instructional Technology; and faculty members representing each of the three divisions who have demonstrated excellence in assessment practice and knowledge. Members of AARC are available to provide information, guidance and strategic or technical assistance for assessment implementation, including development and use of instruments, rubrics and criteria. AARC serves as a consulting group to assist department chairpersons and faculty assessment leaders, as needed, to:

1. Develop the department’s academic review and assessment plan, including details of the elements to be included as components of the self-study report.
2. Connect the department’s plan for academic review with goals, priorities or strategic directions within the division and the institution.
3. Identify areas of student learning to be assessed and develop a plan for doing this within the department’s scheduled review cycle.
4. Plan the organization of data collection and interpretation, outcomes analysis, and development of departmental consensus on next steps based upon this analysis.
CUNY POLICY ON ACADEMIC INTEGRITY
Academic dishonesty is prohibited at The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, and devices of communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:
- 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 use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:
- 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.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.
The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

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.

Falsification of Records and Official Documents
The following are some examples of falsification, but by no means is it an exhaustive list:

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.

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 Development (“VPSD”) to be handled under the Student Disciplinary Procedures in Article 15 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 Vice President of Academic Affairs (“VPAA”) to determine whether the matter involves an academic question or a disciplinary matter. If the VPAA 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 VPAA determines that the matter is disciplinary, then it shall be handled as a disciplinary violation in accordance with Article 15 of the bylaws.

The VPAA and VPSD will keep a record of any reported incident completely separate from the student’s other College records. Only the VPAA shall have access to records concerning academic violations, but she/he may supply them to the VPSD 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 VPAA sees a pattern of reports about a particular student, the VPSD 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 Development to be treated as a disciplinary violation, Article 15 of the bylaws fully describes the students’ rights and the procedures to be followed.
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>

*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 subsequently suspension from the College.

**F Grade Policy**
When a student receives the grade of “F” or an administrative failing grade, and that student subsequently retakes that course and receives a grade of “C” or better, the initial grade will no longer be computed into the Grade Point Average. The original grade will remain on the transcript with the notation “not calculated in Grade Point Average.”

The number of failing credits that can be deleted from the Grade Point Average is limited to 16 for the duration of the student’s undergraduate enrollment in The City University of New York. All 16 credits may be used at the associate degree level, but once used; they are unavailable at the CUNY senior college level. For this reason, students should be advised of the desirability of holding some or the entire credit bank for later studies at the senior college. **Students should make written request for such exclusions to the Registrar who is responsible for informing students of their rights with regard to this regulation. This policy is effective Sept. 1, 1990, at all colleges of CUNY. For additional information, contact the Registrar’s Office.**

†Issued only in remediation courses (equated credit skills improvement courses) to designate significant achievement on the part of the student. Students receiving the grade of “R” are required to repeat the course. The grade of “R” may not be assigned more than once in a single course and assigned only during the final grading period.

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 – 4th week through 10th week only. 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.</td>
</tr>
<tr>
<td>WU</td>
<td>Unofficial Withdrawal-4th week through end of semester. Student attended at least one class session, but failed to withdraw officially. Maybe assigned only during the final grading period. (counts as a failure)</td>
</tr>
<tr>
<td>WN</td>
<td>Never Attended-No impact on GPA.</td>
</tr>
<tr>
<td>*AUD</td>
<td>Audit - Course not taken for credit or grade.</td>
</tr>
</tbody>
</table>
Temporary Grades
An instructor may assign a temporary grade at the end of the semester only for one of the reasons given below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| INC   | Work in course incomplete (but student otherwise passing in course)  
      | Absent from the final exam (but student otherwise passing in course)  
      | May resolve to A+, A-, 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. |

Registration in subsequent level courses: A student with the grade of INC or PEN in any course may not register for the subsequent level course in a sequence without written permission to do so from the Chairperson of the Department in which the course is given.

The deadline for a student to resolve a temporary grade (INC) by completing coursework shall be the end of the 10th week of the semester immediately following the one in which the grade was given.

If a student cannot comply with the 10th week deadline for submission of required coursework, he/she may file for an extension of the temporary grade only with the approval of the instructor and/or the department chair. The instructor and/or the department chair will then specify the period of time by which the coursework must be completed (no later than the 10th week of the semester following the one in which the extension was granted).

The INC grade will automatically convert from INC to FIN at the end of the 10th week of the semester immediately following the one in which the grade was given unless the student has completed the coursework or has been granted an extension.

The PEN grade will not lapse to FPN, final determination of a grade will depend on final evaluation by the instructor or the outcome of college’s academic review process.

Attendance Policy

CUNY has determined that we will not collect data institutionally, in order to avoid financial aid liabilities. Please note that this university policy does not have any impact on academic decisions or practices regarding class attendance. Common sense dictates that good class attendance is critical to a student’s chance for success in any class. Faculty are encouraged to use attendance criteria as on part of their evaluation of student performance. Such criteria should be clearly stated on a course syllabus. However, in conformance with university policy, the college will not collect attendance records.

Although the college does not require record keeping and will not maintain records on behalf of faculty, individual faculty may continue to require attendance as one of their criteria in assessing student academic progress and participation. Faculty expectations of student’s performance, including lateness, classroom participation, submission of homework, lab reports, term papers, etc. should clearly be outlined in the course syllabi. We will soon have available an online application for faculty to use to
maintain their attendance and make appropriate student referrals for academic support interventions when warranted.

Please note, however, that faculty are still required to indicate by the end of the fifth week either affirmatively that the student has attended or is otherwise active; or negatively that the student has never attended any of the classes since the beginning of the term and a grade of WN is assigned. The date of student attendance is neither requested not required. Beginning in fall 2011, commencement of attendance document was introduced and is available on OSSES (https://wa01.bcc.cuny.edu/).

Federal and state regulations require that public assistance recipients are in compliance with College Opportunity to Prepare for Employment (COPE) attendance standards. Please note that CUNY’s status as a non-attendance-taking institution with respect to Federal financial aid does not preclude faculty members from taking attendance for this purpose. Faculty who have COPE students enrolled in their classes should provide attendance information with regard to these COPE students. Contact the COPE office (http://www.bcc.cuny.edu/EnrollmentManagement/?page=COPE&px=1)for more information.