Academic Policies and Procedures

OFFICE OF ACADEMIC AFFAIRS

Interim Vice President of Academic Affairs:
Dr. Howard Wach

Acting Dean of Academic Affairs:
Dr. David L. Hadaller

Associate Dean of Planning & Program Development:
Dr. Michael Seliger

Assistant Dean of Academic Affairs:
Dr. Jason Finkelstein

The Office of Academic Affairs is responsible for the instructional activities, educational programs and various academic support programs at the College. These include classroom teaching and learning, academic advisement of all students who have completed their first year, tutoring, special programs, management of certain grants, and faculty and staff development. In addition, the following are also within the jurisdiction of the Office of Academic Affairs: the Academic Success Center, the Center for Teaching Excellence, Coordinated Undergraduate Education, Collaborative Programs, the Evening and Weekend Office, the Library and Learning Center, the Office of Instructional Technology, the Center for Sustainable Energy, the National Center for Educational Alliances, and the Center for Tolerance and Understanding.

The Vice President of Academic Affairs has the authority to waive certain fees and curriculum requirements when warranted. In addition, the Vice President reviews complaints about instruction after the instructor and department chairperson have been consulted.
ACADEMIC SUCCESS CENTER
http://www.bcc.cuny.edu/AcademicAdvising/AcademicSuccessCenter/

Established in a collaborative initiative between the offices Academic Affairs and Student Development, the Academic Success Center strives to coordinate and deliver student support services, such as academic advising, in an environment that foster student academic achievement and personal success.

The Academic Success Center provides academic advising, registration assistance and academic orientation for students according to the following categories:

Incoming Transfers
Academic Warning
Academic Probation
45+ credits

The Academic Success Center also serves as a valuable resource for both students and faculty by:

• Providing accurate and timely information regarding testing, placement and graduation requirements.
• Clarifying academic policies and institutional procedures.
• Promoting the use of web-based academic advising resources such as, Degree Solutions and OSSES.
• Providing academic advising workshops and training for faculty and staff.

The Academic Success Center is open Monday through Saturday with evening hours also available. For further information call (718) 289-5401.

ACADEMIC ADVISING

BCC defines academic advising as a developmental process designed to engage and assist students in formulating sound and sensible long range educational plans that are consistent with their personal and professional aspirations. Academic advising also helps students graduate in a timely fashion by assisting them in choosing the right courses in the right sequence for their chosen curriculum.

Every semester, before registration, students are required to meet with their academic advisor, who will review course selections, explain graduation requirements, and clarify institutional policies.

The Office of Academic Affairs collaborates with the Office of Student Affairs to organize the delivery of academic advising at BCC. Counseling faculty is responsible for the advisement and registration of incoming freshmen during their first year. Afterwards, students in good academic standing are assigned to faculty in their academic department, and those on academic warning or probation are assigned to professional advisors in the Academic Success Center.
Academic advising is most effective when done early and often. Therefore, all students are strongly encouraged to contact and schedule an appointment with their assigned academic advisor as early as possible during the semester.

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.
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 – 3rd 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. No impact on GPA.</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. May be assigned only during the final grading period (Counts as a failure in GPA.)</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>

*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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>INC</td>
<td>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).</td>
</tr>
<tr>
<td>PEN</td>
<td>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.</td>
</tr>
</tbody>
</table>

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. FIN impacts GPA.

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

ACADEMIC STANDING

CUNY Board of Trustees policy requires that all students must achieve the following minimum cumulative Grade Point Average (GPA) standards to be considered in good academic standing.

<table>
<thead>
<tr>
<th>Cumulative Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>1.5</td>
</tr>
<tr>
<td>13-24</td>
<td>1.75</td>
</tr>
<tr>
<td>25-Higher</td>
<td>2.0</td>
</tr>
</tbody>
</table>

PROBATION/SUSPENSION

Students are placed on academic probation for the following semester if they do not meet the minimum GPA in the above chart. Students who are unable to bring their GPA to the required standards while on probation will be suspended, and must be separated from the University for at least one semester. Students who have been suspended twice may not be readmitted at BCC.

At-Risk Academic Standing Chart

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA Index</th>
<th>First Occurrence</th>
<th>Second Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 credits or below</td>
<td>Below 1.5</td>
<td>Probation (13 credits/equated credits max)</td>
<td>Suspension (One –semester)</td>
</tr>
<tr>
<td></td>
<td>1.5 – 1.99</td>
<td>Academic Warning (13 credits/equated credits rec.)</td>
<td>Academic Warning (13 credits/equated credits rec.)</td>
</tr>
<tr>
<td>13-24</td>
<td>Below 1.75</td>
<td>Probation (13 credits/equated credits max)</td>
<td>Suspension (One –semester)</td>
</tr>
<tr>
<td></td>
<td>1.75 – 1.99</td>
<td>Academic Warning (13 credits/equated credits rec.)</td>
<td>Academic Warning (13 credits/equated credits rec.)</td>
</tr>
<tr>
<td>25 and higher</td>
<td>Below 2.0</td>
<td>Probation (13 credits/equated credits max)</td>
<td>Suspension (One-semester)</td>
</tr>
</tbody>
</table>
ACADEMIC APPEALS

Students may appeal their probationary or suspension status to the Appeals Agent of the Committee on Academic Standing (CAS). Students should contact the Office of Student Affairs to find out who is the current appeals agent. Appeals are intended for students who have WUs that could be converted to Ws, or for students who have poor academic grades that are older than 7 years and who have shown academic progress seven years after those grades were earned. FIN grades are resolved with the instructor who issued the grades. Usually, a student has 10 weeks into the semester following the semester in which the grade was given to resolve the INC grade, but an instructor may file an extension form to allow a student more time.

COMMITTEE ON ACADEMIC STANDING (CAS)

The Committee on Academic Standing formulates policy on matters regarding the maintenance of matriculation, grading structure, satisfaction of requirements for degrees and certificates, and advanced standing. It adjudicates and takes final action on waivers of suspension, statute of limitation and administrative grade appeals. Communications with the Committee should be made through the Registrar, who serves as its Executive Secretary. The College Community may review a copy of the Codification of Academic Rules and Regulations on the College website.

GRADUATION

Graduation Requirements
To be considered for graduation at Bronx Community College, students must meet five requirements.

They must have:
- Completed all the required courses in the curriculum
- An overall academic index of at least C (2.0)
- Completed the minimum degree credits required
- Passed the CUNY Assessment Test in Writing Exam (CATW).
- Completed two designated Writing Intensive (WI) courses (students who entered BCC in Fall 2004 or later).

To Apply for Graduation
Students file as a “Candidate for Degree” in the semester they expect to graduate. The candidate for degree card is available in the Registrar’s Office, Colston Hall, Room 513. Students who fail to submit a candidate degree card will not be evaluated for graduation purposes. The diploma will be dated the semester that the degree is conferred, not necessarily the semester that the coursework was completed.

*It is strongly recommended that students conduct a preliminary degree audit (DegreeSolutions) at least two semesters before they expect to graduate.*

Multiple Degrees
An applicant for a second degree must complete a minimum of fifteen (15) additional credits required by the second degree at BCC. A student may earn only one Associate in Arts (A.A.)
degrees. However, a student may earn multiple Associate in Science (A.S.) degrees, or multiple Associate in Applied Sciences (A.A.S.) degrees where the curricula is distinct.

Course requirements for the second degree are those curriculum requirements in effect when application for the second degree is approved. For more information, consult the Codification of Academic Rules and Regulations available on the College website.

Graduation Rate
Graduation rates at BCC compare favorably with other public, urban community colleges. Most students require more than two years completing an associate degree.

The average five-year graduation rate is 20 percent. Other rates are available in the Office of Institutional Research and Analysis.

HONORS
The Honors Program at Bronx Community College fosters academic excellence. It challenges students with rigorous assignments and creates opportunities for education beyond an A.A. or A.S. degree.

The Honors Program is open to all students who meet the following criteria: a GPA of at least 3.2; all course prerequisites met; and at least nine college credits earned. Students may also enter the program when recommended by a faculty member. Incoming freshmen who meet specific criteria are also eligible.

Qualified students are eligible to take honors courses in a variety of subjects in the liberal arts and sciences. Honors classes are generally limited in size and offer greater opportunities for individual attention and interaction with faculty. Students receive special recognition on their transcripts for those honors courses in which they attain a grade of B+ or better. For more information please consult the Honors Program webpage https://bcc-cuny.digication.com/honors/Welcome.

DEAN’S LIST
Students shall be eligible for inclusion on the Dean's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.3 or higher. Students shall be evaluated for the Dean’s List upon successful completion of 12 or more college credits in a semester.

No student may be included on the Dean's List more than six (6) times during his or her stay at the college. A student with a grade of F, WU, FIN, or WF shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.

Regulations for Part-Time Students
All of the aforementioned criteria for full-time matriculated students shall be applicable to part-time matriculated students. A part-time matriculated student shall be eligible for the Dean's List upon completion of twelve (12) college-level credits during an "accumulation period." An
"accumulation period" will consist of two consecutive semesters completing twelve (12) college-level credits.

**Dean’s List for Graduation**
To be considered for the Dean’s List at the time of graduation a student must have a cumulative Grade-Point Average (GPA) of 3.3, with no PEN or INC grades.

**PRESIDENT’S LIST**
Students shall be eligible for inclusion on the President's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.7 or higher.

A student who qualifies for the President’s List in a given semester or at graduation is not eligible to be on the Dean’s List at the same time.

A student with a grade of F or WU shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for President's List. A student with a Z grade shall not be considered until the grade is resolved.

**Regulations for Part-Time Students**
All of the aforementioned criteria for full-time matriculated students shall be applicable to part-time matriculated students. A part-time matriculated student shall be eligible for the President's List upon completion of twelve (12) college-level credits during an "accumulation period."

An "accumulation period" will consist of two consecutive semesters completing twelve (12) college-level credits.

**President’s List for Graduation**
To be considered for the President’s List at the time of graduation a student must have a cumulative Grade-Point Average (GPA) of 3.7, with no PEN or INC grades.

**HONOR SOCIETIES**
Presently four honor societies are active at the BCC.

**Alpha Beta Gamma**
*Advisor: Mr. Elsworth Brown*
Alpha Beta Gamma is the International Business Society recognizing scholarship among community college students. To be eligible for membership with the BCC chapter, students must be enrolled as a Business and Information Systems Department major, have completed 15 credit hours with at least 12 credit hours taken in courses leading to a business degree, and attained a 3.0 GPA. Induction ceremonies are conducted each spring.

**Phi Theta Kappa**
*Advisor: Ms. Yvonne Erazo*
Phi Theta Kappa is the International Honors organization of two-year colleges. Membership is offered to students who have earned at least 24 credit hours at the College and have achieved a cumulative GPA of at least 3.5. Phi Theta Kappa offers a variety of leadership
opportunities for student involvement partakes in community service activities and holds an induction ceremony each year during the spring.

**Tau Alpha Pi**
**Advisor:** Dr. Luis Montenegro
Tau Alpha Pi is the National Honor Society recognizing students enrolled in science and technology programs at two-year colleges. To be eligible for membership, students must have earned at least 24 credit hours with a cumulative GPA of at least 3.5. The organization holds an induction ceremony each year during the spring semester.

**Chi Alpha Epsilon**
**Advisor:** Mrs. Cassandra Bellabe-Rosemberg
Chi Alpha Epsilon is the National Honor Society recognizing the academic achievements of students admitted to colleges and universities through non-traditional criteria. The organization serves Educational Opportunity Program students such as SEEK and College Discovery students at the City University of New York. Membership is offered to students who have earned at least 12 credit hours with a cumulative GPA of at least 3.0 for two consecutive full-time semesters.

**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.

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.

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 university of the state 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.