

Academic Policies and Procedures

■ OFFICE OF ACADEMIC AFFAIRS

Senior Vice President of Academic Affairs:

Dr. George L. Sanchez

Dean of Academic Affairs: Dr. Alice P. Fuller

Assistant Dean of Academic Affairs: Dr. Nadine F. Posner

Assistant Dean of Academic Affairs:

Dr. Jason Finkelstein

Assistant Dean of Planning & Program

Development: Michael Seliger

The Office of Academic Affairs is responsible for all instructional activities at the College; academic advisement of all students who have completed their first year; special programs; management of certain grants; and faculty and staff development. In addition, the following are also under the Office of Academic Affairs: Academic Advising, the Center for Teaching Excellence, Coordinated Undergraduate Education, Collaborative Programs, the Evening and Weekend Office, the Library and Learning Center and the National Center for Educational Alliances.

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 ADVISEMENT

Coordinator: Mr. Octavio Melendez

The mission of the Office of Academic Advisement is to promote the academic success of students through the delivery of quality educational advisement in the context of high academic achievement. Further, the Office of Academic Advisement endeavors to help students graduate in a timely fashion by assisting them in developing sound educational plans that are consistent with their personal and professional goals.

Academic advisement at Bronx Community College is a collaborative effort between the Offices of Academic Affairs and Student Development. Following advisement in their Orientation and Career Development seminar (OCD 01) for their second semester, students are then advised by faculty in their chosen curriculum and/or academic advisors in the Office of Academic

All students must seek advisement before class registration. The Office of Academic Advisement also serves as a valuable resource for both student and faculty by:

- Providing accurate and timely information regarding testing, placement and graduation requirements.
- Clarifying academic policies and institutional procedures.
- Promoting the use of technology such as Degree Solutions and the Electronic Advisement Form for more effective academic advisement.
- Providing academic advisement workshops for faculty.
- Representing Academic Affairs in various College committees such as Academic Standing and Academic Advisement.
- Referring students to appropriate campus resources.

Academic Advisement is most effective when done early and often; therefore, all students are strongly encouraged to contact the Office of Academic Advisement, their major department or their Student Development counselor to schedule an appointment early in the semester. The Office of Academic Advisement is open Monday through Saturday with evening hours available. For further information call 718-289-5401.

■ ACADEMIC STANDING

Each semester, all continuing students are classified into one of six academic standing groups:

Group	Academic	Criteria	Actions
1	Good Academic Standing	Students with GPAs of 2.0 or greater.	Maintain good work.
2	Academic Warning Standing	Students with GPAs below 2.00 but above the probation chart.	Seek intervention in appropriate area.
3	Probation One (P1)	Students who place on the probation chart for first time.	Limited to 13 equated/academic credits for the semester. Seek intervention.
4	Probation Two (P2)	Students who place on the probation chart for second time.	Limited to 7 equated/academic credits for the semester. Seek intervention.
5.	Suspension One (S1))	Students who place on the suspension chart for first time.or second time.	Must be separated from the University for one semester.
6.	Suspension Two (S2)	Students who place on the probation/suspension chart for second time.	Permanent suspension from the College.

The index classification chart below is used to place students in the probation (P1, P2), and suspension (S1, S2) categories.

Credits Taken	Probation (P1, P2) must be assigned if cumulative index is lower than that listed.	Suspension (S1, S2) if cumulative index is lower than that listed and the student has been in P1 and P2 status.
0 - 11.5	No Classification	No Classification
12 - 23.5	1.7	1.23
24 - 37.5	1.8	1.68
38 - 51.5	1.9	1.87
52 - 63.5	1.98	1.97
64 or greater	2.00	1.98

The Index Classification for determination of academic standing is applied to all credits, including remedial course credits until the student reaches 24 index credits. At this point only index credits will be used for classification purposes. The GPA that includes remedial course credits is known as the “other GPA.”

■ APPEALS

Students may appeal their probationary or suspension status to the Appeals Agent of the Committee on Academic Standing (CAS). These appeals are intended for students who have WUs that could be converted to Ws, FINs and FABs that could be resolved, and/or F grades that could be removed if a course were retaken and a grade of C or better earned.

A complete description of the academic standing policy can be found at: http://www.bcc.cuny.edu/Codification/CAS_CODI_SECTION_4.htm

■ READMISSION

After one or more semesters of absence from the College, a student must apply for readmission. The current fee for readmission is \$10. Readmission applications are available in the Registrar’s Office for this purpose. Deadlines for the receipt of applications for readmission are: Fall Semester, August 15; Spring Semester, January 15; Summer Session, May 15.

Readmitted students, who have been away from the College for more than a year must prove residency.

■ GRADES

The instructor assigns the grade which represents his or her evaluation of the work performed and the level of scholarship and competence of the student, based on a composite of the elements that went into the course.

Individual departments may set up policies with respect to minimum essentials, relative weighing of factors such as term paper, laboratory work, periodic quizzes, final examinations, and special projects. Grading policies may be department-wide or those of an individual instructor. In either event, they are communicated to students early in the semester.

A permanent academic record for each student is maintained by the Registrar. Students receive reports of their achievement and status each semester.

Mid-Term Grades

Instructors assign and inform students of mid-term grades during a period designated in the Academic Calendar.

Unless otherwise announced, all courses have required final examinations for all students.

The following grades may be assigned by instructors:

	%		
Grade Equivalent	Achievement	Value	Point
A+	97 - 100	Superior	4
A	93 - 96.9	Excellent	4
A-	90 - 92.9	Very Good	3.7
B+	87 - 89.9	Very Good	3.3
B	83 - 86.9	Good	3.0
B-	80 - 82.9	Above Average	2.7
C+	77 - 79.9	Above Average	2.3
C	73 - 76.9	Average	2.0
C-	70 - 72.9	Below Average *	1.7
D+	67 - 69.9	Below Average*	1.3
D	63 - 66.9	Below Average*	1.0
D-	60 - 62.9	Below Average*	0.7
F**	0 - 59.9	Failing	0.0
R†		Repeat	0.0
NC††		No Credit	0.0

* 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.

** 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 all of the 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 college registrar.

† 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.

†† Used by the English Department only for students who pass the ENG 02 component, but fail the ENG 11 components.

Administrative Grades

During the semester, and under circumstances described below, instructors may assign the following special grades:

Grade	Explanation
W	Withdrew 3rd through 10th week only. Student initiated.
WA	Administrative withdrawal—disciplinary or lack of immunization. College initiated.
WF	Withdrew Failing (counts as a failure) 3rd week through 10th week only.

WU Withdrew Unofficially and/or Excessive Absence (counts as a failure) 3rd week through end of semester.

AUD Audit (registration only by special permission of the Registrar and Department Chairperson).

Temporary Grades

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

Grade Explanation

ABS Absent from final examination, but student otherwise passing in course. Upon application to the Registrar's Office, supported by evidence of legitimate, unavoidable absence, student will be given a make-up examination. May resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or FAB Equivalent to F if unresolved. (Refer to Regulations below.)

INC Work in course incomplete, but student otherwise passing in course. May not be assigned to student absent from final examination. May resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or FIN Equivalent to F if unresolved. (Refer to Regulations below.)

Z Administrative grade assigned temporarily when an instructor has been delayed in submitting the final grade. (Missing grade.)

1. Registration in subsequent level courses—A student with the grade of ABS or INC 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.
2. Make-up and special examinations—A student who misses (for a legitimate reason) a regularly scheduled final examination must apply to the Registrar for re-examination. See Special Fees, page 21.
3. The deadline for a student to resolve a temporary grade (INC or ABS) by completing coursework shall be the end of the 10th week of the semester immediately following the one in which the grade was given.
4. 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).
5. These grades will automatically convert from INC to FIN and from ABS to FAB 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.

■ 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, diplomas and certificates, attendance, and advanced standing. It adjudicates and takes final action on student administrative 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 on the College website. It can be accessed by clicking on the “academics” button at the top of the page and then following the link to the “Codification.”

■ ATTENDANCE AT CLASSES

Absence from Class*

Attendance at all class sessions is required. There are no provisions for unexcused absences or for unexcused free cuts. Instructors keep an official record of absence in their grade folders and communicate with the Office of the Registrar regarding excessive absence involving individual students.

In the event of unavoidable absence, students are encouraged to file immediately evidence of reason for absence so that it will be available if questions of appeals should arise. Evidence should be shown to all instructors involved and their signatures affixed as evidence of their having witnessed the documentation. This evidence should then be filed with the Registrar’s Office.

Students excessively absent as indicated in the Guide for Excessive Absences chart may first be warned. If absence continues, they will be debarred, with an assigned grade of “WU” which is a failing grade.

Lateness

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes a lateness. Latecomers may, at the discretion of the instructor, be refused admission to a class session and/or incur an official absence.

■ GRADUATION REQUIREMENTS

To be considered for graduation at Bronx Community College, students must meet four requirements. They must have:

1. completed all the required courses in the curriculum;
2. an overall academic index of at least C (2.0);
3. completed the minimum degree credits required;
4. passed the CUNY Proficiency Examination (CPE).

The CUNY Proficiency Exam replaces the CUNY Reading Assessment Test and the CUNY Writing Assessment Test (Freshman Skills Assessment Program) as a graduation requirement.

The CUNY Proficiency Exam (CPE)

The CPE was developed in response to a 1997 Board of Trustees’ resolution and, as of September 1, 2003, must be passed before a student can receive an associate degree or begin junior-level work at a four-year CUNY college. The CPE is designed to assess a student’s ability to write clearly and logically and to think critically and analytically about ideas and information at a level expected in upper division courses. Students in good academic standing are encouraged to take the CPE for the first time during the semester in which they attain 45 credits and are required to take the exam after they have completed 45 credits. Students with GPAs below 2.0 or who have not passed both the ACT reading and writing exams may not sit for the CPE. Students with a Bachelor’s Degree or higher from an accredited program, are exempt from the CPE. More information is available on the college website and also at www.cuny.edu/cpe. that information should call the Testing Office at 718-289-5760 for further information.

*Absence Limitation Chart

Number of Class Hours per Week	Warning Notice Sent After Hours of Absence	Debarment After Hours of Absence
1 session of absence*	1 session of absence*	3 sessions of absence*
1 hour	1 hour	3 hours
2 hours	2 hours	5 hours
3 hours	3 hours	7 hours
4 hours	4 hours	9 hours
5 hours	5 hours	12 hours
6 hours	6 hours	14 hours
7 hours	7 hours	16 hours
8 hours	8 hours	18 hours

* In classes such as laboratory, health and physical education, art, or music which may be scheduled to meet only one session each week, absence from one session incurs a warning notice. Absence from two sessions is the maximum permitted for the term. Absence from three sessions constitutes grounds for debarment from the course.

Writing Intensive (WI) Courses

For students who entered BCC in Fall 2004 or later, the College requires for graduation, in addition to the English course requirement, completion of two designated WI courses chosen from any of the three divisions. It is recommended that students take WI courses from two different divisions. Any course offered for college credit in the BCC catalog may be designated as Writing Intensive. The pre- and/or co-requisites for WI sections are identical to the pre- and/or co-requisites for non-WI sections of such courses, as listed in the BCC catalog. Students may take any designated WI course as their first selection. However, it is recommended that WI courses have at least a pre- or co-requisite of English 02 and/or RDL 02. Further, it is recommended that students take their second WI course after completing or while taking English 11.

A course section designated as Writing Intensive is a section of a course, given in a department other than English (with the exception of 3-credit, 3-hour literature courses), in which there are both formal and informal writing assignments. WI courses, which are taught by faculty who have been trained in Writing Across the Curriculum techniques, include writing-to-learn activities such as journals, self-assessments, and brief, low-stakes essays as well as graded formal papers. Students write formal papers comprising a total of at least 12 pages (approximately 3,000 words). This total may include some short papers and a longer paper, which is assigned in stages.

Assignments reflect writing appropriate to the discipline. Papers are assigned in a way that develops students' writing competence through a process of drafting and revision, with individual feedback on the work in progress. Reading, critical thinking, and writing-to-learn activities are part of the course throughout the semester. Writing-to-learn activities may include paraphrasing, summarizing, recapitulating main points of a class, etc.

Course grades will be based in significant part on assignments requiring students to produce written work, such as essays, lab reports, book reviews, or research papers. At least one quarter of the course assignments that count towards the final grade involve writing. Essays written out of class may fulfill this requirement, and it is also desirable that class tests require some paragraph or essay answers instead of consisting wholly of multiple choice or other short-answer questions. The writing-intensive objectives of the course will be incorporated into the syllabus.

To Apply for Graduation

Students file as a "Candidate for Degree" one semester prior to the expected graduation date by filing the appropriate form in the Registrar's Office, Colston Hall, Room 513.

Those who fail to submit this form 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.

Multiple Degrees

A student may earn only one Associate in Arts (A.A.) degree. However, a student may earn multiple Associate in Science (A.S.) degrees, or multiple Associate in Applied Sciences (A.A.S.) degrees. A student may earn an A.A. degree and multiple A.S. degrees in areas in which the degrees are distinct and different. Here are some examples of what is possible:

1. Liberal Arts and Sciences Associate in Arts (A.A.) and Liberal Arts and Sciences Associate in Science (A.S.) with Biology Option.
2. Liberal Arts and Sciences Associate in Science (A.S.) with Chemistry Option and Mathematics Associate in Science (A.S.).
3. Accounting Associate in Applied Sciences (A.A.S.) and Paralegal Studies Associate in Applied Sciences (A.A.S.).
4. Liberal Arts and Sciences Associate in Arts (A.A.) and Liberal Arts and Sciences Associate in Science (A.S.) with Physics Option and Business Administration in Associate in Science (A.S.).

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 in the College Library, Registrar's Office and Student Government Association Office.

Procedures for Handling Student Complaints about Faculty Conduct In Academic Settings.

See Appendix H (page 211) for procedures addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

Graduation Rate

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

The average five-year graduation rate is 20 percent. Other rates are available in the Office of the Registrar.

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 www.bcc.cuny.edu

Dean's List

Students shall be eligible for inclusion on the Dean's List when they have completed a minimum of twelve (12) college-level credits (a band) with a band average of 3.2 or higher and a Cumulative Grade Point Average (GPA) of 3.0 or higher.

Students shall be evaluated for the Dean's List upon successful completion of:

- 12 – 23 college-level credits—Band #1
- 24 – 35 college-level credits—Band #2
- 36 – 47 college-level credits—Band #3
- 48 – 59 college-level credits—Band #4
- 60 – 71 college-level credits—Band #5
- 72 or more college-level credits—Band #6

No student shall be included on the Dean's List more than once for each of the twelve (12) credit bands defined above. As a consequence of this rule 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, WF, ABS, or R shall not be eligible for that band. An INC 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.

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 a band of

twelve (12) college-level credits during an "accumulation period."

An "accumulation period" will consist of the number of semesters since the student started at the College or completed a band of twelve (12) college-level credits.

Honor Societies

Presently three 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. Eldiane Elmeus

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.

TRANSFER INFORMATION: RESOURCES, PLANNING, AND POLICIES

The Transfer Center

Director: Suzanne Arbitman

The Transfer Center at Bronx Community College provides students with comprehensive transfer services to inform and facilitate transfer to appropriate senior colleges. Conveniently located in room 302 of the Roscoe Brown Student Center, The Transfer Center offers an assortment of resources including advisement, transfer-related events, workshops, podcasts, and a monthly print and electronic newsletter. The Transfer Center web site also offers a range of resources and may be viewed at <http://www.bcc.cuny.edu/TransferCounseling/>.

Articulation Agreements

An articulation agreement is an agreement between two schools that allows course credit at one school to be accepted or transferred and applied toward a degree at another school. Students are encouraged to

use articulation agreements as planning tools for their future because they provide a course of action, including an outline of the most appropriate courses to take. Articulation agreements are available on the Transfer Center web site at <http://www.bcc.cuny.edu/TransferCounseling/articulation.htm>. Students should always consult with the appropriate department chairpersons regarding any curriculum changes.

Joint Degree Programs

A few programs at Bronx Community College are joint associate-baccalaureate degree programs. Students who successfully complete the associate program at BCC are automatically accepted into the baccalaureate program at the senior college.

Transfer Planning

- 0-12 Credits: Select your degree program and check for any articulation agreements. See a transfer advisor. Attend Transfer Day.
- 24 Credits: Begin scholarship research. Browse college websites. Check for new articulation agreements. Attend Transfer Day.
- 30 Credits: Consider options. Visit college web sites. Contact senior colleges. Attend Transfer Day. Check for new articulation agreements.
- 35-45 Credits: See academic advisor for pre-graduation audit. CPE exam. Attend Transfer Day. Check for new articulation agreements. See a transfer advisor.
- Final Semester: Send applications. Apply for graduation. Apply for financial aid.

■ TRANSFER POLICIES: FROM BCC TO A SENIOR COLLEGE

Students who wish to enter senior colleges of The City University of New York must have passed the reading, writing and mathematics freshman skills tests. For more information, please see the section of the College Catalog on CUNY Freshman Skills Assessment Program.

Additionally, all students admitted to a degree program are required to pass the CUNY Proficiency Examination to transfer into a senior college and advance from the lower division to the upper division of a senior college. Also, effective Fall 2000, all transfer students entering degree programs are required to pass the University Proficiency Examination. For more information, please see the section of the College Catalog on Graduation Requirements.

CUNY Transfer Policies

Transfer Policies Pertaining to CUNY Associate in Arts (A.A.) and Associate in Science (A.S.) Degree Programs.

- All City University of New York Associate in Arts and Associate in Science degree recipients shall be:
 - given priority for transfer over non-University students seeking transfer,
 - accepted as matriculated students at a senior college of the City University, and

- upon transfer, granted a minimum of 60 credits toward a baccalaureate degree and be required to complete only the difference between the 60 credits granted and the total credits normally required for the degree.

- All Liberal Arts and Science courses successfully completed in one City University college are transferable, with full credit, to each college of the University. Credit will be granted for these courses in all departments and programs, and recognized for the fulfillment of degree requirements irrespective of whether the student has fulfilled the requirements for the associate degree.

- Students who have earned a City University Associate in Arts (A.A.) or an Associate in Science (A.S.) degree will be deemed to have automatically fulfilled the lower division liberal arts and science distribution requirements for a baccalaureate degree. However, students may be asked to complete a course in a discipline required by a senior college's baccalaureate distribution requirements that was not part of the student's associate degree program. In such cases all coursework required will be applied towards the total number of credits normally required for the baccalaureate degree (see note c).

- Based on a fair and reasonable evaluation of a student's transcript, at least nine (9) credits will be granted in the student's major (including laboratory science). Note that this does not preclude a senior college from granting more than nine credits in the student's major. (Students who change their major upon transfer may not have completed coursework that can be applied towards a new major.)

Please note the following:

- a. When students transfer prior to the completion of an A.A. or A.S. degree, the liberal arts and science courses they have completed will be deemed to have fulfilled discipline-specific distribution requirements for all baccalaureate programs on a discipline-by-discipline basis, with the exception that upper division coursework will not be recognized unless appropriate prerequisites have been satisfied.
- b. Students who have completed professional courses such as Accounting, Education or Nursing, where instruction is begun at the associate degree level and continued at the baccalaureate level, will be granted credit for such coursework upon transfer with the A.A. or A.S. degree. However, the senior college shall determine the proper level of placement in its professional course sequence and the coursework can apply to the professional degree.
- c. Graduates of A.A. or A.S. degree programs who have not completed at least one year of foreign language study (or established an equivalent proficiency) and transfer into a baccalaureate program requiring a foreign language may be asked to complete six (6) to eight (8) credits of foreign language coursework (or establish an equivalent proficiency) in addi

tion to their normal degree requirements. Proficiency may be established based upon high school coursework, native language abilities, or examination.

- d. Students who pursue a major that departs from their Associate in Arts or Associate in Science degree program of studies and which requires a sequence of prerequisite courses prior to coursework in the major, and students who change their major after they are enrolled in a senior college, should expect that completion of their bachelor's degree may require more than 120 credits.

Transfer Policies Pertaining to Associate in Applied Science (A.A.S.) Degree Programs.

- All City University of New York Associate of Applied Science degree recipients shall be:
 - given priority for transfer over non-University students seeking transfer,
 - accepted as matriculated students at a senior college of the City University,
 - upon transfer to a parallel professional program, granted a minimum of 60 credits towards a baccalaureate degree and be required to complete only the difference between the 60 credits granted and the total credits normally required for the degree.
 - upon transfer to a senior college liberal arts curriculum or related professional program in the same field as the associate degree program, granted a minimum of 60 credits toward a baccalaureate degree and follow a prepared course of study that will enable them to complete the baccalaureate degree within 60 to 72 credits (see note c).
- When students transfer after completing a City University Associate in Applied Science (A.A.S.) degree, or prior to completion of the degree, the liberal arts and science courses they have completed will be deemed to have fulfilled discipline-specific distribution requirements for all baccalaureate programs on a discipline-by-discipline basis, with the exception that upper division coursework will not be recognized unless appropriate prerequisites have been satisfied.
- Based on a fair and reasonable evaluation of a student's transcript, at least nine (9) credits will be granted in the student's major (including laboratory science). Note that this does not preclude a senior college from granting more than nine credits in the student's major. (Students who change their major upon transfer may not have completed coursework that can be applied towards their new major.)

Please note the following:

- a. All Liberal Arts and Science courses successfully completed in one City University college are transferable, with full credit, to each college of the University and credit will be granted for these courses in all departments and programs, and recognized for the fulfillment of degree requirements.
- b. Students who have completed professional courses such as Accounting, Education, or Nursing, where instruction is begun at the associate degree level and continued at the baccalaureate level, will be granted credit for such coursework upon transfer with their degree. However, the senior college shall determine the proper level of placement in its professional course sequence and the extent to which such coursework can apply to the professional degree.
- c. Students who pursue a major that departs from their Associate in Applied Science degree program of studies and which requires a sequence of prerequisite courses prior to coursework in the major, and students who change their major after they are enrolled in a senior college, should expect that completion of their bachelor's degree may require more than an additional 72 credits.

Transfer to Other Higher Educational Institutions

Generally, students transferring from one of The City University community colleges to higher educational institutions outside CUNY have found that transfer credit is awarded for credits earned with grades of D or better. Each institution makes its own transfer policies, however, and students planning to transfer to institutions outside The City University should contact the institution to which they are planning to transfer to discuss transfer policies.

Transfer Career Curricula to Other Higher Educational Institutions

Many four-year institutions will admit graduates of the career programs, granting varying amounts of advanced standing credit for studies completed at BCC.

All credit and noncredit courses taken at Bronx Community College may be incorporated in the calculations of the scholastic index by the receiving college.

All courses and grades taken at Bronx Community College appear on the student's Bronx Community College permanent record transcript.

Note: Each senior college has its own admission requirements. The number of credits and Grade Point Average may vary.



