STUDENT HANDBOOK

2017-2018

Bronx Community College of The City University of New York
2155 University Avenue Bronx, New York 10453 (718) 289-5100 | www.bcc.cuny.edu

Thomas A. Isekenegbe, President
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** This handbook is current as of July 31, 2017. Students are advised that information contained in this handbook is subject to change at the discretion of the College. The College reserves the right to add, repeal, or amend any rules or regulations affecting students and any dates reported herein. In any such case, the College will provide appropriate notice as is reasonable under the circumstances. Each student is expected to have knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at this college constitutes student's agreement to the standards of conduct outlined in this document."
BCC MISSION, VISION, AND GOALS
(Approved by the College Senate – December 11, 2014)

Mission

Bronx Community College serves students of diverse backgrounds, preparations and aspirations by providing them with an education that is both broad in scope and rigorous in its standards. We offer students access to academic preparation that provides them with the foundation and tools for success in their educational and/or professional plans and instills in them the value of informed and engaged citizenship and service to their communities.

Vision

Bronx Community College will effectively invest in each student's success by engaging with them in an integrative and supportive environment that facilitates the development and achievement of their educational and career goals. Graduates will be prepared to understand, thrive in and contribute to a 21st century global community marked by diversity, change and expanded opportunities for lifelong learning and growth.

Values

• Respect
• Integrity
• Engagement
• Excellence
• Empowerment

BRONX COMMUNITY COLLEGE STRATEGIC PLAN (2015-2020)

Building a Community of Excellence

Goal 1: Build a Community of Excellence

1. Foster continuous improvement with use of analysis and evidence driving all academic, student support and administrative decisions.

2. Promote mentoring and professional development at all levels across the College to support the learning and development of all members of the campus community.

3. Foster a culture of collaboration, integration and alignment of curriculum, student support and administrative processes.

Goal 2: Empower Students to Succeed

1. Promote student engagement, cultural competency and knowledge of college expectations and community standards.

2. Assure a cohesive academic experience (from pre-college through post-graduation), including clear pathways, organized experiences and consistent communications with clear oversight and accountabilities in place.

3. Provide efficient, accessible, user-friendly and integrated student services and support structures that address the holistic needs and well-being of every BCC student.

Goal 3: Deepen Student Learning

1. Promote and reinforce active teaching and learning for application among all faculty members.

2. Promote integrated faculty development.

3. Promote and encourage excellent teaching and scholarship (including scholarship-of-teaching) in promotion and tenure processes.

Goal 4: Develop World Citizens

1. Develop sustainable and mutually beneficial partnerships within local and global communities

2. Engage the College (including faculty, staff, students) and community partners as active civic participants and leaders in local and global initiatives.

3. Expand and develop purposeful campus life experiences for students to promote leadership, personal development, civic engagement, cultural immersion and cultural competency
Goal 5: Cultivate a 21st Century Curriculum

1. Review, evaluate, update and develop programs to maintain currency and congruence with the College’s mission.
2. Strengthen program outcomes by maintaining formal linkages with four-year colleges and industry.
3. Promote mastery of a strong general education in all programs (through the implementation and assessment of the CUNY Pathways core curriculum).

Goal 6: Enhance the Campus Environment

1. Develop and implement strategically focused enhancements to the infrastructure and accessibility of the campus facilities.
2. Optimize use of campus space and resources to support existing and emerging needs and opportunities.

ACADEMIC DEPARTMENTS

Bronx Community College offers various degree and certificate programs. Listed below are the locations and telephone numbers of the academic departments on campus.

<table>
<thead>
<tr>
<th>Department</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art &amp; Music</td>
<td>BL 303</td>
<td>718.289.5341</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>ME 415</td>
<td>718.289.5535</td>
</tr>
<tr>
<td>Business &amp; Information Systems</td>
<td>ME G18</td>
<td>718.289.5593</td>
</tr>
<tr>
<td>Chemistry &amp; Chemical Technology</td>
<td>ME 813</td>
<td>718.289.5569</td>
</tr>
<tr>
<td>Communication Arts &amp; Sciences</td>
<td>CO 700</td>
<td>718.289.5756</td>
</tr>
<tr>
<td>Education &amp; Academic Literacy</td>
<td>CO 400</td>
<td>718.289.5679</td>
</tr>
<tr>
<td>English Department</td>
<td>CO 600</td>
<td>718.289.5731</td>
</tr>
<tr>
<td>Health, Physical Education &amp; Recreation</td>
<td>AG 300</td>
<td>718.289.5268</td>
</tr>
<tr>
<td>History Department</td>
<td>CO 300</td>
<td>718.289.5653</td>
</tr>
<tr>
<td>Library &amp; Learning Center</td>
<td>NH main</td>
<td>718.289.5974</td>
</tr>
<tr>
<td>Mathematics &amp; Computer Science</td>
<td>CPH 315</td>
<td>718.289.5411</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>CO 200</td>
<td>718.289.5632</td>
</tr>
<tr>
<td>Nursing &amp; Allied Health Sciences</td>
<td>CPH 412</td>
<td>718.289.5426</td>
</tr>
<tr>
<td>Engineering Physics &amp; Technology</td>
<td>CPH 118</td>
<td>718.289.5380</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>CO 333</td>
<td>718.289.5670</td>
</tr>
<tr>
<td>INFORMATION</td>
<td>DEPARTMENT OFFICE</td>
<td>LOCATION</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Academic Success Center</td>
<td>SA 2nd floor LO</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Academic Success Center</td>
<td>SA 2nd floor LO</td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions Office</td>
<td>LO 224</td>
</tr>
<tr>
<td>ATM</td>
<td>Student Center</td>
<td>BC 1st floor, main lobby</td>
</tr>
<tr>
<td>Bicycle stands</td>
<td>Front of BC, CPH, ME, NL</td>
<td>- see page 7 for campus map.</td>
</tr>
<tr>
<td>Books: New/Used/ Rental</td>
<td>Akademos</td>
<td>BC 1st floor, main</td>
</tr>
<tr>
<td>Bulletin Board Posting</td>
<td>Office of Student Life</td>
<td>RBSC 309</td>
</tr>
<tr>
<td>Bursar (pay for classes)</td>
<td>Bursar’s Office</td>
<td>CO Main</td>
</tr>
<tr>
<td>Career Services</td>
<td>Career Services</td>
<td>Snow Hall, 1st floor</td>
</tr>
<tr>
<td>Change of Address</td>
<td>Registrar’s Office</td>
<td>CO 513</td>
</tr>
<tr>
<td>Change of Curriculum</td>
<td>Registrar’s Office</td>
<td>CO 513</td>
</tr>
<tr>
<td>Child Care</td>
<td>Early Childhood Center</td>
<td>Children’s Center</td>
</tr>
<tr>
<td>Clubs &amp; Organizations</td>
<td>Student Life/IQC</td>
<td>RBSC 309</td>
</tr>
<tr>
<td>College ID</td>
<td>ID Room/Public Safety</td>
<td>CO Main</td>
</tr>
<tr>
<td>Co-Curricular Programs</td>
<td>Student Life/IQC</td>
<td>RBSC 309</td>
</tr>
<tr>
<td>College Closings</td>
<td>Bronx Community College</td>
<td>bcc.cuny.edu</td>
</tr>
<tr>
<td>College Work Study</td>
<td>Financial Aid/Federal Work Study O</td>
<td>CO 504</td>
</tr>
<tr>
<td>Computer Access</td>
<td>Computer Labs</td>
<td>Various</td>
</tr>
<tr>
<td>Counseling</td>
<td>Personal counseling</td>
<td>LO 432</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Continuing and Professional Studies</td>
<td>GU 334C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PH 14</td>
</tr>
<tr>
<td>disAbility Student Services</td>
<td>Disability Services</td>
<td>LO 213</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Public Safety</td>
<td>LO 505</td>
</tr>
<tr>
<td>Emergency Financial Assistance</td>
<td>Single Stop</td>
<td>LO 125</td>
</tr>
<tr>
<td>Food Locations</td>
<td>Au Bon Pain Dining</td>
<td>BC First floor</td>
</tr>
<tr>
<td>Food Pantry</td>
<td>Single Stop</td>
<td>LO 120</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>CO 504</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>Registrar’s Office</td>
<td>CO 513</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Honors Program</td>
<td>CO 342</td>
</tr>
<tr>
<td>Health Services</td>
<td>Health Services Office</td>
<td>LO 101</td>
</tr>
<tr>
<td>Internships</td>
<td>Career Services</td>
<td>LO 330</td>
</tr>
<tr>
<td>Leadership Opportunities</td>
<td>Office of Student Life</td>
<td>BC 302</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>Library &amp; Learning Center</td>
<td>NL Main</td>
</tr>
<tr>
<td>Library Circulation Desk</td>
<td>Library Information</td>
<td>NL Main</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Public Safety</td>
<td>LO 505</td>
</tr>
<tr>
<td>Mailbox on campus</td>
<td>Student Center</td>
<td>Outside main entrance</td>
</tr>
<tr>
<td>Parking Information</td>
<td>Bursar’s Office</td>
<td>CO Main</td>
</tr>
<tr>
<td>President of the College</td>
<td>Office of the President</td>
<td>LH 27</td>
</tr>
<tr>
<td>Registration for classes</td>
<td>CUNYFirst System</td>
<td><a href="http://www.bcc.cuny.edu">www.bcc.cuny.edu</a></td>
</tr>
<tr>
<td>Scholarships</td>
<td>Scholarship Office</td>
<td>CO 504</td>
</tr>
<tr>
<td>Shuttle Service</td>
<td>Office of Student Life</td>
<td>BC 309</td>
</tr>
<tr>
<td>Student Government</td>
<td>Student Government Office</td>
<td>BC 2nd floor</td>
</tr>
</tbody>
</table>
Emergency Closing

In the event that the Administration of Bronx Community College finds it necessary to temporarily close the campus – due to adverse weather conditions or any other potentially hazardous situation – official announcements will be broadcast on the following local radio and television stations and/or posted on their websites:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency/Channel</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCBS</td>
<td>880 AM</td>
<td><a href="http://www.newyork.cbslocal.com">www.newyork.cbslocal.com</a></td>
</tr>
<tr>
<td>WINS</td>
<td>1010 AM</td>
<td><a href="http://www.1010wins.com">www.1010wins.com</a></td>
</tr>
<tr>
<td>NY1 TWC</td>
<td>Channel 1</td>
<td><a href="http://www.NY1.com">www.NY1.com</a></td>
</tr>
<tr>
<td>WNBC TV</td>
<td>Channel 4</td>
<td><a href="http://www.nbcsnewyork.com">www.nbcsnewyork.com</a></td>
</tr>
<tr>
<td>WNYW FOX</td>
<td>Channel 5</td>
<td></td>
</tr>
</tbody>
</table>

Other reliable sources of up-to-date information regarding the cancellation of classes and/or the suspension of College operations are:

- New York City’s 311 information line
- The College website, www.bcc.cuny.edu
- The CUNY website, www.cuny.edu
- BCC’s main telephone number 718.289.5100
- Campus-wide email
- Voice mail broadcast messaging
- **CUNY Alert** (Please make sure that you are signed up for this emergency notification system, our most efficient means of sending critical emergency information in the form of mass emails, telephone calls and/or text messages.)

How to get to Campus

Public Transportation

Taking the Metro North

- Take the **Hudson Line** to University Heights
- Walk east on West Fordham Road University Heights Bridge towards Major Deegan Expressway
- Turn right on Sedgwick Avenue
- Turn left on Hall of Fame Terrace
- Bronx Community College main entrance will be on your right hand side (446 feet)

Taking the New York City Subway System

- Take the **4 train** to Burnside Avenue
- Walk west on Burnside Avenue to Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn right on Dr. Martin Luther King Jr. Boulevard/University Avenue
- Bronx Community College University Avenue main entrance will be on your left hand side (0.1 mile)

Taking a New York City Bus

- **No. 3**
  University Avenue Bus to 181 Street
- **No. 40/42**
  Tremont Avenue Crosstown or No. 36 180 Street Crosstown Bus to University Avenue
No. 12
Fordham Road Crosstown Bus stops at University Avenue where it connects with the No. 3 Bus

By Car: Taking I-87

From Westchester County (Southbound)

- Take I-87 South
- Take Exit 9 for West Fordham Road/University Heights Bridge
- Turn left onto West Fordham Road
- Turn right onto Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn right onto Hall of Fame Terrace
- Bronx Community College main entrance will be on your left hand side (0.2 miles)

From Queens, NY (Northbound)

- Take Grand Central Parkway West to the Robert F. Kennedy (RFK) Bridge
- Take Exit 47 for Interstate 87 North/Major Deegan Expressway toward Albany
- Continue onto I-87 North
- Take Exit 8 for West 179 Street
- Continue onto Burnside Avenue
- Turn left onto Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn left onto Hall of Fame Terrace
- Bronx Community College main entrance will be on your left hand side (0.2 miles)
AL Altschul House  AG Alumni Gym  BA Brown Annex  BH Begrisch Hall  
BL Bliss Hall  BU Butler Hall  CC Children’s Center  
CP Carl Polowczyk Hall (Accessible)  CH Community Hall (Accessible)  
CO Colston Hall (Accessible)  EP Energy Plant (Accessible On Ground Floor Only)  
GH Gould Hall (Accessible On Ground Floor Only)  GM Gould Memorial Library (Accessible On Ground Floor Only)  
GR Greenhouse  
GU Guggenheim Hall (Accessible On Ground Floor Only)  
HF Hall of Fame for Great Americans
# ACADEMIC CALENDAR - FALL 2017

## AUGUST

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Thursday</td>
<td>Last day to drop with 100% tuition refund. Last day to apply for an E-Permit</td>
</tr>
<tr>
<td>August 25</td>
<td>Friday</td>
<td>First day of classes – Fall 2017</td>
</tr>
<tr>
<td>August 25</td>
<td>Friday</td>
<td>Apply for Graduation, January 2018 Candidates (Submit applications online via CUNYfirst)</td>
</tr>
<tr>
<td>August 25 – August 31</td>
<td>Friday – Thursday</td>
<td>Change of Program, Add/Change a course for all students</td>
</tr>
<tr>
<td>August 31</td>
<td>Thursday</td>
<td>Last day to drop with 75% refund of tuition</td>
</tr>
</tbody>
</table>

## SEPTEMBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>Friday</td>
<td>Drop Withdrawal [WD] period begins. Grade of &quot;WD&quot; assigned Verification of enrollment rosters available on CUNYfirst (COA)</td>
</tr>
<tr>
<td>September 3</td>
<td>Sunday</td>
<td>No Classes Scheduled</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Labor Day – College is closed – No Classes Scheduled</td>
</tr>
<tr>
<td>September 7</td>
<td>Thursday</td>
<td>Last day to drop with 50% refund of tuition. COA Rosters Due</td>
</tr>
<tr>
<td>September 14</td>
<td>Thursday</td>
<td>Last day to drop with 25% refund of tuition. Last day to Change or declare a major to be effective Fall 2017. Verification of enrollment rosters due for Registrar to assign “WN” grades. Form A census date</td>
</tr>
<tr>
<td>September 15</td>
<td>Friday</td>
<td>Course withdrawal period begins (a grade of “W” is assigned to students who officially withdraws from a class)</td>
</tr>
<tr>
<td>September 19</td>
<td>Tuesday</td>
<td>Classes follow a Thursday schedule</td>
</tr>
<tr>
<td>September 20 – 22</td>
<td>Wednesday - Friday</td>
<td>No classes scheduled</td>
</tr>
<tr>
<td>September 29 – 30</td>
<td>Friday – Saturday</td>
<td>No classes scheduled</td>
</tr>
</tbody>
</table>

## OCTOBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 9</td>
<td>Monday</td>
<td>College closed – No classes scheduled</td>
</tr>
<tr>
<td>October 12 – 19</td>
<td>Thursday – Thursday</td>
<td>Mid-term Examination Period</td>
</tr>
<tr>
<td>October 16</td>
<td>Monday</td>
<td>Continuing Students: Advisement and Registration for Winter and Spring 2018 Begins</td>
</tr>
<tr>
<td>October 23</td>
<td>Monday</td>
<td>Deadline for Mid-term Grades to be submitted electronically</td>
</tr>
</tbody>
</table>

## NOVEMBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10</td>
<td>Friday</td>
<td>Last Chance to Withdraw with a “W” Grade</td>
</tr>
<tr>
<td>November 17</td>
<td>Friday</td>
<td>Last day to Apply for Graduation, January 2018 Candidates (Submit application online via CUNYfirst)</td>
</tr>
<tr>
<td>November 21</td>
<td>Tuesday</td>
<td>Classes follow a Friday schedule</td>
</tr>
<tr>
<td>November 23 – 26</td>
<td>Thursday – Sunday</td>
<td>College closed – No classes scheduled</td>
</tr>
</tbody>
</table>

## DECEMBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 12</td>
<td>Tuesday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 13</td>
<td>Wednesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 14 – 20</td>
<td>Thursday - Wednesday</td>
<td>Final Examination – Day/Evening Classes</td>
</tr>
<tr>
<td>December 16 – 17</td>
<td>Saturday – Sunday</td>
<td>Final Examination – Weekend Classes</td>
</tr>
<tr>
<td>December 20</td>
<td>Wednesday</td>
<td>End of the Fall Term</td>
</tr>
<tr>
<td>December 24 – 25</td>
<td>Sunday - Monday</td>
<td>College closed</td>
</tr>
<tr>
<td>December 26</td>
<td>Tuesday</td>
<td>Deadline for Final Grades to be submitted electronically</td>
</tr>
<tr>
<td>December 31</td>
<td>Sunday</td>
<td>College closed</td>
</tr>
</tbody>
</table>

Revised: 2/15/2017
# ACADEMIC CALENDAR – SPRING 2018

## JANUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26</td>
<td>Friday</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>January 27</td>
<td>Saturday</td>
<td>First day of classes – Spring 2018</td>
</tr>
<tr>
<td>January 27</td>
<td>Saturday</td>
<td>Apply for Graduation, May 2018 Candidates (Submit applications online via CUNYfirst)</td>
</tr>
<tr>
<td>January 27 – February 2</td>
<td>Saturday – Friday</td>
<td>Change of Program, Add/Change a course for all students</td>
</tr>
</tbody>
</table>

## FEBRUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>Friday</td>
<td>Last day to drop with 75% refund of tuition. Last day to add a course Drop Withdrawal (WD) period begins. Grade of “WD” assigned Verification of enrollment rosters available on CUNYfirst.</td>
</tr>
<tr>
<td>February 9</td>
<td>Friday</td>
<td>Last day to drop with 50% refund of tuition</td>
</tr>
<tr>
<td>February 12</td>
<td>Monday</td>
<td>Lincoln’s Birthday – College is Closed</td>
</tr>
<tr>
<td>February 16</td>
<td>Friday</td>
<td>Last day to drop with 25% refund of tuition. Last day to Change or declare a major to be effective Spring 2018. Last day to Drop without a grade of “W”. Verification of enrollment rosters due for Registrar to assign “WN” grades. Form A census date.</td>
</tr>
<tr>
<td>February 17</td>
<td>Saturday</td>
<td>Course withdrawal period begins (a grade of “W” is assigned to students who officially withdraw from a class)</td>
</tr>
<tr>
<td>February 19</td>
<td>Monday</td>
<td>President’s Birthday – College is Closed</td>
</tr>
<tr>
<td>February 20</td>
<td>Tuesday</td>
<td>Classes follow a Monday schedule</td>
</tr>
<tr>
<td>February 26</td>
<td>Monday</td>
<td>Early Academic Progress Grade opens</td>
</tr>
</tbody>
</table>

## MARCH

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 12 – 19</td>
<td>Monday – Monday</td>
<td>Mid-term Examination Period</td>
</tr>
<tr>
<td>March 12</td>
<td>Monday</td>
<td>Last day to Apply for Graduation, May 2018 Candidates (Submit application online via CUNYfirst)</td>
</tr>
<tr>
<td>March 23</td>
<td>Friday</td>
<td>Deadline for Mid-Term Grades to be submitted electronically in OSSES</td>
</tr>
<tr>
<td>March 26</td>
<td>Monday</td>
<td>Continuing Students: Registration for Summer and Fall 2018 begins</td>
</tr>
<tr>
<td>March 30 – 31</td>
<td>Friday – Saturday</td>
<td>Spring Recess – No classes scheduled</td>
</tr>
</tbody>
</table>

## APRIL

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 – 8</td>
<td>Sunday – Sunday</td>
<td>Spring Recess – No classes scheduled</td>
</tr>
<tr>
<td>April 11</td>
<td>Wednesday</td>
<td>Classes follow a Friday schedule</td>
</tr>
<tr>
<td>April 16</td>
<td>Monday</td>
<td>Last Chance to Withdraw from a class with a “W” grade</td>
</tr>
</tbody>
</table>

## MAY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17</td>
<td>Thursday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 17 – 24</td>
<td>Thursday – Thursday</td>
<td>Final Examinations – Day/Evening Classes</td>
</tr>
<tr>
<td>May 19 – 20</td>
<td>Saturday – Sunday</td>
<td>Final Examinations – Weekend Classes</td>
</tr>
<tr>
<td>May 24</td>
<td>Thursday</td>
<td>End of the Spring 2018 Term</td>
</tr>
<tr>
<td>May 28</td>
<td>Monday</td>
<td>Memorial Day – College is closed</td>
</tr>
<tr>
<td>May 30</td>
<td>Wednesday</td>
<td>Deadline for Final Grades to be submitted electronically</td>
</tr>
</tbody>
</table>

## JUNE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
DEPARTMENTS AND DIVISIONS

ACADEMIC SUCCESS CENTER
Director, Octavio Melendez, M.A.
Sage Hall [SA], Room 201 | 718.289.5401
www.bcc.cuny.edu/AcademicAdvising/

The Academic Success Center focuses on supporting freshman students’ academic progress, delivers comprehensive academic advising services, and assists students in developing clear educational plans based on an evaluation of their strengths and interests. The Academic Success Center also serves as a valuable resource for students by:

- Providing accurate and timely information regarding testing, placement and graduation requirements.
- Clarifying academic policies and institutional procedures.
- Promoting the use of DegreeWorks, a degree audit web-based tool that allows students to easily track their progress toward degree completion.
- Providing effective referral to institutional resources

The Academic Success Center is open Monday through Saturday with evening hours available.

ASAP PROGRAM
Assistant Dean, Francisco “Javier” Legasa, M.A.
Nichols Hall, [NI], Room 113 | Phone: 718.289.5166
asap@bcc.cuny.edu

Director: Nadine T. Browne, M.P.A.
Nichols Hall, [NI], Room 114
asap@bcc.cuny.edu

The Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees within three years by providing a range of financial, academic, and personal supports including comprehensive and personalized advisement, career counseling, tutoring, waivers for tuition and mandatory fees, MTA MetroCards, and additional financial assistance to defray the cost of textbooks.

ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they receive special supports to help them transfer to 4-year colleges or transition into the workforce, depending on their goals.

ATHLETICS
Director, Ryan McCarthy, M.S.
Alumni Gym Building [AG], Room 403 | Phone: 718.289.5289
http://www.bronxbroncos.com/

The Athletics Program at Bronx Community College provides opportunities for students to compete against neighboring community college and other intercollegiate athletic teams. Men’s intercollegiate teams include baseball, basketball, cross country, soccer, and indoor and outdoor track. Women’s intercollegiate teams include basketball, cross country, indoor and outdoor track, and volleyball.
Participation in the program fosters the values of discipline, cooperation and collaboration as well as the spirit of competition. Through team play, student-athletes learn how to work with others for the achievement of individual and group goals. Individual contributions may include increased confidence, self-esteem, leadership abilities and time management skills.

Membership on individual teams is determined by the recruiting efforts of our coaching staff and open tryouts. Full-time students who meet NJCAA eligibility requirements may tryout and become a member of an athletic team. In addition, an acceptable medical report must be on file with the Health Services Office prior to participation.

Bronx Community College is a member of the National Junior College Athletic Association (NJCAA Region XV) and the City University of New York Athletic Conference (CUNYAC)

**Athletic Facilities**
The Alumni Gymnasium is home to our men’s & women's basketball teams. The historic Ohio field is host to various Baseball and Soccer teams. Additionally, various Health, Physical Education, and Wellness classes and recreational offerings that are open to the campus community at various times throughout the week. Our recently renovated pool has a range of 4 feet to 11.5 feet.

**BURSAR**
Director, Clement Hemmings,  
Colston Hall [CO], Main Level | 718.289.5617  
http://www.bcc.cuny.edu/Bursar/  
Fax | 718.289.6322

The Bursar’s Office strives to provide superior customer service and support to the college. One of our main goals is to make interaction with BCC administrative procedures as seamless as possible. The Bursar’s Office provides the following services to faculty and staff:

- Distribution of Paychecks
- Faculty and Staff Parking Information
- Collection and Receipt of any types of payments related to college business
- Student Financial Services handles all student accounts.

**CAREER SERVICES**
Director, Alán Fuentes, LCSW-R  
Loew Hall [LO], Room 330 | 718.289.5759  
www.bcc.cuny.edu/CareerTransfer/  
www.collegecentral.com/ctsbcc

The Career and Transfer Services Office provides an array of advisement and educational services for students and alumni/alumnae that assist individuals to successfully achieve their academic and career goals and objectives.

Career and Transfer Services offer the College Work Experience (CWE 31) course. This course is for students who have at least 30 credits and wish to receive real life work experience. In this class students learn about workplace protocols, how to write a resume and job interview skills. This course is for students in the Associates in Applied Sciences Degree (Marketing, Management, Accounting, Office Administration and Technology, and Computer Information Systems).

Other specific services provided by the unit may include:
- Introduction to College majors and career options
- Career assessments, and assessment of academic strengths and needs
- Internships and career fairs
- Online internship and employment opportunities
COLLEGE DISCOVERY PROGRAM (CD)
Manager: Cynthia Suarez-Espinal, M.S.
Loew Hall [LO], Room 406 | Phone: 718.289.5882
Email: collegediscovery@bcc.cuny.edu
www.bcc.cuny.edu/CollegeDiscovery/

College Discovery is the higher education opportunity program at the two year CUNY colleges. It has been a part of The City University since 1964 when it was established by a resolution of the Board of Higher Education. It provides comprehensive academic support to assist capable students who otherwise might not be able to attend college due to their educational and financial circumstances. Students are admitted without regard to age, sex, sexual orientation, race, disability or creed.

The overall purpose of the CD Program is to provide a range of supportive services to ensure students’ ability to succeed. Students apply directly to The City University of New York’s Office of Admissions Services, and must also satisfy certain economic eligibility criteria. Students that have previously attended college are not eligible to enter the CD Program, except transfer from Percy Ellis Sutton SEEK Program or other opportunity programs such as EOP and HEO.

If you are eligible for CD you will receive the following benefits and service:
Academic and Personal Counseling, Academic Support, Book Stipend, Pre-College Summer Experience, and Developmental Education Workshop

CUNY EDGE
Director, Barbara Martin, MSW
Coordinator: Denise Comara, M. Ed.
Loew Hall [LO], Room 113 | 718.289.5047
http://www.bcc.cuny.edu/cope/?p=Graduate-Success-Initiative

EDUCATE ● DEVELOP ● GRADUATE ● EMPOWER

What is CUNY EDGE?
CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the City University of New York. CUNY EDGE is dedicated to helping CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

Services Provided:
• Structured, effective academic programming to help students complete their degree in a timely manner
• Academic, personal, and career planning support
• Whenever possible, CUNY EDGE encourages full-time enrollment in courses each semester and enrollment in intersession classes, as needed, so that students complete their degree in a timely manner
• Work opportunities and career preparation through its HRA Work Study Program (WSP) particularly in alignment with a student's major
• Personal and professional development seminars are presented each semester to assist students with different topics such as, study skills, problem solving, career development, self-advocacy, financial literacy, and many more
• A platform for academic excellence, which encourages students to learn, explore, and achieve
• Mathematics and English tutoring for students
• Modest incentives to encourage students to participate in seminars
DISABILITY SERVICES
Director, Maria Pantoja, M.A.
Loew Hall [LO], Room 211 | 718.289.5874
www.bcc.cuny.edu/Disability-Services/

Our mission is to provide access and equal educational opportunity for students with disabilities, enabling them to succeed academically, socially, and professionally. Once students have self-identified, applied for services, and provided documentation of their disability, our staff works to determine eligibility for reasonable accommodations.

Accommodations may include Exams administered and proctored in a distraction free environment, Class notes provided, accessible formatted class material, Academic and Career Counseling, use of assistive technology from our Technology lab. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these responsibilities in a timely manner. The Office of Disability Services also acts as a liaison between the student and faculty and staff.

The Office of Disability Services is an official New York State Voter Registration site. Individuals who visit our office are given the opportunity to register as New York State voters. Assistance is available to complete the registration.

EARLY CHILDHOOD CENTER
Executive Director: Jitinder Walia, M.S., SAS
The Children’s Center [CC], Room 221 | 718.289.5461
www.bcc.cuny.edu/Early-Childhood-Center/

The mission of the ECC is to provide and promote the delivery of developmentally appropriate, quality early care and education for the children of Bronx Community College students in a safe and nurturing environment. The Center provides a multicultural, educational, social, recreational and nutritional program to children between 2 years to 12 years of age. One of the first child care centers within The City University of New York, it has been committed to offering excellent child care since its founding in 1972. The Center offers affordable service to children of BCC students only. With such services, students can continue their studies with peace of mind, knowing their young ones are in a safe and secure environment.

The Early Childhood Program is licensed to service 114 preschool children between the ages of two and five years. It offers a free Universal Pre-K Program (UPK), funded by the NYC Department of Education, for 6-1/2 hours a day.

The School-Age Program is licensed to serve children 6 to 12 years old. The program operates afternoons and evenings while the semester is in session.

They are open on Saturday’s during the semester from 8-3 for preschool children only. Enrollment is on a first-come, first-served basis.

EVENING AND WEEKEND OFFICE
Coordinator, Stephanie Marshall, M.A.
Colston Hall [CO], Room 506A | 718.289.5703
www.bcc.cuny.edu/Evening-Weekend-Services/

Evening, Saturday and Sunday classes are scheduled each semester to accommodate students’ work and home commitments. Many BCC courses are available during evening and weekend hours. The Evening Office, provides referral services, support and information to evening/weekend faculty, students and the general public.

During the semester, the office is open when classes are in session:
• Monday- Thursday 2 p.m.-9 p.m.
• Friday- 11 a.m.-6 p.m.
• Saturday- 8 a.m.-3 p.m.
• Sunday- 8 a.m.-1 p.m.

FINANCIAL AID
Acting Financial Aid Director, Wilma Rosario, B.A.
Colston Hall [CO], Room 504 | 718.289.5700
http://www.bcc.cuny.edu/Financial-Aid/

The Office of Financial Aid administers federal, state and college funded aid programs and all students are encouraged to apply for assistance.

Each applicant should complete the Free Application for Federal Student Aid (FAFSA) by April 15th of each year. Please use the FAFSA link at www.fafsa.ed.gov to file your FAFSA online each year. The six-digit code for Bronx Community College is 002692.

Once the FAFSA application has been processed, you will receive an email from the federal processor. If you have been chosen for verification, your financial aid cannot be processed until documentation has been submitted for additional review. The Financial Aid Office will contact you regarding this requirement and you may also review your financial aid record through your CUNY portal account. Please note that if your FAFSA data has changed from the prior year, you will need to update your information to reflect the most recent tax year. We encourage all students to apply early in order to maximize your eligibility for financial aid. All students must reapply for financial aid every academic year and the information reported on the FAFSA is subject to verification by the Financial Aid Office in any given year.

FINANCIAL AID- Scholarships
Coordinator, Abdul Hashim, M.A.
Colston Hall [CO], Room 504 | 718.289.3048
scholarships@bcc.cuny.edu

The Scholarship Office serves students of all socio-economic backgrounds and levels of financial need by assisting them with conducting research and applying for scholarships. Through the Scholarship Office students receive guidance in locating financial assistance that may pay for the cost of their higher education. The Scholarship Office provides students with the foundation and the tools needed to successfully continue their higher education.

Presidential Academic Excellence Scholarship
Presented to the valedictorian and salutatorian of the graduating class. No nomination forms. Selected by the Registrar’s Office based on grade point average. $500-$1,000.

Bronx CUNY Scholars Award
Awarded to students with a GPA of 3.0 or better, with financial need, and have at least 6 degree credits. Must be eligible for and receiving financial aid. Awards up to $500.

Carl J. Polowczyk Memorial Scholarship
Presented to a student in science who will transfer to a senior college and plans to major in a scientific field.

Dr. James A. Colston Memorial Award
Given to a student with a superior academic record who intends to pursue a career in higher education.

Wayne D. Cooper Memorial Award
Awarded to a student who has exhibited a concern for others and who inspires in others academic and social progress, excellence in scholarship and high moral character. Self-nominations accepted.

Harry Lesser Memorial Award
Given to a student who is a resident of the Bronx who has demonstrated outstanding service to the College community, has a GPA of 2.5 or better, and demonstrates financial need.
Virgil H. Logan, Jr., Memorial
Presented to a student who has demonstrated superior scholarship and outstanding service to the College community.

The Dr. Joe Louis Remsen Scholarship
Presented by Unity and Strength Minority Faculty and Staff Association to students exhibiting academic excellence, high moral character, and leadership ability.

Mel Winter Memorial Award
Presented to a student who has shown outstanding qualities of leadership in an official position in student government and/or in a chartered student organization.

Association of Latino Faculty and Staff Scholarship
Given to a student of Hispanic or Latino origin who has excelled academically in his or her chosen major at BCC, and has made a contribution to the College or the community.

Bronx Rotary Scholarship
Given to four students who have made a contribution to BCC or the Bronx with a GPA of 3.0 or better and 30 degree credits

Barnes and Noble Scholarship
Awarded to a student with financial need and a 2.7 GPA with 15–20 degree credits. It is to be used for books and other educational expenses.

Mavis and Ephraim Hawthorne –Golden Krust Scholarship
Awarded to a student of Caribbean descent, majoring in liberal arts or business with a GPA of 3.5 or better with at least 15 degree credits. Two to four scholarships from $500 - $1,000 are awarded

Prestigious External Scholarships

Jack Kent Cooke Undergraduate Transfer Scholarship Program
Must be a current student at an accredited U.S. community college or two-year institution with sophomore status OR a recent graduate. Have a cumulative GPA of 3.5 or better. Plan to transfer to a four-year college or university to begin studies in the fall. Be nominated by his/her two-year institution and have an unmet financial need.

Kaplan Leadership Foundation Program
Student must: be enrolled in an accredited associate degree program in the New York City area; have a minimum GPA of 3.3 (on a 4.0 scale); have earned 12 to 30 non-remedial college credits at time of application; be a U.S. citizen or permanent resident; be a current recipient of federal and/or state financial aid; be a member of an underserved or underrepresented population; have the desire to transfer to a bachelor’s program immediately upon completion of an associate degree.

Undergraduate Transfer Scholarship Program
Must be a current student at an accredited U.S. community college or two-year institution with sophomore status OR a recent graduate. Have a cumulative GPA of 3.5 or better. Plan to transfer to a four-year college or university to begin studies in the fall. Be nominated by his/her two-year institution and have an unmet financial need.

HEALTH SERVICES
Student Wellness Manager, Victoria King, MPH
Loew Hall [LO], Room 101 | 718.289.5858
http://www.bcc.cuny.edu/Health-Services/

It is the mission of the Office of Health Services at Bronx Community College of the City University of New York to identify, address and provide accessible, health care to BCC’s underserved students and to improve the health care status of the student body, as well as the surrounding community. This will support the college’s mission and improve academic outcomes and subsequent professional outcomes.
The Office of Health Services provides health education and wellness activities to BCC’s diverse campus community. Services for BCC students are provided on a walk-in basis and include: physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as well as referrals to community based healthcare providers. Over-the-counter medications are available upon request. Insurance navigators are on campus on a weekly basis.

Free and confidential HIV and STI testing is offered weekly, and lactation space is available for students in need of expressing milk. Free immunizations include measles, mumps and rubella. Seasonal Flu vaccine may also be offered during flu season. Ongoing Health and Wellness programs are provided for the BCC community.

**IMPACT - Male Empowerment Network Program (MEN)**

Director, Clifford Marshall, B.A.
Brown Center [BC], Room 101 | 718.289.3417
www.bcc.cuny.edu/Student-Life/?p=Black-Male-Initiative

IMPACT/MEN is part of CUNY s BMI (Black Male Initiative) As a university-wide initiative, CUNY BMI’s mission is to encourage, increase and support the inclusion and educational success of students from groups that are severely underrepresented in higher education, in particular African, African-American/Black, Caribbean and Latino/Hispanic males. CUNY BMI projects are open to all academically eligible students, faculty and staff, without regard for race, gender or national origin. BCCs IMPACT is one of more than 30 projects funded by CUNY BMI.

**INTERNATIONAL STUDENTS SERVICES**

Advisor/DSO, Esteban Rodriguez, M.A.
Colston Hall [CO], 513 | 718.289.5892
www.bcc.cuny.edu/InternationalStudents

The Office of International Student Services (OISS) fosters the education and development of non-immigrant students to enable them to achieve their academic and professional goals and objectives. The OISS mission is to provide advice, counseling, and advocacy regarding immigration, cross-cultural and personal matters. OISS supports an environment conducive to international education and intercultural awareness via educational, social and cross-cultural programs.

The Office of International Students Services (OISS) offers assistance and support to International Students in the following areas:

- visa applications and immigration related matters
- cross-cultural orientation and adjustment
- success in the U.S. academic environment
- understanding and following academic regulations
- using academic services
- complying with federal law concerning temporary-visa holders
- referrals to community resource

The office is also in regular contact with other University offices and departments, education officers at foreign embassies in the U.S. non-governmental sponsoring agencies, Social Security Administration, the NYC Motor Vehicle Administration, the Department of Homeland Security, the Department of State, and other scholarship/sponsoring agencies.

**LEARNING COMMONS**

Manager, Sahidha Odige, M.A.
Meister Hall [ME], SB-003 | 718.289.3139
www.bcc.cuny.edu/academic-support-services/

The Learning Commons is home to centralized academic support services, including group, peer and individual tutoring, supplemental instruction and exam review sessions. The Commons is also designed to encourage collaborative learning among students. Study rooms are available with whiteboards to work on group projects or study. Students may opt to find a comfortable spot on one of the many sofas in the Commons to catch up on their reading and studies. The Commons has computers and laptops available for research. Vending machines are also accessible. All BCC students are welcome to use the Commons as individual and group study space.

**Hours:** Monday – Friday: 10 a.m. - 8 p.m. Saturday: 10 a.m. - 2 p.m.
The mission of the BCC Library is to support the educational endeavor of the college through providing access to well organized quality information resources and instruction in their effective use.

The North Hall and Library building is a great learning space offering group study rooms, an Information Commons and areas for individual quiet study. The Information Commons encourages collaborative learning and new media in a technology rich environment, hosting both Macs and PCs. Library users have access to twenty-five group study rooms, some with special features to practice and record presentations, or to view videos with a group. The circulating collection and the law collection are on the third floor.

CUNY Start’s Math Start is an intensive eight-week program for incoming CUNY students. The program’s goal is to increase students’ math proficiency before starting credit classes. Modeled on CUNY Start’s highly successful semester-long math program, Math Start provides intensive instruction and advisement to help students prepare to succeed in college and reduce or eliminate remedial math needs before matriculating at CUNY. The program also admits a limited number of matriculated students who are close to graduation but have not been able to pass the CUNY Elementary Algebra Final Exam.

Math Start helps students:
- Eliminate or reduce remedial math needs and prepare for success in college math coursework
- Receive two opportunities to take the CUNY Elementary Algebra Final Exam (CEAFE)
- Prepare for campus life and make the most out of the college experience
- Save their financial aid award for credit courses –Math Start is only $35 (including materials)
- Connect to CUNY’s Accelerated Study in Associate Programs (ASAP), if eligible

Math Start serves students who:
- Enter CUNY as first-time freshmen or are matriculated students with less than 12 credits
- Have not passed both math sections of the CUNY

The Registrar’s Office supplies information to students about registration, grades, scholastic indexes and requirements for graduation. Grade reports that include information on scholastic index and matriculation status

Access to Students Records
- The Federal Education Rights and Privacy Act of 1974 and regulations grant students the right to be advised of:
  - The types of student records and the information contained therein which are maintained by the college.
  - The name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
  - The policies of the college for reviewing and expunging those records.
  - The procedures for granting students access rights to their student records. The procedures for challenging the content of their student records.
  - The cost, if any, which will be charged to students for reproducing copies of their records.
A student must file a Directory Information Non-Disclosure Form with the Registrar’s Office to prevent the disclosure of directory information such as name, address, telephone number, etc. are available to students by accessing CUNYfirst and OSSES (One Stop Shop E-Services)

Auditing Classes
A student may audit a course only with official approval. Audit request forms are available in the Registrar’s Office. Approval of the department chairperson is required. Students must register for an audit class in the same manner prescribed for regular classes. Students must also pay the required fees as if registering for credit in the course. Once registration is completed as an auditor, no credit for that course can be granted retroactively. Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor.

Change of Curriculum Plan
For a change of curriculum plan and/or sub-plan, a student must contact the Registrar’s Office and complete a Change of Curriculum Plan form. This form can also be downloaded from the Bronx Community College website. A student may change a curriculum no later than 21st day of each semester. Once the change has been approved, a student must meet the prescribed requirements for the new curriculum. Credits taken and earned in the student’s former curriculum may not necessarily be applicable to the new curriculum. A determination of the transferability of credits from one curriculum to another rests with the new Curriculum Coordinator.

It is strongly recommended for students to consult with a Financial Aid Counselor regarding TAP eligibility and conduct a preliminary degree audit (Degree Solutions) to understand the impact of the change in curriculum.

Classification and Categories (Definitions)
Matriculated Student: A student who is a candidate for an associate degree or certificate and has met the basic College admission requirements is classified as a matriculant. A matriculant may carry a full or part-time program of courses leading to a degree. A matriculant may register for day and/or evening classes, according to choice and the availability of class space. A full-time course load is a minimum of 12 credits or equated credits up to the number listed for that semester on the curriculum in the Curriculum Patterns (found in “The Curricula and Programs” section of this catalog). To graduate in four semesters, a minimum of 15 credits is to be taken and passed in each semester. For purposes of Selective Service, state scholarships, and foreign student visa status, a student must carry a full-time load or its equivalent. Students taking fewer than 12 credits, or the equivalent, are not considered full time for purposes of Scholar Incentive Awards, Selective Service or U.S. Immigration Service.

Non-degree Student: A non-degree student is one who is not admitted into a degree-granting program. A non-degree student may apply for matriculated status.

Matriculation
Upon admission to the College, a student is designated as matriculant or non-degree. Matriculation status determines the course load a student may carry during a semester and the order of priority in registration. Official determination of scholastic index and certification of matriculation status of students already in attendance are made by the Registrar’s Office, in accordance with standards set by the College’s Committee on Academic Standing.

Medical Emergencies
A student who experiences a medical emergency during the semester should consider discussing alternatives with a counselor regarding current and future academic plans. Some of these alternatives are continuation of attendance, a leave of absence, or a program adjustment. A recommendation from a physician will help in determining what options are feasible. This recommendation, which is filed in the Health Service Office, is useful information to the College and beneficial to the student should the student require any medical services while on campus.
Military Leave
Students who enlist in the armed forces or who are inducted or recalled into service must present and place on file at the College a copy of the official induction notice indicating the exact date on which they must report for duty. Additional information regarding special provisions for students in the military can be found in Appendix C.

Program Allowances and Course Loads
Programs Exceeding Limits - A matriculated student may apply to the Vice President of Academic Affairs or designee for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her advisor. Taking more than 18 credits will incur additional costs. Enrolled Student: A student who has paid all tuition and fees or has a payment plan through Higher One (Sallie Mae) and attending classes is considered enrolled. The College will debar from classes any student who has never attended during the first three weeks or did not attend for weeks four and five. The student will be given a grade of “WN” without academic penalty for the course. See “Absence from Class” in the “Academic Policies and Procedures” section of this catalog. A student maintains standing at the College as long as he or she is enrolled. A student on probation is considered to be warned that he or she is compiling a record that could lead to loss of matriculation and/or suspension. Students on probation have standing with the College.

Readmission
After one or more semesters (fall and/or spring) of absence from the College, a student must apply for readmission. Readmission applications are available within the Registrar’s Office and webpage. Students must pay a $20 non-refundable readmit fee to the Bursar’s Office. 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.

Registration
All students must register for courses during the official registration period each semester. Students may register using CUNYfirst at the time designated for their classification beginning with the Early Registration period (late April and late November). The Schedule of Classes Search function and Registration Guide are available online before the announced registration period. Prior to and during registration each semester, students must meet with their academic advisor in order to register. Late registrants will be charged a late registration fee. The College reserves the right to cancel late registration.

Requests to Take Courses at Other Colleges
A student desiring to take a course or courses at another college or at another unit of The City University of New York while at Bronx Community College must use the E-Permit System. The E-Permit system is a link between all CUNY schools found on the website (www.cuny.edu) through the CUNY Portal. In order to gain access to the E-Permit System, log onto the website and create a CUNY Portal account. A non-CUNY Permit Form should be used for all students attending a CUNY college and wishing to register at a non-CUNY institution. Permission will be granted according to College regulations.

Senior Citizens
Residents of New York City, 60 years and older, may enroll in undergraduate courses on a space-available basis, tuition-free at any unit of the University. Individuals seeking this waiver must present proof of age at the time of Admission and specify that they wish to participate in this program to receive the CUNY Senior Citizen rate. They are charged $65 per semester and a $15 City University consolidated fee, as well as any penalty fees that may incur (e.g., late registration payment, reprocessing fees, library fines). They are not charged any other regular fees. The $80 is non-refundable and considered a non-instructional fee.

Student Identification Card
Each student receives a CUNY ID card with his or her picture. This card must be carried and displayed at all times for purposes of identification. The ID card is also used as the College library card. A replacement fee is charged for lost or mutilated cards. ID cards must be validated every semester.
PLEASE NOTE: Registration is not complete until satisfactory payment arrangements have been made with the Bursar's Office

Students on Permit from Other Colleges
Students from other colleges are advised to secure written permission from their home colleges before applying to register for any courses at BCC. The City University of New York matriculants with an approved e-permit may, subject to prior approval of the BCC Office of the Registrar, register at time reserved for BCC matriculants listed in the Registration Guide. Students with permits from colleges outside of City University must register as non-matriculants regardless of status in their own colleges. Students should present a copy of a validated Bursar’s receipt from their home college at the time of registration.

Transcripts
Transcripts may be requested in the Registrar’s Office or through the College’s website at www.bcc.cuny.edu/Registrar/Transcripts/

The City University of New York are forwarded free of charge. For all other requests, there is a standard fee of $7. Official transcripts bear the College seal and the signature of the Registrar. Official transcripts are sent to other institutions or agencies at the request of the student. For faster service, all transcripts (official and unofficial) may be ordered online using “TranscriptsPlus” from the Registrar’s Office webpage. A student may print unofficial transcripts free of charge for personal use through CUNYfirst.

Withdrawal from College
Students officially withdrawing from the College during the refund liability period may do so online using their CUNYfirst Account. Students withdrawing for medical reasons may do so by mail or in person. All written documentation submitted within the refund liability period will be reviewed by the Registrar’s Office. All written documentation submitted after the refund liability period should be forwarded to the Vice President of Student Affairs in Loew Hall [LO], room 201.

The date of the medical withdrawal will be determined by the date specified on the documentation submitted. The letter should include:

- The reason for withdrawal
- A listing of the student’s courses and section numbers
- Any supporting documentation

To avoid academic penalty, students should be certain to receive and keep written acknowledgment of their withdrawal. Students are urged to seek guidance before withdrawing from the College. Counseling and advice prior to the final decision to withdraw may make it feasible to remain in College. If a student does not withdraw officially, there may be financial and academic penalties (see “Withdrawal Procedure”). Under special circumstances, if withdrawal is made within the third week after opening of classes, proportional refunds of tuition fees only may be made according to a schedule prescribed by the Board of Trustees. An application for a refund of tuition fees should be made to the Registrar.

Withdrawal Procedure
Students wishing to officially withdraw from any course in which they are registered may do so at any time through to the 10th week of class. No grade will be assigned if the student withdraws during the Refund Liability period (usually through the third week of classes). After the third week of classes, a student will be assigned a “W” grade indicating that he/she officially withdrew from the course. To be eligible for a grade of “W”, a student must initiate the official withdrawal process online through their CUNYfirst account. Official withdrawals will not be processed after the official withdrawal period has ended.
PERSONAL COUNSELING
Director: Vasiliki Torres, M.A.
Loew Hall [LO], Room 430 | 718.289.5223
www.bcc.cuny.edu/Personal-Counseling

The mission of the Office of Personal Counseling is to assist students with emotional, developmental or psychological concerns that may be interfering with their personal and academic growth. We provide free, confidential, short-term counseling to help students find healthy ways to cope with college and life stressors in order to enhance their personal growth and support their academic focus at Bronx Community College. All students are treated with respect and are seen as individuals with unique strengths. Our services are free and we are also a liaison to the community, linking appropriate students to more intensive and longer term services as needed. We are committed to supporting the faculty and staff in the identification of students who may benefit from our services and then reaching out to those students in need. We provide educational programming to the campus community and work to emphasize wellness and prevention in our outreach efforts.

Services Offered
- Brief individual counseling
- Crisis intervention
- Groups and workshops

Referral to services within Bronx Community College (e.g., academic advisement, career services, tutoring, health services, student life etc.) and to mental health and social services in the community. Consultations to faculty and staff regarding students of concern

Confidentiality
The Office of Personal Counseling offers confidential counseling services and takes every reasonable precaution to protect the privacy of clients. Confidential information will not be shared with anyone outside of the Personal Counseling without your express (usually written) consent, except under conditions involving the potential for serious physical harm to yourself or other individuals, child or senior abuse or other legal mandate.

PUBLIC SAFETY
Campus Security Director, Chief James Verdicchio
Loew Hall, [LO], 507 | (718) 289-5923 | Emergency number/718.289.5911
www.bcc.cuny.edu/Public-Safety/

The Department of Public Safety consists of peace officers who patrol all campus and off campus locations on a 24-hour, seven-days-a-week schedule. The Public Safety office is located on the fifth floor of Loew Hall. The Department maintains a 24-hour emergency operator and responds to all emergencies on campus.

Crime Statistics
The Advisory Committee on Campus Safety will provide, on request, all campus crime statistics as reported to the United States Department of Education. To access campus crime statistics, please visit the USDOE website at http://opaed.gov/security/. You may also contact the Director of Public Safety at Bronx Community College at (718) 289-5923. Individuals requesting campus crime statistics will be mailed a hard copy within ten days of the request and that information will include all the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).

ROSCOE C. BROWN STUDENT CENTER
The Roscoe C. Brown Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students, and provides for a variety of services and educational experiences. The facility includes a cafeteria, theatre, club programming space, meeting rooms and the Akedemos bookstore. For information regarding use of the facilities for programs, meetings or conferences, contact the Events Management office at 718.289.5993.
Akedemos Virtual Bookstore
For students, the Akedemos solution means the right book delivered on time. Akedemos maintains a dedicated inventory of new and used books for each class in one of our regional warehouses to ensure prompt delivery. In addition to traditional textbooks, Akedemos also offer ebooks, custom coursepacks, school supplies and insignia items. For those who wish to sell their books, we offer an on-campus and online buyback program. Akedemos is located on the first floor of the Brown Student Center. Regular operating hours are Monday through Thursday, 9:00am to 6:00pm, and Friday, 9:00am to 2:00pm. Please note that hours of operation may be subject to change. To confirm business hours, or for more information, please call (718) 220-4695.

Cafeteria
The cafeteria is located on the first floor of the Brown Student Center, is operated by University Healthy Choice/Au Bon Pain (UHC), which is currently under contract with the College. In addition to meals and refreshments available for purchase, the cafeteria offers catering services for meetings and receptions throughout the campus. Regular cafeteria hours are:
- Monday through Thursday, 7:00am to 8:00pm
- Friday, 8:00am to 5:00pm
- Saturday, 8:00am to 2:00pm. Please note that hours of operation may be subject to change.

Campus Ministry
Campus Ministry is here to serve and comfort the college community with an area for reflection and religious guidance offered by Reverend Sheehan. All are invited. Vengan Todos. Campus Ministry is located in room 203 B of the Roscoe Brown Student Center. You can contact Reverend Sheehan by phone at 718.289.5954 or via email to James.Sheehan@bcc.cuny.edu.

Muslim Prayer Room
The Muslim population has a peaceful place on campus to perform their daily prayers. The prayer room is located in room 204 of the Roscoe Brown Student Center. The space has many prayer rugs and enough room for everyone.

Quad Wi-fi
BCC-WNET is a service that provides the Bronx Community College community with wireless access in several areas across the campus including the College's beautiful outdoor quadrangle located at the center of campus. Access to the BCC-WNET is restricted to Bronx Community College students, staff, faculty and sponsored guests. No registration is required for access, only a valid user name ID is needed.

Recording Studio
The BCC recording studio is fully equipped for creative musicians to produce and edit music. The recording studio is inside of a soundproof space. After recording, you can edit your music on Macs OS X platform. Visit the studio and lab supervisor, Addelyn Garcia located in the Student Center, room 309 C

Student Government Association (SGA)
The Student Government Association is comprised of 15 senators elected by the student body each spring semester. An internal election is conducted for executive positions. As a body, SGA provides direction and guidance on all student related matters, including student activities and campus programming. SGA members participate fully in the College Senate and its many sub-committees. Visit your Student Government representative in the Student Center, room 201.
SINGLE STOP PROGRAM
Senior Project Coordinator: Dedra Polite, MSW
Loew Hall [LO], Room 125 | Phone: 718.289.5179
www.bcc.cuny.edu/Single-Stop/

Single Stop provides Bronx Community College students and their immediate families with access to benefits and services that help students stay in school and graduate. Whether it is afterschool programs, health insurance, legal advice, debt solutions, childcare, or government benefits, we can help to identify the services that are available to you. Single Stop offers the following:

Benefits Screening
The free benefits screening takes you through a quick series of questions to see which public benefits you qualify for. We will discuss the options that are best for you, help you complete the appropriate application(s), and then help you prepare for the application process.

Financial Counseling
Meet with a financial expert and learn lifelong strategies that will help you save money, build assets, and manage debt. We can also help you get your free credit report, establish credit if you have none, and improve your credit scores. We provide one-on-one, private counseling that will help you establish and achieve your financial goals. Financial counseling is available Tuesday and Wednesday afternoons. Contact us to make an appointment.

Food Pantry
The Food Pantry will provide eligible BCC students with free food for their households. The Food Pantry was funded in part by BCC's Office of Advancement, Communications and External Relations in cooperation with Food Bank for New York City, which has partnered with The City University of New York to open similar pantries at other CUNY campuses. It will also accept donations from BCC faculty, staff and administrators, as well as from the general public.

Legal Aid
If you have questions about divorce, child support, employment, housing, debt collection, public assistance, or another topic, come to the Single Stop office for a free and completely confidential consultation. Contact us to make an appointment with an attorney to answer any legal questions.

Tax Preparation
Get a free tax preparation and e-file submission through this special IRS approved program. Come to see us during tax season from January through April 15.

STUDENT LIFE
Associate Dean for Student Development: Manny Lopez, M.S., M.A.
Brown Student Center [BC], Room 305 | 718.289.5194
www.bcc.cuny.edu/Student-Life/

The Office of Student Life includes a variety of activities, special programs, college-wide organizations and clubs that are an integral part of college life. The purpose of this office is to enhance the overall student experience through exposure to diverse perspectives, leadership development, service learning, co-curricular programming, and volunteer service. Student Life, the Student Government Association (SGA), the Inter-Organizational Council (IOC) and the Office of Leadership and Success work collaboratively for the benefit of students and the campus community.

Clubs and Organizations
There are over 30 student clubs and organizations at BCC with academic, cultural, and social themes. BCC students can join an existing club or start a new club with other BCC students of similar interests. Joining a BCC club is an excellent way to enhance the academic experience at BCC. Students who participate in BCC clubs can explore academic programs and majors, develop leadership skills, practice teamwork, build cross-cultural appreciation, and provide community service.
**Leadership and Success**
The Office of Leadership and Success is committed to developing and offering opportunities for students to engage in, to elevate, and to explore the practice of leadership. We offer a variety of leadership programs, workshops, mentorship, information sessions, and events to help support and develop leaders at Bronx Community College. We strive to help students engage, explore, and elevate their college experience so that they may flourish as individuals and become life-long contributors to strengthened communities.

**SHUTTLE BUS**
A free shuttle bus service provides evening students with transportation from campus to several subway and bus lines. The hours of operation are 5:30 to 10:30 p.m. in the fall semester and 5:30 to 10:30 p.m. during the spring semester. The service is provided Monday through Thursday, September through May, when classes are in session. The shuttle bus picks-up passengers in front of Meister Hall, every 30 minutes. Please be prepared to show your BCC identification card upon entering the shuttle.

**STUDENT NEWSPAPER**
Colston Hall [CO], 605A  
communipaper@gmail.com

The Communicator is Bronx Community College’s campus newspaper. We are committed to showcasing the voices and talents of BCC students. We are not just on the lookout for new writers, but students interested in ad sales, marketing, and web design. Whether you write poetry or source code, we want you on board! We accept submissions of news articles, editorials, responses to items featured in the paper, poetry, prose fiction, and original art.

**STUDENT PARKING**
Student parking is located on Hall of Fame Terrace, across the street from the main entrance to the College. The student parking lot is open from 7:00am to 10:30pm, Monday through Friday, when classes are in session. There are no assigned spaces – parking is first-come, first-served. Applications for student parking are available in the Bursar’s Office, Colston Hall (entry level). Student decals are sold on a semester basis at the Bursar’s Office beginning on the first day of each registration/validation period. There are three decal categories for students during the Fall/Spring semesters, one type of decal for the summer, and one decal for winter intersession:

<table>
<thead>
<tr>
<th>Decal Type</th>
<th>Decal Cost</th>
<th>Parking Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day and Evening Decal</td>
<td>$55</td>
<td>7:00am-10:30pm</td>
</tr>
<tr>
<td>Day Decal</td>
<td>$38</td>
<td>7:00am-3:30pm</td>
</tr>
<tr>
<td>Evening Decal</td>
<td>$35</td>
<td>3:30pm-10:30pm</td>
</tr>
<tr>
<td>Summer Decal</td>
<td>$25</td>
<td>7:00am-10:30pm</td>
</tr>
</tbody>
</table>

All payments must be in the form of cash or money orders made payable to Bronx Community College. Third party, payroll or personal checks will not be accepted. There are a limited number of parking spaces; therefore, only a limited number of decals will be sold in each category on a first-come, first-served basis.

General policy is that each student will be permitted to buy one parking decal per semester; therefore, all students are urged to finalize their programs before making the purchase. Lost decals will not be replaced. Decals may not be transferred from one vehicle to another or from one person to another. In addition to the payment and a signed, completed parking application form, students requesting parking must provide the following validated, current documents:
- BCC registration receipt
- Bursar’s receipt
- BCC ID card validated for that semester If students attain another vehicle that replaces the one to which they affixed that semester’s parking permit
In order to obtain a replacement pass, they must:
- remove the decal to the best of their ability and return it to the Bursar’s Office
- complete a new application form and pay a $10 fee. All parking fees are non-refundable

**TRANSFER SERVICES**
Director: Thomas Bracken, M.A.
Loew Hall [LO], Room 330 | 718.289.5759
www.bcc.cuny.edu/TransferCounseling/

<table>
<thead>
<tr>
<th>0-12 Credits</th>
<th>13-24 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Read the College Catalog</td>
<td>- Check for new articulation agreements</td>
</tr>
<tr>
<td>- Explore career and educational pathways</td>
<td>- Visit college websites</td>
</tr>
<tr>
<td>- Select your degree program</td>
<td>- Read the CUNY transfer policy</td>
</tr>
<tr>
<td>- Read articulation agreements</td>
<td>- Write your resume</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25-30 Credits</th>
<th>35-35 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Explore transfer options</td>
<td>- Complete required mathematics and English courses</td>
</tr>
<tr>
<td>- Attend senior college open house events</td>
<td>- Check for new articulation agreements</td>
</tr>
<tr>
<td>- Check for new articulation agreements</td>
<td>- See academic adviser for pre-graduation audit</td>
</tr>
<tr>
<td>- Begin scholarship search</td>
<td>- Update your resume</td>
</tr>
<tr>
<td></td>
<td>- Apply for scholarships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Semester</th>
<th>Post-Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Apply for graduation</td>
<td>- Send final transcript to the school you have been accepted to</td>
</tr>
<tr>
<td>- Send applications</td>
<td></td>
</tr>
<tr>
<td>- Apply for financial aid and scholarships</td>
<td></td>
</tr>
</tbody>
</table>

**Transfer Planning**
The primary reason for early and continuing transfer planning is to ensure that degree program and curriculum are consistent with future career or educational plans. Waiting until the last semester may limit options. Articulation agreements are excellent tools for transfer planning. They provide a course of action for students, including an outline of the most appropriate courses to schedule. Furthermore, some articulation agreements encourage students to continue in the same course of study they started at BCC, while others gear students toward a particular career or educational pathway.

- Academic advisement and registration assistance for transfer students
- Senior college, H/EOP, and SEEK/CD (educational opportunity program) transfer admission information, assistance, application, and acceptance

**NOTE:** Students applying to CUNY senior colleges must have completed at least one college-level course in mathematics and English with a grade of “C” or better or must demonstrate college-level readiness based on SAT, ACT or New York Regents test scores. Students who do not demonstrate college-level readiness are strongly advised to complete mathematics and English courses before their final semester.

**VETERANS AND MILITARY RESOURCES**
Coordinator: John Rosa, M.A.
Loew Hall [LO], Room 332 | 718.289.5447
http://veterans@bcc.cuny.edu

The Office of Veteran and Military Resources provides services for Veteran students and current service members enrolled at Bronx Community College. From application to graduation, the Office of Veteran and Military Resources takes a proactive approach to the educational process and helps students connect with the necessary resources, as well as other Veterans and service members. This office assists veterans and service members with educational benefits, provides information on financial aid, assistance with academic advisement, registration, and withdrawals due to active duty recalls.
ACADEMIC ENRICHMENT OPPORTUNITIES

HONORS PROGRAM
The Honors Program at Bronx Community College offers academically enriching and enhanced experiences to highly motivated and qualified students. Students can take designated honors courses, honors contracts in regular courses, and enroll in the Honors Scholar Program.

Honors Contracts: Students enrolled in a non-honors course may opt for an honors contract in many of the courses offered at BCC. Upon approval from the instructor, students will enter into an honors contract that enables them to earn honors credit in a non-honors course. The honors contract is an agreement between the student and the instructor that specifies the honors level objectives and tasks to be completed by the student in addition to those of the normal class. To qualify, a 3.0 or higher GPA in a minimum of nine college credits is required for current students; incoming freshmen who meet specific criteria are also eligible. For students to receive an honors contract designation on their transcript, the course associated with the honors contract must be completed with a B+ or higher.

Honors Courses: Students can enroll in a designated honors course. Honors courses are for self-motivated students who are interested in challenging themselves academically. These courses are highly interactive and emphasize critical thinking and strong writing skills. To qualify, a 3.0 or higher GPA in a minimum of nine college credits is required for current students; incoming freshmen who meet specific criteria are also eligible. For students to receive an honors course designation on their transcript, the honors course must be completed with a B+ or higher.

Honors Scholar: Students who have earned a 3.2 grade point average with nine or more college credits are qualified to apply to the Honors Scholar at Bronx Community College. Students in the Honors Scholar Program must complete four or more honors courses or honors contracts with a grade of B+ or higher, complete a “beyond the classroom” project, and meet other program requirements. Interested students can apply to the Honors Scholar Program at the start of the fall or spring semesters.

HONOR SOCIETIES
Alpha Beta Gamma
Advisor, Thomas D'Arrigo
Meister Hall, room G08
718.289.5585

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 major, have completed 15 credit hours (with at least 12 credit hours taken in courses leading to a business degree), and have attained a 3.0 GPA both in business courses and overall.
Chi Alpha Epsilon
Advisor, Cassandra Bellabe-Rosemberg
Loew Hall, room 403
718.289.5460

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.

Phi Theta Kappa
Advisor, Tiffany Dubon
Roscoe Brown Student Center [BC], Room 309
718.289.5903

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 in community service activities, and holds a bi-annual induction ceremony each fall and spring.

Tau Alpha Pi
Advisor, Hamad Khan
Carl Polowczyk Hall, room 108
718.289.5371

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 annual induction ceremony each spring.

STUDY ABROAD PROGRAMS
Coordinator, Loida Vicki Cedano, M.A.
Colston Hall, [CO], 509 | 718.289.5332
www.bcc.cuny.edu/InternationalStudents/

Study abroad programs can enhance academia by providing experiential learning and cultural experience. Study abroad opportunities are sometimes offered in conjunction with various degree programs in areas like the arts and sciences or studies in foreign languages. Studies abroad not only enhances the educational experience of students but also prepares them for working in an increasingly multicultural world.

Programs have been established in Europe, Africa, South/Central America and The Caribbean. Study abroad programs span anywhere from two to four weeks or the full course of a semester, along with the possibility to study over the winter intersession and summer break. Some programs are service/professional development oriented or for-credit and all credits earned will be applied towards a CUNY degree. Financial support in the form of grants, scholarships, and financial aid can be solicited and applied towards any study abroad opportunity.
BRONXCC MOBILE APP

BRONXCC Mobile is designed for modern college students like you who need a convenient way to find and do the things that matter most to your college experience. BRONXCC Mobile keeps you connected 24/7 with your courses, campus updates, college maps, social media and much more all in one place. The app is available at the App Store and Google Play (search “Bronx Community College”). Visit http://www.bcc.cuny.edu/mobile/ for more information.

ACADEMIC COMPUTING CENTER

The Academic Computing Center is open to all students, faculty and staff to make maximum use of its facilities. Academic Computing consists of 13.5 computer labs located throughout the campus which are equipped with networked microcomputers. All of the labs have Internet access. The mission of the computer labs is to provide academic computing services to meet instructional and research needs, for both experts and novices. Listed below are the locations and telephone numbers of the computer labs.

<table>
<thead>
<tr>
<th>Computer Labs</th>
<th>Platform</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown Annex 107</td>
<td>Pentiums</td>
<td>718.289.3137</td>
</tr>
<tr>
<td>Colston Hall 602/603</td>
<td>Pentiums</td>
<td>718.289.5733</td>
</tr>
<tr>
<td>Carl Polowczyk Hall 320</td>
<td>Pentiums</td>
<td>718.289.5417</td>
</tr>
<tr>
<td>Loew Hall 320</td>
<td>Pentiums</td>
<td>718.289.5878</td>
</tr>
<tr>
<td>Meister Hall G01</td>
<td>iMacs</td>
<td>718.289.5578</td>
</tr>
<tr>
<td>Meister Hall G02</td>
<td>Pentiums</td>
<td>718.289.5578</td>
</tr>
<tr>
<td>Meister Hall G16</td>
<td>Pentiums</td>
<td>718.289.5592</td>
</tr>
<tr>
<td>Meister Hall G17</td>
<td>Pentiums</td>
<td>718.289.5592</td>
</tr>
<tr>
<td>Meister Hall 201</td>
<td>Pentiums</td>
<td>718.289.5442</td>
</tr>
<tr>
<td>Meister Hall 224</td>
<td>Pentiums</td>
<td>718.289.5424</td>
</tr>
<tr>
<td>Meister Hall 225</td>
<td>iMacs</td>
<td>718.289.5424</td>
</tr>
<tr>
<td>Meister Hall 302</td>
<td>Pentiums</td>
<td>718.289.5492</td>
</tr>
<tr>
<td>Meister Hall 318</td>
<td>Pentiums</td>
<td>718.289.5500</td>
</tr>
<tr>
<td>Meister Hall 320</td>
<td>Pentiums</td>
<td>718.289.5376</td>
</tr>
<tr>
<td>Location</td>
<td>Computers</td>
<td>Phone Number</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------</td>
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</tr>
<tr>
<td>Meister Hall 328</td>
<td>Pentiums</td>
<td>718.289.5963</td>
</tr>
<tr>
<td>Meister Hall 329</td>
<td>iMacs</td>
<td>718.289.5504</td>
</tr>
<tr>
<td>NewHall23</td>
<td>Pentiums</td>
<td>718.289.5005</td>
</tr>
<tr>
<td>Brown Student Center 308</td>
<td>iMacs</td>
<td>718.289.3540</td>
</tr>
<tr>
<td>(wireless)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GENERAL POLICIES AND PROCEDURES

ACADEMIC APPEALS
Students may appeal their probationary or suspension status (Sage Hall, 2nd floor), Appeals Agent of the Committee on Academic Standing (CAS). These appeals are intended for students who have WU grades that could be converted to W grades, 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 and FAB 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 or ABS grade, but an instructor may file an extension form to allow a student more time.

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

1. Definitions and Examples of Academic Dishonesty
1.1. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.

Examples of cheating include:
- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, asking, or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else’s work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.

1.2. Plagiarism is the act of presenting another person’s ideas, research or writing as your own. Examples of plagiarism include:
- Copying another person’s actual words or images without the use of quotation marks and footnotes or citations attributing the words to their source.
- Presenting another person’s ideas or theories in your own words without acknowledging the source.
1. Failing to acknowledge collaborators on homework and laboratory assignments.
2. Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

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

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

1.4. Falsification of Records and Official Documents

Examples of falsification include:

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

**DRUG AND ALCOHOL POLICY**

THE CITY UNIVERSITY OF NEW YORK DRUG/ALCOHOL USE AMNESTY POLICY

The City University of New York’s (“CUNY’s”) Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY’s Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY’s Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.

II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
III. CUNY’s Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State’s Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

Approved by the Board of Trustees on 6/30/2014, Cal. No. 7D and effective date of 7/1/2014 as ‘Medical Amnesty-Good Samaritan Policy’. Amended and changed to ‘Drug and Alcohol Use Amnesty Policy’ on 10/1/2015, Cal. No. 6D.

AFFIRMATIVE ACTION, COMPLIANCE AND DIVERSITY
Chief Diversity Officer
Jessenia Paoli, ESQ
Language Hall, Room 31 | 718.289.5100, ext. 3494

The mission of the Office of Affirmative Action, Compliance and Diversity is to promote an environment free of discrimination and inequity in accordance with the CUNY policies and procedures for Equal Opportunity, Non-Discrimination and Against Sexual Harassment, and with federal and state equal opportunity statutes and regulations. The Office of Affirmative Action, Compliance and Diversity is responsible for:

The BCC Office of Affirmative Action, Compliance and Diversity is responsible for:

- Developing and disseminating the college’s Affirmative Action Plan;
- Recommend and monitor the attainment of faculty and staff employment goals;
- Handles both informal resolutions and internal charge of discrimination complaints;
- Train the college community on equal opportunity, diversity and affirmative action issues; and lastly,
- Fosters a diverse and inclusive learning and working environment.

The Office of Affirmative Action, Compliance and Diversity is responsible for upholding the college’s commitment to equal opportunity for all members of the campus. As part of the mentioned monitoring efforts, the office regularly reviews:

- The college workforce to determine if job categories exist in which fewer women and minority group members are employed, than are available in the workforce. If such "underutilization" is discovered, placement goals are established for the affected job categories to encourage and concentrate recruitment and outreach efforts, and to help measure the effectiveness of these efforts. Annually, BCC prepares an Affirmative Action Plan that contains this utilization analysis and records affirmative action efforts to address it. Goals are targets, not quotas and represent the good faith efforts BCC utilizes in addressing underutilization. Good faith efforts not only include our outreach and analysis but also a systematic assessment of the quality and thoroughness of the work to implement programs and assure equal opportunity.
- All requests made by students, employees and faculty for accommodations based on either medical circumstances, participation in educational activities/programs, or for religious observance. These requests are monitored to ensure that the campus respects and values the differences in race, gender, ethnicity, age, physical and language abilities, disability, culture, religion, and sexual orientation, when opportunities become numerous. Approaches to problem solving and decision-making are multi-dimensional, leading to success and empowering students, employees and faculty to thrive and do their best work.
- Training initiatives to ensure that student, employees and faculty are educated about the CUNY policies and procedures for Equal Opportunity, Non-Discrimination and Against Sexual Harassment (see page 27). If you believe that you have been denied an equal academic and/or employment opportunity, please contact any of the following offices as soon as possible

All members of the Bronx Community College community are expected to conduct themselves with proper respect for one another and for each other’s property (as indicated on page 24, under Bronx Community College Campus Behavior Code). Harassment of any kind is not acceptable behavior at Bronx Community College, as mentioned in the CUNY policies and procedures for Equal Opportunity, Non-Discrimination and Against Sexual Harassment.
Student Conduct
To ensure the continuance and enhancement of the positive image and reputation of all members of the College community, in the interest of promoting student and faculty welfare at the College, and the safety and security of our entire College community, the following Code of Behavior is in effect. Behaviors which constitute potential student conduct violations:

- Possession of a rifle, shotgun, firearm, or any other weapon, dangerous instrument, or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University or College, absent a written authorization of the educational institution.

- Sale, manufacture, use, dispensation, possession, or distribution of drugs or controlled substances, absent use as per a valid prescription (marijuana may not be used, regardless of the possession of a valid prescription)

- Possession, distribution, use, or consumption of alcoholic beverages on campus, except for the lawful consumption of beer and/or wine at special events sponsored by chartered student groups under the supervision of a faculty adviser with prior approval of the Vice President of Student Development

- Hazing via any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of any item for initiation into or affiliation with any organization. Disorderly or indecent conduct on University or College-owned or -controlled property

- Trespassing via failure to present a Bronx Community College identification card following a legitimate request; for being present on campus with no legitimate reason for presence

- Intentionally obstructing and/or forcibly preventing others from exercising their rights (i.e. interference with the institution’s educational process or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services)

- Failure to comply with lawful directions issued by representatives of the University or College when those representatives are acting in an official capacity

- Occupying University or College facilities or blocking access to or from such areas without authorization; permission from appropriate college authorities must be obtained for removal, relocation, and use of University or College equipment or supplies

- Theft from or damage to University or College premises or property or the property of any person on the University or College premises

- Physical, verbal, or other abuse of a member of the academic community or invited guest

- Use of language or taking action reasonably likely to provoke or encourage physical violence by demonstrators, those being demonstrated against, or spectators of a demonstration to read the Campus Behavior Code in its entirety please access the BCC College catalog at the following website. http://www.bcc.cuny.edu/College-Catalog/

COMPUTER RESOURCES ACCEPTABLE USE POLICY
This policy incorporates and supplements the CUNY Computer User Responsibilities found at www.cuny.edu/abtcuny/policies/comp_user.html. As part of the physical and social learning infrastructure, Bronx Community College and The City University of New York acquire, develop and maintain computers, computer systems and networks. At the College these computer resources are intended for College-related purposes, including direct and indirect support of the College’s education, research and public service missions; of College administrative functions; of student and College life activities; and of the free exchange of ideas among members of the College community and between the College community and other communities. This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all
users of those resources, whether on campus or from remote locations. To read the Computer Resources Acceptable Use Policy in its entirety please access the BCC College catalog at the following website. http://www.bcc.cuny.edu/College-Catalog/

E-MAIL POLICY
E-mail is one of Bronx Community College’s core internal and external communication methods. The purpose of this policy is to ensure that e-mail systems used by College students, faculty and staff support the College’s education, research and public service missions to the fullest extent. This policy advises all users of the College e-mail system of their responsibilities and provides guidance in managing information communicated by email. This policy incorporates and supplements the CUNY Computer User Responsibilities found at www.cuny.edu/abtcuny/policies/comp_user.html. To read the College E-mail Policy in its entirety please access the BCC College catalog at the following website. http://www.bcc.cuny.edu/College-Catalog/

FAMILY EDUCATIONAL RIGHTS AND PRIVACY act (FERPA)
A Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record. Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. To read FERPA in its entirety please access the U.S. Department of Education website at the following web address: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

GAINFUL EMPLOYMENT
The Department of Education has issued rules regarding Gainful Employment. All institutions of higher education that offer one year certificate programs are required to disclose the following information pertaining to employability and costs on all certificate programs:
☐ On-time graduation rates
☐ Estimated cost of the program including books and fees
☐ Placement rate for students completing the program
☐ Median loan debt incurred by students who have completed the program
☐ Potential occupational careers

IDENTIFICATION
Your Bronx Community College identification card is the first step to a safe campus. Display it upon entering the campus and when requested by any College official. Showing your BCC identification is mandatory, not an inconvenience. If you require a new identification card please visit the ID room in Colston Hall, main level.
NON-SMOKING POLICY
The following shall be prohibited at the City University of New York: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes. To read the CUNY policy in its entirety, please access the Healthy CUNY website at: http://www.cuny.edu/about/resources/healthycuny/tobaccofreeuniversity/DevelopmentofTobaccoFreePolicy.html

PREFERRED NAME PROTOCOL
While CUNY recognizes the importance that a change of name might have to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. No documentation is required to have a preferred name recorded. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/ reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

PREGNANCY AND OR PREGNANCY RELATED MEDICAL CONDITIONS
Bronx Community College does not discriminate against any student on the basis of pregnancy and/or any pregnancy-related medical condition(s). Absence from school and school-related activities due to such medical condition(s) related to pregnancy will be excused for as long as deemed medically necessary by the student's doctor. A student requiring this type of absence will be given the opportunity to make up missed course work. Students that require assistance can seek information on obtaining an accommodation from the Office of Disability Services at 718.289.5874, or contact the Office of Affirmative Action, Compliance and Diversity at (718) 289-5100, x3494. To read the CUNY policy in its entirety, please access the Office of Affirmative Action, Compliance and Diversity webpage. http://www.bcc.cuny.edu/Affirmative-Action/?p=Pregnancy-Related-Medical-Condition.

SERVICE ANIMAL POLICY
Every CUNY facility must allow access to and equal use by a person using a trained service dog. In other words, the laws governing CUNY prohibit the University from denying access or use of a facility because of a person's reliance on a service dog. As applied to CUNY, "facility" means all college grounds and activities. This requirement applies equally to buildings, transportation services such as shuttle buses, and events such as commencement ceremonies. Similarly, the University may not impose additional rules that have the effect of limiting a disabled person's access to or participation in educational activities. Examples of prohibited rules include requiring an entry fee from those using service dogs, imposing an extra fee if the building has generally applicable entry fees, or requiring a disabled person to register his or her service dog or provide medical documentation of the need for the animal. Voluntary registration programs are legal, but a person may not be denied access for refusing to register his or her service dog.

These requirements imposed on all University facilities only relate to persons using trained service dogs. These are dogs trained to perform tasks for people with specific disabilities, including mental health disabilities. Examples include a guide dog for a blind person, a dog trained to interrupt inappropriate behavior by an autistic owner, or a dog that provides an environmental assessment when an owner with post-traumatic stress disorder shows signs of anxiety. University-wide obligations do not apply to dogs that solely provide emotional or psychological support, sometimes referred to as “therapy dogs.” University-wide obligations also do not apply to any other kind of animal (there is an unusual exception for miniature horses, but it is unlikely to be an issue in New York City).

CUNY may not require documentation relating to a person’s disability or a dog's training before allowing entry to one of its facilities. When a dog's function is not readily apparent, a university employee may ask if the dog is a service animal required due to a disability, and may also ask what task the dog is trained to perform. But for dogs whose use is obvious, such as a guide dog for a blind person, even asking those two questions is illegal. There are only two situations in which access or use may be denied to an otherwise qualified dog: when the owner cannot control the dog, and when the dog is not housebroken. A failure to stop a dog from constantly barking counts as being unable to control it, and would justify a denial of access.
Beyond allowing access, all university facilities must make "reasonable accommodations" for persons using service dogs. This is a vague phrase, but a "reasonable accommodation" generally means allowing a disabled person to bring a service dog throughout a building and removing obstacles that may prevent the dog from accompanying its owner and performing its duties. Once a dog has been allowed in a building, it must be allowed to go anywhere with its owner, and reasonable accommodations must be made to ensure that no obstacles prevent it from doing so.

An accommodation does not have to be made if doing so would impose an undue burden or economic hardship on the University or fundamentally alter the operations of the University. These exceptions are very limited, however, and are almost never found by courts. As such, almost any possible accommodation will be deemed reasonable. Whenever there is a question as to whether a particular accommodation is required, the best practice is to err on the side of providing it. If there is a question as to whether a particular accommodation is reasonable, please consult with the Office of the General Counsel.

STUDENT COMPLAINT PROCEDURE

Procedures for handling Student complaints about faculty conduct in academic settings The University and its Colleges have a variety of procedures for dealing with student-related issues. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for 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. To read the CUNY Student Complaint Procedure in its entirety please access the CUNY website at the following web address: http://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf

STUDENT OMBUDSPERSON

Randi Shane, Ph.D.
Colston Hall 314-A 718. 289.5697

According to the BCC Governance Plan, the Student Ombudsperson has the following responsibilities: Serve the College as an exceptional channel of redress for students when the normal administrative channels do not adequately respond. Receive, investigate and resolve student complaints that have not been resolved by the appropriate College agencies; complaints alleging unfairness, discourtesy, undue delay, or other malfunctioning in the process of the College. Have access to all pertinent records; collaboratively work with and/or make inquiries to any employee and/or faculty member of the College community; to receive full and complete answers; and maintain a level of confidentiality. The Student Ombudsperson is expected to prepare and submit a report at the end of each semester on the number, nature and resolution of complaints. This report is provided to the President of the College, the Office of the Executive Counsel, and the Chairperson of the Senate without breaching confidentiality.

TITLE IX

Chief Diversity Officer/ Title IX Coordinator
Jessenia Paoli, ESQ
Language Hall, Room 31 | 718 289-5100, ext. 3494

Anyone of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY’s policies, and other issues related to sexual harassment, gender harassment and sexual violence.

Sexual Misconduct

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Any form of misconduct of employees or students based upon sex is inconsistent with this objective and contrary to the University’s Policy
on equal opportunity and non-discrimination. Sexual harassment is illegal under federal, state and city laws and will not be tolerated within the University. The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment, gender based harassment and sexual violence. The University will establish procedures to ensure that investigations of allegations of sexual harassment, gender based harassment and sexual violence are conducted in a manner that is prompt, fair, thorough and as confidential as possible under the circumstances and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when any form of misconduct has been determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment, gender based harassment and sexual violence as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

A. Prohibited Conduct
It is a violation of University policy for any member of the University community to engage in sexual harassment, gender based harassment, any form of sexual violence, or to retaliate against any members of the University community for raising an allegation, for filing a complaint alleging sexual harassment, gender based harassment, sexual violence, or for participating in any proceeding to determine if any sexual misconduct has occurred.

B. Definitions
For purposes of this policy, gender based harassment is defined as unwelcome conduct of a non-sexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education, or other CUNY activities. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or written communications or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Misconduct
Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations); Submitting unfair or inaccurate job or academic evaluations or grades; or denying training, promotion, or access to any other employment or academic opportunity because sexual advances have been rejected.

Complaints regarding misconduct are to be made to the following offices:

<table>
<thead>
<tr>
<th>Office of Public Safety</th>
<th>Loew Hall room 505</th>
<th>718 289-5923/5911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Diversity Officer</td>
<td>Language Hall, 31</td>
<td>718 289-5100, ext. 3494</td>
</tr>
<tr>
<td>Office of the Vice President for Student Success</td>
<td>Loew Hall, 201</td>
<td>718 289-5864</td>
</tr>
<tr>
<td>Office of the Provost and Senior Vice President for Academic and Student Success</td>
<td>Language Hall, 11</td>
<td>718 289-5139</td>
</tr>
</tbody>
</table>
In signing the "Enough is Enough" law in 2015, Governor Andrew Cuomo made combatting all forms of sexual assault on college and university campuses in New York State an important priority. The law requires that all New York State colleges and universities adopt comprehensive procedures for addressing the problem, including campus climate surveys to measure the prevalence of sexual assault on campus, assess students' attitudes and awareness about sexual misconduct, and help schools identify ways to prevent misconduct.

In the spring of 2016, CUNY launched its Sexual Violence Campus Climate Survey. It was sent to 270,000 students and CUNY Presidents sent messages encouraging participation, stating: “The City University of New York is committed to ensuring a safe, healthy, and nondiscriminatory learning environment for all CUNY students…Your voice matters.” We received 30,000 responses.

The survey took approximately 20 minutes to complete and contained questions on:
- Campus Climate
- Campus Involvement
- Information and Resources
- Knowledge of Policies, Procedures and Resources
- Affirmative Consent
- Training and Bystander Intervention
- Prevalence
  - Sexual Harassment
  - Stalking
  - Non-consensual Touching
  - Non-consensual Penetration
  - Intimate Partner Violence
- Location of Incident

Among the findings from our survey are:

- CUNY students say they generally feel safe on their campuses and trust their college to treat a report of sexual violence seriously.
- Many students say they are not familiar with CUNY's sexual misconduct formal reporting procedures.
- The vast majority of CUNY students demonstrate a willingness to intervene to help protect others.
- A high percentage of students show an applied understanding of affirmative consent but few students say that they are knowledgeable about CUNY’s policy on affirmative consent.
- While students who participate in trainings report that most trainings are thorough and covered key topics (e.g., affirmative consent, reporting procedures, resources available, CUNY policies), a low percentage of students report attending a training.
- In cases of sexual assault, CUNY students report that the majority of perpetrators are neither enrolled at nor employed by CUNY.
- When an incident of sexual violence occurs, CUNY students say they are far more likely to go to a friend or a family member for help than to a college official.
- The majority of incidents of sexual misconduct experienced by students take place, they say, off-campus, and not at CUNY nor at CUNY-affiliated events or programs.
- As an institution deeply committed to a safe, healthy, and nondiscriminatory learning environment for all students, moving forward, CUNY will focus on a number of issues, including increasing the number of students who:
  - understand their rights if they experience sexual misconduct at CUNY;
  - understand the role and responsibilities of the campus Title IX coordinator;
  - receive training;
  - are knowledgeable about formal reporting procedures;
  - understand the concept of affirmative consent and CUNY’s policy on Sexual Misconduct; and
  - are familiar with the many on-campus and off-campus resources available.

One finding in particular requires that CUNY evaluate services for students who experience sexual violence off-campus. We learned that, for our students, the majority of incidents of sexual misconduct take place off campus (e.g., on public transportation, at work) and not on CUNY campuses or at CUNY-affiliated events. Our students come to school with these experiences and we must be prepared to be responsive to their needs. Experiences with sexual violence can affect their academic experience at CUNY and so the university must be equipped to
detect and address those needs. A task force will be formed to examine current supports and services for these students. The task force will issue recommendations on how support services can be more responsive to these students.

The City University of New York will use the results of this survey to improve our ability to meet the needs of our students and other community members. CUNY will work closely with students, staff and faculty to develop strategies and programs for improving the university's responses to sexual misconduct and ensuring that we are protecting the community from all forms of sexual assault.

Click below to access the CUNY Enough is Enough website:
http://www1.cuny.edu/sites/title-ix/campus/university/
ACADEMIC POLICIES AND PROCEDURES

APPEALS PROCESS GUIDELINES
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.

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 effort.

Committee on Academic Standing
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.

DISMISSAL GUIDELINES
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.

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.

Administrative Grades During the semester, and under circumstances described below, instructors may assign the following special grades:
<table>
<thead>
<tr>
<th>GRADE</th>
<th>% EQUIVALENT</th>
<th>GPA-VALUE POINT</th>
</tr>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>93-96.9</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9 Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9 Below Average</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9 Below Average</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9 Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9 Below Average</td>
<td>0.7</td>
</tr>
<tr>
<td>F**</td>
<td>0-59.9 Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>R*</td>
<td>Repeat</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*Issue only in remediation courses (equated credit skills improvement courses).

**F Grade Policy**
When a student receives the grade of “F” or an administrative failing grade, and he/she 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.

**Special Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J or W</td>
<td>Officially withdrew from course. No penalty</td>
</tr>
<tr>
<td>H or WU</td>
<td>Withdrew unofficially and/or Excessive Absence. No penalty</td>
</tr>
<tr>
<td>NC</td>
<td>Grade received prior to fall 1996</td>
</tr>
<tr>
<td>G or WF</td>
<td>Withdrew failing or student was dropped for poor scholarship</td>
</tr>
<tr>
<td>WA</td>
<td>Applied to students who are excluded from classes for non-compliance with immunization regulations</td>
</tr>
<tr>
<td>U or AUD</td>
<td>Audit -- course not taken for credit or grade.</td>
</tr>
<tr>
<td>NC</td>
<td>Received at the end of fall 1976 semester or after. Official withdrawal from all courses. Leave of absence granted. No penalty.</td>
</tr>
<tr>
<td>WN</td>
<td>Withdraw unofficially and never attended</td>
</tr>
<tr>
<td>P</td>
<td>Passing grade but carries no quality points. Still credits are counted toward graduation.</td>
</tr>
</tbody>
</table>

**Temporary Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L or INC</td>
<td>Incomplete. The student has failed to complete course work- but upon completion is expected to pass. If unresolved by the 10th week of classes during the following semester; the grade will convert to “FIN” equivalent to an “F”.</td>
</tr>
<tr>
<td>Z</td>
<td>Administrative grade assigned temporarily when an instructor has been delayed in submitting the final grade.</td>
</tr>
<tr>
<td>E</td>
<td>Doubtful. Becomes either a “D” or “F” after examination or special audit.</td>
</tr>
<tr>
<td>PEN</td>
<td>Temporary grade given when final grade requires further evaluation. The “PEN” grade does not automatically change to and “F” equivalent; final grade determined by the instructor or the outcome of the college’s academic review process.</td>
</tr>
</tbody>
</table>

**GRADUATION**
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.

**LATENESS**

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in class after the scheduled starting time constitutes lateness.
# TUITION AND OTHER FEES

For **Fall 2017** and **Spring 2018** semesters, tuition rates are as follows:

<table>
<thead>
<tr>
<th>New York City Resident Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time Matriculated Students (12 or more units or equated hours)</strong></td>
</tr>
<tr>
<td><strong>Part-time Matriculated Students</strong></td>
</tr>
<tr>
<td><strong>Senior Citizens (60 and older)</strong></td>
</tr>
</tbody>
</table>

**Important Message:** Residency determinations for new students are made by the Admissions Office; for continuing students, residency determination is made by the Registrar's office. [Click here for more information on proving New York City residency for tuition purposes.](#) *Senior Citizens pay $65.00 fee plus a Consolidation Service Fee of $15.

<table>
<thead>
<tr>
<th>New York State Resident Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time Matriculated Students (12 or more units or equated hours) with a valid Certificate of Residency on file</strong></td>
</tr>
<tr>
<td><strong>Part-time Matriculated Students with a valid Certificate of Residency on file</strong></td>
</tr>
<tr>
<td><strong>Full-time and Part-time Matriculated Students without a valid Certificate of Residency on file</strong></td>
</tr>
<tr>
<td><strong>Senior Citizens (60 and older)</strong></td>
</tr>
</tbody>
</table>

**Important Message:** Students must refer to their county for specific rules related to the county; a Certificate of Residency is only valid for 1 year. A Certificate of Residency must be submitted to the Bursar's Office. Download a request for a Certificate of Residence. *Senior Citizens pay $65.00 fee plus a Consolidation Service Fee of $15.
### Out of State Resident Tuition

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Matriculated Students</td>
<td>$320.00/unit</td>
</tr>
<tr>
<td>Part-time Matriculated Students</td>
<td>$320.00/unit</td>
</tr>
<tr>
<td>Non-degree Students (full-time and part-time)</td>
<td>$420.00/unit</td>
</tr>
<tr>
<td>Senior Citizen (60 and older)</td>
<td>$65.00/semester*</td>
</tr>
</tbody>
</table>

**Important Message:** * Senior Citizens pay $65.00 fee plus a Consolidation Service Fee of $15.

### International Student Tuition

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time and Part-time Matriculated Students</td>
<td>$320.00/unit</td>
</tr>
</tbody>
</table>

### Student Fees:

- All students both matriculated and non-degree must pay the student activity fee, consolidated service fee and technology fee.
- These fees are not refundable and are subject to change.

### Fees for Full-time Matriculated and Non-degree Students

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee and Consolidated Service Fee (effective Spring 2014)</td>
<td>$77.60</td>
</tr>
<tr>
<td>Technology Fee (effective Fall 2015)</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

### Fees for Part-time Matriculated and Non-degree Students

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee and Consolidated Service Fee (effective Spring 2014)</td>
<td>$52.60</td>
</tr>
<tr>
<td>Technology Fee (effective Fall 2015)</td>
<td>$62.50</td>
</tr>
</tbody>
</table>

### Non-Instructional Fees

These fees are non-refundable:

- **Application for Admission (new student)**: $65.00
- **Application for Readmission (effective Fall 2013)**: $20.00
- **Change of Program (adding or changing courses or sections)**: $18.00
- **Commitment Deposit**: $100.00
- **Consolidated Service Fee**: $15.00
- **Duplicate BCC ID card**: $10.00
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate Bill</td>
<td>$5.00</td>
</tr>
<tr>
<td>Duplicate Diploma (effective Fall 2013)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Make-up and Special examination (each additional exam $5.00)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Non-Degree Students</td>
<td>$70.00</td>
</tr>
<tr>
<td>Payment Reprocessing (return check; effective Fall 2013)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Transfer Application</td>
<td>$70.00</td>
</tr>
<tr>
<td>Transcript (no charge for transcripts sent to CUNY colleges)</td>
<td>$7.00</td>
</tr>
</tbody>
</table>