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** This handbook is current as of August 23, 2018. 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. As a student of Bronx Community College of the City University of New York, you assume an obligation to abide by all rules, policies, and regulations of the College and the University. It is expected that you have the 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. For more information on College and University rules, policies, and regulations, please consult the current BCC catalog, BCC website, and CUNY website at the links below:

http://www.bcc.cuny.edu/College-Catalog/
http://www.bcc.cuny.edu/
http://www2.cuny.edu/current-students/

BCC Academic Rules and Regulations:
https://www.bcc.cuny.edu/Codification/Academic_Rules_and_Regulations.pdf

Information about Meningococcal Disease:
STUDENT RESOURCES

BCC MISSION, VISION, AND GOALS
(Approved by the College Senate – December 8, 2006)

Mission Statement: Bronx Community College (BCC) serves students of diverse backgrounds, preparations, and aspirations by providing them with an education that is both broad in scope and rigorous in standards. Our mission is to give our students the foundation and tools for success, whether they choose to continue their education and/or enter a profession immediately upon graduation and to instill in them the value of informed and engaged citizenship and service to their communities.

Vision Statement: Bronx Community College will effectively invest in the success of all students 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.

Goals:
1. Build a Community of Excellence
2. Empower Students to Succeed
3. Deepen Student Learning
4. Develop World Citizens
5. Cultivate a 21st Century Curriculum
6. Enhance the Campus Environment
7. Promote a Reputation of Excellence

Values:
- Respect
- Integrity
- Engagement
- Excellence
- Empowerment

Accreditations
CUNY/BCC is accredited by the Middle States Commission on Higher Education, MSCHE. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. CUNY/Bronx Community College has been a member of MSCHE since 1961, and was most recently reaffirmed on 11/20/2014. The next Self-Study Evaluation is due 2019.

The BCC's Early Childhood Center is accredited by the National Association of Education of Young Children (NAEYC), 1313 L Street NW, Suite 500, Washington, DC 20005. NAEYC is an institutional accrediting agency that is positioned as the gold standard to build quality pre-k and K programs. CUNY/BCC was most recently reaffirmed on February 2018 and is valid till March 2023.

The following academic programs have additional accreditations as listed below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
<th>Accredited since</th>
<th>Last affirmed</th>
<th>Next review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Business Administration, Admin., CJS, Marketing Management, Medical Office Assistant, Admin. &amp; Tech</td>
<td>Accreditation Council for Business Schools and Programs (ACBSP)</td>
<td>1994</td>
<td>11/12/2014</td>
<td>12/31/2024</td>
</tr>
<tr>
<td>Electronic Engineering Technology</td>
<td>Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET-ETAC)</td>
<td>1963</td>
<td>8/1/2013</td>
<td>7/31/2019</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JCRNMT)</td>
<td>1984</td>
<td>11/8/2013</td>
<td>11/7/2020</td>
</tr>
<tr>
<td>Nursing</td>
<td>Accreditation Commission for Education in Nursing (ACEN)</td>
<td>1966</td>
<td>7/30/2012</td>
<td>7/30/2020</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>American Bar Association (ABA)</td>
<td>1984</td>
<td>11/19/2013</td>
<td>8/31/2020</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Joint Review Committee on Education in Radiologic Technology (JRCERT)</td>
<td>1991</td>
<td>10/28/2016</td>
<td>4/1/2024</td>
</tr>
</tbody>
</table>
## ACADEMIC CALENDAR – FALL 2018

### AUGUST

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26</td>
<td>Sunday</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>August 27</td>
<td>Monday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>August 27–29</td>
<td>Monday-Sunday</td>
<td>Apply for Graduation, January 2019 Candidates (Submit applications online via CUNYfirst)</td>
</tr>
<tr>
<td>August 27-September 2</td>
<td>Monday-Sunday</td>
<td>Change of Program, Add/Change a course for all students</td>
</tr>
</tbody>
</table>

### SEPTEMBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2</td>
<td>Sunday</td>
<td>Last day to drop with 75% refund of tuition.</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
<td>Course Withdrawal Drop Period Begins-a grade of “WD” is assigned</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
<td>Labor Day – College Closed</td>
</tr>
<tr>
<td>September 5</td>
<td>Wednesday</td>
<td>Classes follow a Monday schedule</td>
</tr>
<tr>
<td>September 9</td>
<td>Sunday</td>
<td>Last day for 50% tuition refund.</td>
</tr>
<tr>
<td>September 10-11</td>
<td>Monday/Tuesday</td>
<td>No classes scheduled.</td>
</tr>
<tr>
<td>September 16</td>
<td>Sunday</td>
<td>Last day to change or declare a major to be effective in Fall 2018.</td>
</tr>
<tr>
<td>September 17</td>
<td>Monday</td>
<td>Course withdrawal period begins – a grade of “W” is assigned to students who officially withdraw from a course – September 17th – November 6th.</td>
</tr>
<tr>
<td>September 18-19</td>
<td>Tuesday-Wednesday</td>
<td>No classes scheduled.</td>
</tr>
<tr>
<td>September 24 – October 5</td>
<td>Monday-Friday</td>
<td>Early Academic Progress Rosters available in Starfish.</td>
</tr>
</tbody>
</table>

### OCTOBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8</td>
<td>Monday</td>
<td>College Closed – No classes scheduled.</td>
</tr>
<tr>
<td>October 15-22</td>
<td>Monday-Monday</td>
<td>Mid-term Examination period – Mid-term grade rosters available in OSSES.</td>
</tr>
<tr>
<td>October 22</td>
<td>Monday</td>
<td>Continuing Students: Registration for Winter and Spring 2019 begins.</td>
</tr>
<tr>
<td>October 26</td>
<td>Friday</td>
<td>Deadline for Mid-Term grades to be submitted electronically in OSSES.</td>
</tr>
</tbody>
</table>

### NOVEMBER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 6</td>
<td>Tuesday</td>
<td>Last day to withdraw from a course with a grade of “W”.</td>
</tr>
<tr>
<td>November 13</td>
<td>Tuesday</td>
<td>Deadline to complete “INC” Grades, Spring 2018 and Summer 2018</td>
</tr>
<tr>
<td>November 13</td>
<td>Tuesday</td>
<td>Last day to file for Graduation, January 2019 Candidates</td>
</tr>
<tr>
<td>November 22-25</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>Wednesday</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>December 13</td>
<td>Thursday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 14</td>
<td>Friday</td>
<td>Reading Day/Final Examination</td>
</tr>
<tr>
<td>December 15-21</td>
<td>Saturday-Friday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 21</td>
<td>Friday</td>
<td>End of Fall 2018 Semester</td>
</tr>
<tr>
<td>December 24-25</td>
<td>Monday-Tuesday</td>
<td>College Closed</td>
</tr>
<tr>
<td>December 28</td>
<td>Friday</td>
<td>Deadline for Fall 2108 Final Grade to be submitted in CUNYFIRST</td>
</tr>
<tr>
<td>December 31</td>
<td>Monday</td>
<td>College Closed</td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR – SPRING 2019

## JANUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24</td>
<td>Thursday</td>
<td>Last day to drop with 100% tuition refund. Last day to file E-Permit request</td>
</tr>
<tr>
<td>January 25</td>
<td>Friday</td>
<td>First day of classes – Spring 2019. Apply for Graduation, June 2019 Candidates (Submit applications online via CUNYfirst)</td>
</tr>
<tr>
<td>January 31</td>
<td>Thursday</td>
<td>Last day to drop with 75% refund of tuition. Last day to add a course</td>
</tr>
</tbody>
</table>

## FEBRUARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>Friday</td>
<td>Drop Withdrawal (WD) period begins. Grade of “WD” assigned Verification of enrollment rosters available on CUNYfirst</td>
</tr>
<tr>
<td>February 7</td>
<td>Thursday</td>
<td>Last day to drop with 50% refund of tuition</td>
</tr>
<tr>
<td>February 12</td>
<td>Tuesday</td>
<td>Lincoln’s Birthday – College Closed</td>
</tr>
<tr>
<td>February 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 Spring 2019. Form a census date and VOE Rosters due from Faculty.</td>
</tr>
<tr>
<td>February 15</td>
<td>Friday</td>
<td>Last day to Drop without a grade of “W” and WN grades assigned Course withdrawal period begins (a grade of “W” is assigned to students who officially withdraws from a class)</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>President’s Day – College is Closed</td>
</tr>
<tr>
<td>February 21</td>
<td>Thursday</td>
<td>Verification of Enrollment Rosters Available to Faculty</td>
</tr>
<tr>
<td>February 22</td>
<td>Friday</td>
<td>WN Grade Assigned</td>
</tr>
<tr>
<td>February 24</td>
<td>Sunday</td>
<td>WA Grade Assigned, Immunization non-compliance</td>
</tr>
</tbody>
</table>

## MARCH

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11</td>
<td>Monday</td>
<td>Last day to Apply for Graduation, June 2019 Candidates (Submit application online via CUNYfirst)</td>
</tr>
<tr>
<td>March 22</td>
<td>Friday</td>
<td>Deadline for Mid-Term Grades to be submitted electronically in OSSES</td>
</tr>
<tr>
<td>March 25</td>
<td>Monday</td>
<td>Continuing Students: Registration for Summer and Fall 2019 begins</td>
</tr>
<tr>
<td>March 30</td>
<td>Saturday</td>
<td>R2T4 60% Date for the term</td>
</tr>
</tbody>
</table>

## APRIL

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Monday</td>
<td>Last Chance to Withdraw from a class with a “W” Grade</td>
</tr>
<tr>
<td>April 19-28</td>
<td>Friday-Sunday</td>
<td>Spring Recess – No classes scheduled</td>
</tr>
</tbody>
</table>

## MAY

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Wednesday</td>
<td>Reading Day/ Final Examinations</td>
</tr>
<tr>
<td>May 16-22</td>
<td>Thursday-Wednesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 22</td>
<td>Wednesday</td>
<td>End of the Spring 2019 Term</td>
</tr>
<tr>
<td>May 27</td>
<td>Monday</td>
<td>Memorial Day – College is Closed</td>
</tr>
<tr>
<td>May 28</td>
<td>Tuesday</td>
<td>Deadline for Final Grades to be submitted electronically</td>
</tr>
<tr>
<td>TBD</td>
<td>Friday</td>
<td>COMMENCEMENT</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>Saturday</td>
<td>Spring 2019 Degree Conferral Date</td>
</tr>
</tbody>
</table>
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>Biology &amp; Medical Lab Technology</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; Reading</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; Wellness</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</td>
<td>CPH 412</td>
<td>718.289.5426</td>
</tr>
<tr>
<td>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>
</tbody>
</table>
Emergency Closing
In the event that the Administration of Bronx Community College finds it necessary to close temporarily, 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>Time</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.nbcnewyork.com">www.nbcnewyork.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)
WHERE TO GO FOR STUDENT RESOURCES...

<table>
<thead>
<tr>
<th>Resources</th>
<th>Department/Office</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Academic Success Ctr</td>
<td>Sage Hall 2nd fl</td>
<td>718-289-5401</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Academic Success Ctr</td>
<td>Sage Hall 2nd fl</td>
<td>718-289-5401</td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions Office</td>
<td>Loew Hall 224</td>
<td>718-289-5888</td>
</tr>
<tr>
<td>ATM</td>
<td>Student Center</td>
<td>Roscoe Brown, Main Lobby</td>
<td>n/a</td>
</tr>
<tr>
<td>Bicycle stands</td>
<td>Student Center</td>
<td>Front of BC, CPH, ME, NL see Campus Map</td>
<td>n/a</td>
</tr>
<tr>
<td>Bulletin Board Posting</td>
<td>Office of Student Life</td>
<td>RBSC 309</td>
<td>718-289-5194</td>
</tr>
<tr>
<td>Bursar (pay for classes)</td>
<td>Bursar’s Office</td>
<td>Colston Main</td>
<td>718-289-5617</td>
</tr>
<tr>
<td>Career Development</td>
<td>Career Development</td>
<td>Snow Hall, 1st fl</td>
<td>718-289-5908</td>
</tr>
<tr>
<td>Change of Address</td>
<td>Registrar’s Office</td>
<td>Colston 513</td>
<td>718-289-5710</td>
</tr>
<tr>
<td>Change of Curriculum</td>
<td>Registrar’s Office</td>
<td>Colston 513</td>
<td>718-289-5710</td>
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<tr>
<td>Child Care</td>
<td>Early Childhood Center</td>
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<td>718-563-5437</td>
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<td>Clubs &amp; Organizations</td>
<td>Student Life/IOC</td>
<td>RBSC 309</td>
<td>718-289-5962</td>
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<td>College ID</td>
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<td>Colston Main</td>
<td>718-289-5858</td>
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<td>Co-Curricular Programs</td>
<td>Student Life/IOC</td>
<td>RBSC 309</td>
<td>718-289-5194</td>
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<td>College Closings</td>
<td>BCC</td>
<td><a href="http://www.bcc.cuny.edu">www.bcc.cuny.edu</a></td>
<td>718-289-5100</td>
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<tr>
<td>College Work Study</td>
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<td>Colston 504</td>
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<td>Counseling</td>
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<td>Loew 432</td>
<td>718-289-5668</td>
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<td>Continuing Education</td>
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<td>Snow Hall, 1st fl</td>
<td>718-289-5908</td>
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<td>disAbility Services</td>
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<td>Loew 213</td>
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<td>Loew 505</td>
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<td>Food Locations</td>
<td>Au Bon Pain Dining</td>
<td>Roscoe Brown &amp; New Hall</td>
<td>718-289-5199</td>
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<td>Food Pantry</td>
<td>Single Stop</td>
<td>Loew 120</td>
<td>718-289-5179</td>
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<td>Office of Student Life</td>
<td>BC 302</td>
<td>718-289-5853</td>
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<td>718-289-5441</td>
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<td>Loew 505</td>
<td>718-289-5923</td>
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<td>Parking Information</td>
<td>Bursar’s Office</td>
<td>Colston Main</td>
<td>718-289-5617</td>
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<td>President of the College</td>
<td>Office of the President</td>
<td>LH 27</td>
<td>718-289-5151</td>
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<td>Colston, 513</td>
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<td>718-289-3048</td>
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<td>Roscoe Brown 309</td>
<td>718-289-5194</td>
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<td>Office of Student Life</td>
<td>Roscoe Brown 2nd fl</td>
<td>718-289-5201</td>
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<td>Meister Hall, SB 003</td>
<td>718-289-3139</td>
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<td>Loew Hall, 332</td>
<td>718-289-5447</td>
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</table>
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 (ASC) is committed to promoting and delivering consistent high-quality academic advising designed to help students achieve excellence in their academic and professional goals. The Center also aims to assist students with the process of developing appropriate long-range educational plans that serve as clear pathways toward timely graduation. 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 | 718.289.5166
Email: asap@bcc.cuny.edu

Director: Nadine T. Browne, M.P.A.
Nichols Hall [NI], Room 114
Email: 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
www.bronxbroncos.com/

The Athletics program at Bronx Community College provides opportunities for students to compete against community college and other intercollegiate athletic teams from throughout the Northeast.

Men’s intercollegiate teams include baseball, basketball, and soccer. Women’s intercollegiate teams include basketball 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 competitive-sized pool has a range of 4 feet to 11.5 feet and is 75 feet long and 38 feet wide.

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

The mission of the Office of the Bursar is to maintain the financial records of business functions related to student activity. In addition, the Office of the Bursar has the direct responsibility to collect revenues related to Bronx Community College’s business operations in accordance with professional standards and City University of New York policies and procedures. The Bursar’s Office provides the following services to students, 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 DEVELOPMENT OFFICE**
Director: Alán Fuentes, LCSW-R
Snow Hall [SN], First Floor | 718.289.5759
[www.bcc.cuny.edu/CareerDevelopment/](http://www.bcc.cuny.edu/CareerDevelopment/)
Email: careerdevelopment@bcc.cuny.edu

The purpose of this office is to provide all Bronx Community College students with quality career building services to prepare them for internships and employment in their fields of study. Students in need of immediate employment can receive assistance through our “Fast Track Jobs Checklist” program. To qualify for internships and jobs related to a major, students must complete the requirements of the "GOOD-TO-GO Checklist" program. The goal of the Career Development Team is to prepare students for the world of work through direct experience. The support and assistance of our office also includes:

- Use of self-assessments to determine a “major” in line with your career interests and goals
- Resume and cover letter writing made easy through online programs and workshops
- Big Interview, an online system that teaches you, through practice, how to answer interview questions
- On-Campus and Off-Campus job preparation events inform you about career expectations, creating targeted resumes, how to network in a specific career field, and more
- Ongoing recruitment events in diverse fields for internships and employment opportunities

If you want to make sure that you’re in the right major, that you’re prepared for the challenges of interviewing for an internship or a job, and that you graduate with experience in your field of study, visit or call the Office
of Career Development to schedule an appointment with your Career Specialist and get started on your career path.

**COLLEGE DISCOVERY PROGRAM (CD)**
Manager: Cynthia Suarez-Espinal, M.S.
Loew Hall [LO], Room 406 | Phone: 718.289.5882
www.bcc.cuny.edu/CollegeDiscovery/

College Discovery has been a part of The City University of New York since 1964 when it was established by a resolution of the Board of Higher Education. It is designed to provide comprehensive academic support designed to provide comprehensive academic support to capable students who otherwise might not be able to attend college due to their academic and/or financial circumstances. The College Discovery Program provides eligible students with services to ensure academic growth and personal development. The main services include instruction, academic support, counseling and financial aid assistance, specifically:

- Free pre-freshmen summer class. A stipend is given to all students who complete the summer class
- Academic support services include basic skills instruction (college-sponsored summer), supplemental instruction and regular tutoring services, such as remedial, college level and/or development education
- Workshops, seminars, leadership training and co-curricular activities
- Assigned counselor to provide academic advisement, registration and assistance with personal and career advising
- Supplemental financial aid for assistance with payments for books and student fees each semester a student is registered full-time (minimum 12 credits per semester)
- Up to seven semesters of TAP to earn an associate degree
- Assistance with transferring to CUNY SEEK, HEOP, EOP for a bachelor’s degree upon receipt of an associate’s degree

Eligibility Requirements:
- Resident of New York City for at least one year prior to applying for admissions
- First-time applicant for admissions to CUNY community college
- High school diploma or New York State high school equivalency diploma
- High school academic average that does not exceed an 80
- Full-time matriculated student
- Meet NYS income requirements by filing for FAFSA and submit proof of family income

* Students may not participate in both SEEK/College Discovery and ASAP.

**CUNY EDGE**
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**
Manager: 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 Wallia, 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/

The Evening and Weekend Office at Bronx Community College is a full service, seven-day per week drop-in center that offers support and assistance for students enrolled in weekday evening and Saturday and Sunday classes. The office also provides administrative support to BCC adjunct instructors and staff and serves as the referral center and point of contact for all issues relevant to evening and weekend classes, programs and services including advisement, registration and financial aid. The Evening and Weekend Office Hours of Operation when classes are in session:

- Monday: 3:00PM – 8:30PM
- Tuesday – Thursday: 2:00PM – 8:30PM
- Friday: 12:00PM – 6:00PM
- Saturday: 8:30AM – 3:00PM
- Sunday: 8:00AM – 1:00PM

**FINANCIAL AID**

Director: Margaret Nelson, M.B.A.
Colston Hall [CO], Room 504 | 718.289.5700
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**

Manager: Abdul Hashim, M.A.
Colston Hall [CO], Room 504 | 718.289.5700 Ext. 3048
Email: 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 Community College Foundation Scholarships
Our BCC Foundation offers many different scholarships from private donors who help our students succeed. Scholarship amount can range from $200 to $5,000. The application can be found online at: www.bcc.cuny.edu/scholarship.

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 (within the last five (5) years). 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
Must be enrolled in an accredited associate degree program in the New York City area; have a minimum GPA of 3.5 (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.

NYU Community College Transfer Opportunity Program (CCTOP)
Must be a current student at a participating community. Be nominated by a faculty or administrator at your community college. Have a cumulative GPA of 3.0 or better. Have 48 transferable credits towards an NYU Steinhardt program of study. Apply and be admitted into NYU Steinhardt and enroll full-time. Be a U.S. Citizen or Permanent Resident and eligible to complete FAFSA.

HEALTH SERVICES OFFICE
Manager: Victoria King, MPH
Loew Hall [LO], Room 101 | 718.289.5858
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. 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.

Lactation room
There is a Lactation Room is available for students in need of expressing milk in Loew Hall, Room 105.
**IMPACT - Male Empowerment Network Program (MEN)**

Manager: Clifford Marshall, B.A.
Brown Center [BC], Room 101 | 718.289.3417
[http://www.bcc.cuny.edu/Student-Life/?p=MEN](http://www.bcc.cuny.edu/Student-Life/?p=MEN)

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](http://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/](http://www.bcc.cuny.edu/academic-support-services/)

Hours: Monday – Friday: 10 a.m. - 8 p.m. Saturday: 10 a.m. - 2 p.m.

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.
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.

**MATH START**
Managers: Pamela Eatman-Skinner, MEd and Norma Valenzuela, MEd
Butler Hall [BU], Room 304 | 718.289.5226
www.bcc.cuny.edu/math-start/

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 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

*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

**PERSONAL COUNSELING**
Director: Vasaliki 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).

REGISTRAR’S OFFICE
Registrar: Karen Thomas, M.S.
Colston Hall [CO], Room 513 | 718.289.5710
www.bcc.cuny.edu/Registrar/

The Registrar’s Office supplies information to students about registration, grades, scholastic indexes and requirements for graduation. Our office supports the college’s overall mission of excellence by providing the following quality of services to the college community:

- Readmission
- Registration
  - Auditing Classes
  - Requests to Take Courses at Other Colleges
  - Students on Permit from Other Colleges
  - Program Allowances and Course Loads
  - CUNY Student Identification Card
- Matriculation
Access to Student Records

The Federal Education Rights and Privacy Act (FERPA) 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.

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 major (plan) and/or option (subplan), a student must contact the Registrar’s Office and complete a Change of Major (plan) and Option (subplan) form. This form can also be downloaded from the Bronx Community College website. A student may change a curriculum no later than the 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 that students consult with a Financial Aid Counselor regarding TAP eligibility and conduct a preliminary degree audit (DegreeWorks) 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.

**Program Allowances and Course Loads**

Programs Exceeding Limits: A matriculated student may apply to the Provost and Senior Vice President for Academic and Student Success or designee for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. 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 Nelnet and attending classes is considered enrolled. The College will bar 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.

**Readmissions**

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 on the 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 March and late October). 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 Success Coach in order to register. Late registrants will be charged a late registration fee. The College reserves the right to cancel late registration.

NOTE: Registration is not complete until satisfactory payment arrangements have been made with the Bursar’s Office

**SPARC Training (Sexual and Interpersonal Violence Prevention And Response Course)**

All new students must complete an on-line mandatory “SPARC” training session in order to register for their second semester at BCC. This free, short training is on the awareness and prevention of sexual misconduct.

To complete the online training:

1. Login to your CUNYfirst account
2. Click “SPARC Training” under your To Do List
3. 24 hours after the completion of your training, you will be able to register for your second semester
Requests to Take Courses at Other Colleges

E-permit facilitates the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. Prior to taking courses at another institution, a student should inquire at the Host College for registration dates and procedures governing permit students. Please note that submission of an e-permit does not automatically register a student for a course nor does issuance of an e-permit guarantee enrollment at the Host College. Once you have enrolled at the Host College, cancellation of an e-permit does not delete your course registration at the Host College. These are student responsibilities in regards to applying for an E-Permit:

Eligibility:

- A matriculated student currently in attendance at a CUNY college (Home college);
- Undergraduate students with a minimum cumulative GPA of at least 2.00
- A student cannot have any holds on his/her record by hold, Bursar, Library, Advisement etc.
- A student must meet all Home College registration requirements, such as a completed immunization
- Courses taken on permit must meet a specific degree requirement.
- You cannot take a course on permit if you are a Non Degree Student at BCC
- First semester students / Transfer students are not eligible to take courses on permit their first semester at BCC.

Make sure you apply for e-permit before the deadline. E-permit forms submitted after the deadline will not be processed. The deadline to submit a permit is the day before the semester begins. Courses and grades on permit cannot be used towards the “F” policy. Courses must be taken at the same institution that the “F” grade was given. Please allow ten business days for the processing of your e-permit. Please make sure there is a valid email address on your permit request.

Once your permit has been approved and processed, a student granted approval to take courses on permit must check their CUNY First Student Center for the registration appointment time from the Host College. Note that an e-permit approval only grants permission to take a course at another CUNY college and does not enroll a student or guarantee a seat in a course. The student with the Host institution should then follow normal registration procedures. You must register for the course approved on the permit form. If you want to register for another course, you need to cancel the course you do not want and submit another e-permit for approval.

Courses will be transferred to the Home College, recorded with the grade assigned by the Host College and included in the cumulative GPA. The number of credits transferred for each course will be the value assigned by the Host College and not the Home College. The approved permit will show on your schedule as PERM 11 to 18 (one to eight credits) Courses that do not have the same number of credits will not be approved (ex. ACC 111 is a four credit course at BCC, ACC 101 is a three-credit course at Lehman College. This course will not be approved because it is one credit short of the required credit at BCC. A student may cancel his/her e-permit request at any time prior to registering at the Host College however if the course is cancelled before the start of the semester.

An email must be sent to epermit@bcc.cuny.edu for the course to be removed from your course schedule.

Since this course is by permission, student do not have access to drop the course from their schedule. If a student enrolls in a course at the selected Host College and decides not to attend the course, it is the student's responsibility to drop the course registration at both the home and host campuses as well as canceling the e-permit request. The student must notify his/her Home College of the cancellation before classes begin to avoid a tuition liability and to prevent any academic consequences. E-permit course cancellation adheres to the CUNY refund policy dates and deadlines published in the academic calendar.

Students must complete a minimum number of credits at their Home institution, including a minimum of the major courses, to satisfy the courses in residence requirement to be eligible for graduation. Permit credits are coded as transfer credits since the courses are taken outside of BCC. If you have transfer credits, the limit is 30 credits. Any questions, please email anita.rivers@bcc.cuny.edu
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.

Transcripts
Transcripts may be requested in the Registrar’s Office or through the College’s website at www.bcc.cuny.edu/Registrar/Transcripts. Transcripts sent to colleges within 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 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 the 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 Office of the Registrar [CO], Room 513. 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 advisement 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.

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 Services 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.

**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 Akademos bookstore. For information regarding use of the facilities for programs, meetings or conferences, contact the Events Management office at 718.289.5993.

**Akademos Virtual Bookstore**
For students, the Akademos solution means the right book delivered on time. Akademos 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, Akademos 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. Akademos 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 part of the Student Center but is located in Loew Hall, Room 426. You can contact Reverend Sheehan by phone at 718.289.5954 or via email to James.Sheehan@bcc.cuny.edu.

**Campus Service Center**
The mission of the Campus Service Center is to coordinate auxiliary and campus services, provide seamless access to services and products and to provide a student campus experience that rival an “away” experience. The Campus Service Center coordinates the Campus Card Program and monitors auxiliary, and client service contracts including: virtual bookstore, CUNY store, cafeteria, vending, print, transportation, parking pass, etc. The CSC also hosts pop up services and programs and works with the Events Management team to host on campus events.

**LGBT Resource Room**
The LGBTQI+ Resource Room provides educational programming, curriculum assistance, academic resources and general information on LGBTQI+ issues, topics and needs in an open and supportive environment in order to enrich the knowledge and understanding throughout the campus community. It is located in room 301 of the Roscoe Brown Student Center.
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, Adderlyn Garcia located in the Student Center, room 309 C.

Student Government Association (SGA)
The Student Government Association, of Bronx Community College of The City of New York, is the primary elected body representing the students of BCC’s campus. The SGA body is comprised of five elected executive officers and 10 senators. The SGA is devoted to advocating for student issues, support the development, assessment, and execution of curricular, social, cultural and recreational programs. The Student Government Association ensures, upholds and protects the right of students on campus, and all the benefits that the Bronx Community College Association, Inc. provides regardless of race, sex, creed, color, religion, and/or nationality.

Women’s Resource Room
The Women’s Resource Room serves as an on-campus resource for outreach and support services addressing the needs of women in the BCC student community. It is located in room 203 B of the Roscoe Brown Student Center.

SINGLE STOP PROGRAM
Manager: 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.

**Civic Engagement**
The Office of Student Life provides Civic Engagement programs for BCC students. The programs work with communities within and beyond the BCC campus to provide various rewarding and meaningful opportunities to students, faculty, staff, alumni, and community members. The Office of Student Life supports the attainment of academic, personal, and professional growth through civic engagement to develop active and engaged citizens. We work closely with the Student Government Association, academic departments, CUNY Voters Registration Committee, NYPIRG, NYC Service Convening of Colleges and Partners, and on-campus developmental programs.

**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 – THE COMMUNICATOR
Colston Hall [CO], 605A
Email: 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. 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>$35</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>
<tr>
<td>Winter Decal</td>
<td>$15</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
Manager: 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. Transfer Services offers academic advisement and registration assistance for transfer students as well as with 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, MSEd
Loew Hall [LO], Room 123 | 718.289.5447
www.bcc.cuny.edu/Veteran-Affairs/

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
Advisor(s): Professor M. Renee Briggs & Professor Anthony Durante
Colston Hall [CO], room 305, 718.289.5841

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, Professor Thomas D’Arrigo
Meister Hall [ME], 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, Professor Cassandra Bellabe-Rosemberg
Loew Hall [LO], 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, M.S.  
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, Professor Hamad Khan  
Carl Polowczyk Hall [CPH], 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.
TECHNOLOGY

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 that 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>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>
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<td>New Hall 23</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>

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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.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:
• Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
• Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
• Retaining, using, or circulating examination materials that 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 under age 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;
- Handling 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 that 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 Success
• 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
GENDER NEUTRAL BATHROOM LOCATIONS

<table>
<thead>
<tr>
<th>Building</th>
<th>Room #</th>
<th>Building</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altschul Hall</td>
<td>BT02</td>
<td>Language Hall</td>
<td>1T02</td>
</tr>
<tr>
<td>Alumni Gym</td>
<td>401C &amp; 113</td>
<td>Loew Hall</td>
<td>1 T03 &amp; C 30C</td>
</tr>
<tr>
<td>Bliss Hall</td>
<td>WT01</td>
<td>Meister Hall</td>
<td>217 &amp; 10 B</td>
</tr>
<tr>
<td>Butler Hall</td>
<td>2T02</td>
<td>New Hall</td>
<td>102C</td>
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<tr>
<td>Carl Polowczyk Hall</td>
<td>104B</td>
<td>Nichols Hall</td>
<td>110</td>
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<tr>
<td>Children’s Center</td>
<td>129</td>
<td>North Hall</td>
<td>111 &amp; 3A</td>
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<tr>
<td>Colon Hall</td>
<td>543</td>
<td>Brown Center</td>
<td>1T01</td>
</tr>
<tr>
<td>Community Hall</td>
<td>2018</td>
<td>Receiving Building</td>
<td>1 T01</td>
</tr>
<tr>
<td>Gould Hall</td>
<td>1 T01 &amp; 2 T06</td>
<td>Sage Hall</td>
<td>1T01</td>
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<td>Gould Memorial Library</td>
<td>B6</td>
<td>South Hall</td>
<td>1T02</td>
</tr>
<tr>
<td>Guggenheim Hall</td>
<td>3T01 &amp; 3 T02</td>
<td>Snow Hall</td>
<td>109 &amp; 110</td>
</tr>
<tr>
<td>Havemeyer Annex</td>
<td>108 &amp; 109</td>
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</tr>
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IDENTIFICATION

Your Bronx Community College ID 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/tobaccofreecuny/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. To access both the Preferred Name Request Form and the Personal Data Change Request Form, use the following link:
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. Please note that the lactation room is located in the Office of Health Services in Loew Hall, room 105.

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 or use.

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**

In many cases, it is best to try to come to a resolution of an issue by meeting with the department(s) or individual(s) directly involved. For example:

- If you have a complaint about a particular office or department, ask to speak to the department director.
- For complaints about academic matters (e.g., grade appeals), the process is to speak first to the professor and then to the department chair.

BCC has an online Student Issues Resolution System (SIRS) to assist with issues that you have not been able to resolve with an appropriate office, faculty, or staff member. As a student, you have the option to file a case as an anonymous user or by filling out your name and contact information. This is a semi-automated system; please be advised when you file a case in SIRS, you should hear back from someone within two (2) business days.

The BCC link to access SIRS is forthcoming.

Complaints in the following categories have a specific process associated with them; please click on the link to access processes or contact information for these matters.

- Discrimination: [https://www.bcc.cuny.edu/affirmative-action/?p=AA-Contact-Us](https://www.bcc.cuny.edu/affirmative-action/?p=AA-Contact-Us)
- Safety concerns: [http://www.bcc.cuny.edu/Public-Safety/](http://www.bcc.cuny.edu/Public-Safety/)
- Information Technology: [http://www.bcc.cuny.edu/Information-Technology/?p=IT-Technology-Service-Center](http://www.bcc.cuny.edu/Information-Technology/?p=IT-Technology-Service-Center)
- Faculty Conduct in Academic Settings: [https://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf](https://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf)

**STUDENT OMBUDSPERSON**

Stephen Powers, Ph.D.
Colston Hall 431 | 718. 289.5469
Email: StudentAdvocate@bcc.cuny.edu

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.
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.

**Students' Bill of Rights**
For CUNY students who experience Sexual Violence, including sexual assault; domestic, dating or, intimate partner violence, stalking or voyeurism all students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This *Student Bill of Rights* was established by the “Enough is Enough” Law, New York State Education Law Article 129-B, effective October 7, 2015. For more information about preventing and addressing Sexual Violence at CUNY see [http://www1.cuny.edu/sites/title-ix/campus-websites](http://www1.cuny.edu/sites/title-ix/campus-websites).

Information about filing a report, seeking a response, and options for confidential disclosure is available also available [CUNY’s Title IX web page](http://www1.cuny.edu/sites/title-ix/campus-websites).

Questions about CUNY’s Sexual Misconduct policy and procedures may be directed to your campus Title IX Coordinator.

*Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015. Cal. 6.B. Adopted as revised by BOT on 6/25/2018. Cal.9.A.*
I. POLICY STATEMENT
Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

1) Defining conduct that constitutes prohibited Sexual Misconduct;
2) Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
3) Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
4) Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
5) Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to college constituencies; and
6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

The CUNY community should also be aware of the following CUNY policies:

- The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than Sexual Misconduct covered by this policy.
- The CUNY Campus and Workplace Violence Prevention Policy addresses workplace violence.
- The CUNY Domestic Violence and the Workplace Policy addresses domestic violence in or affecting employees in the workplace.
- The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and/or academic adjustment.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

II. SCOPE OF THIS POLICY
This policy governs the conduct of (i) all the members of CUNY’s community, including employees and students, and (ii) non-members of CUNY’s community who interact with members of the CUNY community (hereinafter "visitors"). Visitors are both protected by and subject to this policy. A non-member may make a complaint of or report a violation of this policy committed by a member of CUNY’s community. A non-member may also be subject to restrictions for failing to comply with this policy. This policy applies to conduct that occurs on and off CUNY property.

III. DEFINITIONS
a. Affirmative Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of
resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. In order to give consent, one must be of legal age (17 years or older).

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no longer be given, sexual activity must stop.

b. Complainant refers to the individual who alleges that she/he has been the subject of Sexual Misconduct, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college’s attention by someone other than the complainant.

c. Complaint is an allegation of Sexual Misconduct made under this policy.

d. Confidentiality is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.

e. Dating Violence is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.

f. Domestic Violence is any violence or sexual assault committed by (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child; (iii) a person who cohabits or cohabited with the victim as a spouse or intimate partner; or (iv) anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.

g. Forcible Touching/Fondling is intentionally touching the sexual or other intimate parts of another person without the latter’s consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor’s sexual desire.

h. Gender-Based Harassment is unwelcome conduct of a nonsexual 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. The effect will be evaluated based
on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

i. **Intimate Partner Violence** ("IPV") includes both Domestic Violence and Dating Violence.

j. **Managers** are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.

k. **Pastoral counselor.** A person who is associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition.

l. **Privacy** is the assurance that the college will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.

m. **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.

n. **Respondent** refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.

o. **Retaliation** is adverse treatment of an individual as a result of that individual’s reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

p. **Sexual Activity** is:

- contact between the penis and the vulva or the penis and the anus;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

q. **Sexual Assault** is any form of sexual activity that occurs without consent.

r. **Sex Discrimination** is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.

s. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
i. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
ii. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

i. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;
ii. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
iii. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

t. **Sexual Misconduct** is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

u. **Sexual Violence** includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below; and (4) voyeurism, as defined below.

v. **Stalking** is intentionally engaging in a course of conduct directed at a specific person that:

1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
2. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.

w. **Supervisors** are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.

x. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

y. **Voyeurism** is unlawful surveillance and includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:
i. Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent.

ii. Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;

iii. Disseminating images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;

iv. Using or installing, or permitting the use or installation of a device for the purpose of recording another person’s sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person’s consent.

z. **Writing.** Whenever this policy requires in “writing,” electronic mail satisfies the writing requirement.

**IV. PROHIBITED CONDUCT**

A. **Sexual Harassment, Gender-Based Harassment and Sexual Violence**

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together “Sexual Misconduct”) against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual harassment is considered a form of employee misconduct and an employee who engages in such conduct, or, managerial and supervisory personnel who knowingly allow such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements.

Gender-based harassment is unwelcome conduct of a nonsexual 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 violence is an umbrella term that includes: (1) sexual activity without affirmative consent, sexual assault, rape/atempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking (“stalking”), and (4) voyeurism.

The complete definitions of these terms, as well as other key terms used in this policy, are in Section III above.

B. **Retaliation**

This policy prohibits retaliation against any person who reports Sexual Misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a Sexual Misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.

C. **Certain Intimate Relationships**

This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section XII below.
V. TITLE IX COORDINATOR
Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter “Enough is Enough”). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on Sexual Misconduct as required by Title IX, the Clery Act, Enough is Enough, and other civil rights law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university’s dedicated Title IX website.

VI. ASSISTANCE IN CASES OF SEXUAL VIOLENCE

A. Reporting to Law Enforcement
Students, employees and other community members who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus may, but are not required to, report to local law enforcement, and/or state police. CUNY does not require a complainant to report sexual misconduct to law enforcement; however, if a student, employee, or other community member does wish to report to law enforcement, CUNY will provide assistance. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention and other services.

Additional information is available on the university’s Title IX website.

B. Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement
In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal procedures. When CUNY investigates allegations of sexual misconduct or brings disciplinary proceedings for violations of this policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence substantiates the complaint, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this policy may be sanctioned by the college and CUNY. In the criminal justice system, on the other hand, the issue is whether the accused violated state criminal law. The standard applied is proof beyond a reasonable doubt and an individual found guilty of a crime is subject to criminal penalties, such as incarceration, probation and fines. More information about relevant criminal laws is available in ‘A Plain Language Explanation of Distinction Between the New York Penal Law and the College Disciplinary Processes’.

C. Obtaining Immediate Medical Attention and Emotional Support
CUNY encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek medical attention as soon as possible. Medical resources can provide treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception, and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.
Individuals who have experienced or witnessed sexual violence are also encouraged to seek emotional support, either on or off-campus.

D. On-campus resources
On campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

CUNY also maintains a list of off-campus emergency contacts and resources, including rape crisis centers, available throughout New York City on its dedicated web page. This includes a list of local hospitals designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

VII. IMPORTANT INFORMATION ABOUT CONFIDENTIALITY, PRIVACY and REQUIRED REFERRALS
CUNY values the privacy of its students, employees, and visitors. They should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Some individuals who serve as resources on campus are confidential resources and will not share any identifying information with others, except as required by law in emergency circumstances. Other individuals are not permitted to maintain confidentiality but will protect privacy to the greatest extent possible and share information with other staff only on a need-to-know basis.

Confidential resources. Individuals considered confidential resources include counselors and health care providers at the college counseling centers and health offices, pastoral counselors, and designated staff members at women's or men's centers, if they exist on campus. Students may use these resources even if they decide not to make a report or participate in University disciplinary proceedings or the criminal justice process.

Private but non-confidential resources. Many college employees are required by federal and state law to provide information about possible sexual misconduct to the Title IX Coordinator. Individuals designated as non-confidential but private resources will protect privacy to the greatest extent possible, but must share relevant information about sexual misconduct with the Title IX Coordinator.

More information about confidential and private but non-confidential resources is provided in Section IX, below.

Under the Clery Act, the College is required to maintain records, advise the government about reports of certain crimes, and issue timely warnings when there is a serious, continuing threat to the community. Such reports and warnings do not disclose the names of reporting individuals.

VIII. REPORTING SEXUAL MISCONDUCT TO THE COLLEGE
In order for the University to address allegations of sexual misconduct, it has to learn about them. Accordingly, CUNY strongly encourages individuals who have experienced sexual misconduct to file a complaint with a designated campus official, as outlined below. The designated officials are trained to accept complaints, to ensure they are investigated in accordance with this policy, and to help complainants get necessary assistance.

Students, faculty, staff and visitors are encouraged to report incidents of sexual misconduct to campus officials, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including "study abroad" programs.) Such reporting will enable complainants to get the support they need and provide the college with the information it needs to take appropriate action.
A. Complainant’s Rights

Individuals who have experienced sexual misconduct have the right to file a complaint with the college or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the campus.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights (copy attached).

Complainants also have these rights:

- To notify campus public safety, local law enforcement, and/or the state police; or to choose not to report.
- To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination (“SAFE”) as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney’s office.
- To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services for reporting individuals. See Section IX, below.
- To have privacy preserved to the extent possible.
- To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on- and off-campus, including the New York State Office of Victim Services.
- To disclose the incident to the college’s Human Resources Director or designee (if the accused is a college employee) or request that a confidential or private resource assist in doing so.
- To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and/or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough: [http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page](http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page).
- To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.
- To withdraw a complaint or involvement from the process at any time. Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to college authorities. See Section IX, below. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

B. Where to File a Complaint on Campus

Students, employees and visitors who experience sexual misconduct should bring their complaints to one of these campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of Vice President for Student Affairs or Dean of Students (students only);
- Residence Life staff in CUNY owned or operated housing (students and residence visitors only); and
- Human Resources Director (employees only).

Contact information for these officials can be found at [http://www1.cuny.edu/sites/title-ix/campus-websites/](http://www1.cuny.edu/sites/title-ix/campus-websites/)

There is no prescribed method for filing a complaint of sexual misconduct and the college will respond to complaints whether they are oral or written. Complainants may, but are not required to, fill out the CUNY
Sexual Misconduct Complaint form (see page 38). After the form is filled out, it should be brought to one of the offices listed above.

Once any of the officials or offices above is notified of an incident of sexual misconduct, she/he will provide a copy of this Policy to the Complainant and coordinate with appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These officials and offices will maintain a complainant’s privacy to the greatest extent possible, and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

**Visitors:** CUNY strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on a CUNY campus or at a CUNY sponsored event to the Office of Public Safety, Residence Life staff, or other appropriate college officials listed above. In certain instances, CUNY may be able to offer those visitors who have experienced sexual misconduct with resources and assistance. For more information on such assistance, please visit [http://www1.cuny.edu/sites/title-ix/](http://www1.cuny.edu/sites/title-ix/).

C. **Request that the College Maintain a Complainant’s Confidentiality or Not Conduct an Investigation**

After a report of an alleged incident of sexual misconduct is made to the Title IX Coordinator, a complainant may request (a) that the matter be investigated only to the extent possible without further revealing her/his identity or any details regarding the incident being divulged further (b) that no investigation into a particular incident be conducted, or (c) that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant’s request against the college’s obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior; (c) any increased risk that the accused will commit additional acts of violence, (d) whether the accused used a weapon or force; (e) whether the complainant is a minor; (f) whether the college possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but that reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that the college may maintain confidentiality as requested by the complainant, the college will, if possible, take reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college’s ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request for confidentiality.

D. **Filing External Complaints**

Complainants who feel that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below.

- U.S. Department of Education, Office for Civil Rights [http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html](http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html)
- New York State Division of Human Rights
E. Action by Bystanders and Other Community Members

While only employees designated as "responsible" employees are required reporters as set forth in Section IX below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual misconduct that they may witness. Although these actions will depend on the circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report any incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, or the offices of Public Safety, Vice President of Students Affairs (students), Dean of Students (students) or Human Resources (employees) at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

F. Amnesty for Drug and Alcohol Use

The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to sexual violence) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CUNY strongly encourages students to report sexual violence to college officials. A bystander or complainant acting in good faith who discloses any incident of sexual violence to college officials or law enforcement will not be subject to discipline under CUNY’s Policy Against Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate assault. Under CUNY’s Amnesty for Drug and Alcohol Policy, personal drug use and possession, whether it is intentional or accidental, will not form the basis of faculty student disciplinary charges.

G. Reporting Suspected Child Abuse

Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

H. Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if the individual has been retaliated against for reporting sexual misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section XI of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.
IX. REPORTING/CONFIDENTIALITY OBLIGATIONS OF COLLEGE AND UNIVERSITY EMPLOYEES

An individual who speaks to a college or CUNY employee about sexual misconduct should be aware that employees fall into three categories:

- “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s);
- “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator;
- all other employees, who are strongly encouraged but not required to report the incident(s).

A. Confidential Employees

i. For Students. Students at CUNY who wish to speak to someone who will keep all of the communications confidential should speak to one of the following:
   - Counselor or other staff member at their college counseling center;
   - Nurse, nurse practitioner or other college health office staff member;
   - Pastoral counselor, if available at the college; or
   - Designated staff member in a women’s or men’s center, if one exists at their college.

   These individuals will not report information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat of serious harm to the complainant or any other person.

   If a student speaks solely to a “confidential” employee, the college will rarely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees will assist students in obtaining other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or with local law enforcement.

ii. For Employees. Although CUNY does not directly employ individuals to whom CUNY employees can speak on a confidential basis regarding sexual misconduct, free confidential support services are available through CUNY’s Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City.

B. “Responsible” Employees – Private, but not confidential.

“Responsible” employees have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator. Such employees are not permitted to maintain a complainant’s confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section VII above. However, these employees will maintain a complainant’s privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator and other people responsible for handling the college’s response to the report.

To the extent possible, before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources identified above.

CUNY has designated the following individuals as “responsible” employees. Complainants who wish to report sexual violence are encouraged to speak with one of the responsible employees marked: *

   i. Title IX Coordinator and her/his staff
   ii. * Office of Public Safety employees (all)
C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are strongly encouraged but not required to report any possible sexual misconduct to the Title IX Coordinator. They are also strongly encouraged to maintain individual privacy to the greatest extent possible by sharing information, including the identities of the complainant and the respondent, only with the Title IX coordinator.

It is important to emphasize that faculty members other than those specifically identified in sub-Section “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so. An individual who wishes to ensure that the Title IX Coordinator is notified of an incident is strongly encouraged to speak with the Title IX Coordinator or one of the other individuals identified in Section IX, above.

D. Special Rules Concerning Public Awareness and Advocacy Events

CUNY supports public awareness events that help provide its community with information about sexual misconduct and how it can be addressed and prevented. In order to preserve the ability to participate freely in public awareness and advocacy events, if an individual discloses information about sexual misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report sexual misconduct to college officials so that the college can provide resources and assistance.

X. NO CONTACT ORDERS AND OTHER INTERIM AND SUPPORTIVE MEASURES

When a college becomes aware of an allegation of sexual misconduct and the complainant or other affected parties request interim or supportive measures, the college will take appropriate interim and supportive measures to protect the complainant and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The college may also take interim measures to protect the college community at large.
The college’s Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the complainant chooses not to file or continue to pursue a complaint. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer to identify a trained staff member to assist students to obtain interim and supporting measures. The Title IX Coordinator will work with the Human Resources Director to assist employee complainants to obtain interim and supporting measures.

A. **No Contact Orders**
When respondent is a student, the complainant has the right to a college-issued “no contact order” under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.

B. **Types of Interim and Supportive Measures**
Possible interim and supportive measures include:

i. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting complainant or respondent to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;

ii. Making appropriate changes to residential housing situations or providing assistance in finding alternate housing;

iii. Changing an employee’s work assignment or schedule;

iv. Providing the complainant with an escort to and from class or campus work location;

v. Arranging appropriate transportation services to ensure safety;

vi. Offering counseling services through the college Counseling Center or other appropriate office, or referral to an off-campus agency;

vii. Assisting the complainant in obtaining medical and other services, including access to rape crisis centers;

viii. Assisting the complainant with filing a criminal complaint and/or seeking an order of protection;

ix. Enforcing an order of protection;

x. Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;

xi. Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;

xii. In exceptional circumstances, where a respondent is determined to present a continuing threat to the health and safety of the community, the college may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable CUNY Bylaws, rules, policies and collective bargaining agreements. The Office of Public Safety will, in cooperation with the Title IX Coordinator and appropriate other campus officials, determine whether a respondent presents a continuing threat to the health and safety of the campus, including (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation in unlawful conduct by the accused; and (c) any increased risk that the accused will commit additional acts of violence.

C. **Interim Emergency Student Suspensions**
The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing for not more than twelve (12) calendar days, unless the student requests an adjournment. See Section B above.

Prior to the commencement of a temporary suspension of a student, the college shall give the student respondent oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges. If the respondent denies them, the college shall forthwith give the respondent an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter.
Both complainant and the respondent will be notified of the suspension and if or when it is lifted at the same time and in the same manner.

D. Process for Review of Interim Measures, including “No Contact” Orders and Interim Suspensions.

Upon request, the complainant and the respondent shall each be afforded a prompt review of the need for and terms of restrictive interim measures, including “no contact” orders and interim suspensions. Issues that may be raised include possible modification or discontinuance of a “no contact” order. Complainants and respondents shall be allowed to submit evidence to support their request. The request shall be made to the college’s Chief Student Affairs Officer, if either the complainant or the respondent is a student, or to the college’s Human Resources Director, if neither the complainant nor the respondent are students. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Human Resources Director. The Chief Student Affairs Officer or Human Resources Director may consult with the Title IX Coordinator and other relevant officials regarding the request. If appropriate and possible, the college may establish an appropriate schedule for the complainant and the respondent to access college facilities when they are not being used by the other party to enable both parties to use college facilities to the maximum extent feasible, without violation of the “no contact” order.

Requests for accommodations that were made under CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments and do not directly affect the other party are governed by the appeals provisions set forth in those Procedures.

XI. INVESTIGATING COMPLAINTS OF SEXUAL MISCONDUCT

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that refraining from an investigation will not result in a continuing threat to the college community. See Section VIII, above.

A. Rights of the Complainant and Respondent.
Whenever an investigation takes place, the complainant and respondent shall have these rights:

- to an investigation and process that is fair, impartial, timely and thorough and provides a meaningful opportunity to be heard;

- to have the complaint investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until any finding of responsibility;

- to have the college’s judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;

- to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;

- to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the stage that determines responsibility. (Past findings of sexual misconduct may be admissible in the stage that determines sanction.)

- to offer evidence during the investigation;
- to review documents and tangible evidence, consistent with FERPA and other law;
- to be accompanied by an attorney or other advisor of their choice, who may assist and advise the complainant or respondent throughout the process including during all related meetings and hearings. Such attorneys or advisors must comply with the CUNY policies and procedures; and
- to simultaneous notice of the outcome of proceedings.

**B. The Investigation**
The college Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner and may designate another appropriately trained administrator to conduct all or part of the investigation. Whenever an investigation is conducted, the Title IX Coordinator shall

- coordinate investigative efforts with other appropriate offices;
- inform the complainant that an investigation is being commenced and that the respondent will receive a written summary of the allegations;
- inform the respondent that an investigation is being commenced and provide the respondent with a written summary of the allegations of the complaint. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation;
- interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the complainant nor the respondent is restricted from discussing and sharing information related to the complaint with others who may support or assist them. This does not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.

The college Title IX Coordinator shall maintain all documents of the investigation in accordance with the CUNY Records Retention and Disposition Policy.

The college shall make reasonable efforts to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays will generally not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require more extensive investigation, when possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

**i. Role of the Advisor**
In cases involving this Policy, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.

**C. Conflicts**
If a complainant or respondent believes that any individual involved in the investigatory or adjudication process has a conflict of interest, he or she may make a request to the Chief Student Affairs Officer (or, if no students are involved, to the Legal or Labor Designee) to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the complaint or respondent's
notification that the individual is to be involved and include a detailed description of the conflict. If the Chief Student Affairs Officer (or Legal or Labor Designee) determines that a conflict does exist, he or she will take immediate steps to address the conflict in order to ensure an impartial and fair process.

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person’s duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

D. Informal Resolution

Except in instances involving sexual assault, the Title IX Coordinator, in his or her discretion, may offer the respondent and the complainant the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator, in coordination with the Chief Student Affairs Officer.

Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator. Even if both the respondent and complainant agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the complainant and the respondent shall be notified in writing, and the Title IX Coordinator will confer with the Chief Student Affairs Officer when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance. This memorandum will be included in the respondent’s student record.

If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with subsection E below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

E. Action Following the Investigation or Closure of a Complaint.

i. Within 30 days following the completion of an investigation, the Title IX Coordinator shall report her/his findings to the College President in writing (“Report of Findings”). In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.

ii. In making findings regarding the allegations, the Title IX Coordinator shall use the “preponderance of the evidence” standard.

iii. Following receipt of the Report of Findings, the College President shall, when warranted by the facts, authorize such action as she/he deems necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII below.

iv. Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by informal resolution or the complainant withdrew cooperation); the Title IX Coordinator will summarize for the file the actions taken in response to the complaint and the basis on which the investigation was closed.

F. Malicious Allegations

Members of the CUNY community who make false and malicious complaints of violations of this policy of as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.
XII. DISCIPLINARY PROCESS AND PROCEDURES

A. Disciplinary Action
If the College President recommends that disciplinary action be commenced against a respondent student or employee for violations of this Policy, the following procedures shall apply:

Discipline Against Students:

a. In cases where a College President recommends discipline against a student for violations of this Policy, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Section 11.A-C of this Policy, below. This Section provides for, among other things, a University-Wide Faculty-Student Disciplinary Committee consisting of faculty members, students and in some cases staff members to hear and decide charges of violation of this Policy.

b. As described in Sections XI above, complainants have the same rights as respondents:
   • to receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
   • to receive notice of the specific provisions alleged to have been violated and possible sanctions;
   • to present evidence and testimony at any hearing, where appropriate;
   • to be represented by an attorney or advisor of their choice;
   • to receive access to a full and fair record of any hearing;
   • to receive written notice of the decision of the faculty-student disciplinary committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;
   • to make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;
   • To written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;
   • to choose whether to or discuss the outcome of a conduct or judicial process;
   • to appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;
   • to have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.

c. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University. Students accused of crimes of violence are also subject to the university’s policy on transcript notations which is discussed in this Section below.

Discipline Against Employees
In cases where the college President recommends discipline against an employee, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee’s title, reprimand,
suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the particular collective bargaining agreement.

For additional information on the disciplinary process in specific cases, complainants should consult their campus Title IX Coordinator, who will work with campus Human Resources Director to provide information. Respondents should consult their union representative, if any, or campus Human Resources Director.

**Action Against Visitors**

In cases where the person accused of sexual misconduct is not a CUNY student or employee, the college’s ability to take action against the accused is usually extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor’s access to campus. In addition, subject to Section VI, above, the matter may be referred to local law enforcement for legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate. College Public Safety will assist both students and employees in enforcing Orders of Protection on the campus.

**No Disciplinary Action**

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and respondent of that decision at the same time, in writing, and shall offer any appropriate support services, including counseling, to both.

**B. Student Disciplinary Procedures**

**Referral of Violation for Disciplinary Action**

If the President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The chief student affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the University-Wide Faculty Student Disciplinary Committee and will follow the rules and procedures outlined in Section XI of this Policy.

**Respondent Withdrawal Before Completion of the Process**

In the event that a respondent withdraws from the college before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made, or the charges are otherwise resolved.

Immediately following such withdrawal, the college shall place a notation on the respondent’s transcript that the respondent “withdrew with conduct charges pending.” If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

**Issuance of Charges & Notice of Hearing**

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent that charges relate to the complainant. The Chief Student Affairs Officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Faculty Student Disciplinary
Committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without the respondent present, and any decision and sanction shall be binding.

Content of Notice of Charges and Hearing

The notice shall contain the following:

A. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.

B. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

   i. to present their side of the story;
   ii. to present witnesses and evidence on their behalf;
   iii. to cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;
   iv. for the respondent to remain silent without assumption of guilt; and
   v. to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
   vi. A warning that anything the respondent says may be used against the respondent at a non-college hearing.

Review of Evidence before Hearing:

At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by the Family Educational Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant, adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Admission & Acceptance of Penalty

After the charges have been preferred by the chief student affairs officer, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. If required by this Policy, the agreed-upon penalty shall be placed on the respondent’s transcript consistent with CUNY’s policy on Transcript Notations (see below). Before resolving a complaint in this manner, the chief student affairs officer or designee shall first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant’s objection, the chief student affairs officer or designee shall provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the college President.

C. Faculty Student Disciplinary Committee Structure:

Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student
members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. Members of the panel shall be trained on an annual basis in compliance with the law and this Policy. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected.

In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.

Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

Persons who are to be participants in the hearings as witnesses or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Roles and Responsibilities of Individuals during the Hearing

a. Role and Responsibilities of Panel Chairperson:
The chairperson shall preside at the hearing. The parties to the hearing are the college, the respondent, and if the complainant chooses to participate, the complainant. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent’s rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.
The chairperson shall preside at all hearing sessions and meetings and make all rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative. All hearings pursuant to this Policy shall be closed hearings. The chairperson shall not be a voting member of the panel but shall vote in the event of a tie. In the event that the chairperson cannot continue, the Vice Chancellor for Student Affairs, or his or her designee, shall appoint another chairperson from the University-wide committee. In the event that a seat on the panel becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student committee members by lot.

b. Presenters:
Each academic year, the chief student affairs officer at each College or designee shall identify one or more college employees to serve as presenters for the hearings. This list will be forwarded to the Offices of the Vice Chancellor for Student Affairs and General Counsel and Vice Chancellor for Legal Affairs prior to the first day of the academic year. The employee who serves as presenter during the hearing shall be from the same institution as the respondent.

c. Recording of Proceeding
The college shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent’s advisor. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

Basic Hearing Rules:
If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its evidence. At the conclusion of the college’s presentation, the respondent may move to dismiss the charges. If the motion is denied by the committee, the complainant, if the complainant choses to participate, shall be given an opportunity to make a presentation. After the college’s, and, if complainant choses to participate, complainant’s presentation, the Respondent shall be given an opportunity to make a presentation.

The college bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

The college, the respondent and the complainant are permitted to have advisors act on their behalf during the pendency of a hearing, which shall include the calling and examining of witnesses, and presenting evidence. Any party intending to appear with an attorney shall give the other party five (5) calendar days’ notice of such representation.

Neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they choose to, the respondent and the complainant shall cross-examine each other only through an advisor. If either or both of them do not have an advisor, the college shall assist them to find an advisor to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness, in the chairperson’s discretion.

Responsibility Phase
The following rules apply to the introduction of evidence at the hearing: Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced; and b) Evidence of either party’s prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent’s character, including any past findings of a respondent’s responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent’s previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent’s signature across the seal, and shall only be opened if the respondent has been found responsible for the conduct charged. The hearing panel, to determine an appropriate penalty, shall use the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college.

If either the complainant or the respondent chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

ii. Decision

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college shall send to the respondent a copy of the panel’s decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) calendar days of the conclusion of the hearing to send the panel’s decision. The college is also encouraged to send the decision to any other e-mail address that it may have for the respondent. The decision shall be final subject to any appeal.

In cases involving a crime of violence or a non-forcible sex offense, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee’s decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

iii. Appeals/Review

A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant).
If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee.

If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party’s appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party’s appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

iv. Transcript Notation(s)
In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the college shall place a notation on the respondent’s transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation. In cases where a student has been expelled as a result of a Clery Act crime of violence, the notation will not be removed.

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.

XIII. COLLEGE OBLIGATIONS UNDER THIS POLICY
In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

   a. Dissemination of Policies, Procedures and Notices
The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY’s Notice of Non-Discrimination; (iii) the Title IX Coordinator’s name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website, and including it in residence life materials and training and educational materials. In addition, the Students’ Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college’s website and posted in college campus centers and in CUNY owned and operated housing.

   b. Training and Educational Programming
CUNY is responsible for providing training to college Title IX Coordinators and others who may serve as investigators. The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual
misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual misconduct among all students and employees. Specific required trainings include the following:

i. Training for Responsible and Confidential Employees
The college shall provide training to all employees who are required to report incidents of sexual misconduct under this policy, as well as those employees who have been designated as confidential employees.

ii. Training for Title IX Coordinator and other investigators
CUNY shall provide at least annual training to Title IX Coordinators and other investigators in conducting investigations of sexual misconduct, including
- the effects of trauma;
- impartiality;
- the rights of the respondent, include the right to a presumption that the respondent is "not responsible" until any finding of responsibility is made;
- relevant CUNY policies and procedures; and
- other issues including what constitutes crimes of sexual misconduct.

iii. Student Onboarding and Ongoing Education
Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the college determines could benefit from education in the area of sexual misconduct. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students. This may be done by linking to http://www1.cuny.edu/sites/title-ix/information-for-parents-and-families/campus/university/

c. Campus Climate Assessments
Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students’ general awareness and knowledge of the University’s policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

XIV. RULES REGARDING INTIMATE RELATIONSHIPS

d. Relationships between Faculty or Employees and Students
Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual misconduct.
Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this Section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

e. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this Section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

**SPARC Training**

*Sexual and Interpersonal Violence Prevention And Response Course*

All new students must complete an on-line mandatory “SPARC” training session in order to register for their second semester at BCC. This free, short training is on the awareness and prevention of sexual misconduct.

To complete the online training:

1. Login to your CUNYfirst account
2. Click “SPARC Training” under your To Do List
3. 24 hours after the completion of your training, you will be able to register for your second semester
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.

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

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:
**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.

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**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>Withdrew 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>

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**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>

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

Participation in graduation ceremony

Students can participate in the 2019 Commencement ceremony when they have no more than one (1) course outstanding and are registered for the outstanding course during the summer of 2019.

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 (DegreeWorks) at least two semesters before they expect to graduate.
TUITION AND FEES

OFFICE OF THE BURSAR

Tuition is charged each semester and should be paid in full by the payment due date. All tuition and fees charges are subject to change at any time by action of The City University of New York (CUNY) Board of Trustees without prior notice. In the event of an increase in the tuition or fees charges, payments already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment.

Students can make tuition and fee payments at the Office of the Bursar by cash or money order and also make inquiries about their accounts. Students interested in a payment plan can contact the office for information about convenient payment plans that may be available to help students and their families spread out the cost of education over the semester.

All applications for financial aid grants or loans needed to cover the cost of tuition and fees should be completed in advance of registration. All grants and loans should be available to be used during registration. 

Third Party voucher: Students who have a voucher from an outside agency, a union or job to pay for their tuition/fees must bring the voucher to the Bursar’s Office with any additional payment required. Third party vouchers are applicable only when the college is authorized to directly bill the company.

If paying by mail, please send money orders or certified checks made payable to Bronx Community College to:

Bronx Community College
2155 University Avenue
Bronx, New York. 10453
Attn: Office of the Bursar, Colston Hall, Main Lobby

The following are not accepted: personal checks, company checks, paychecks, third party checks. Please mail your payments in timely manner so it can be received and processed by your payment due date.

Students can make payments using eCheck via a US checking or savings account. The student routing and account numbers will be needed. To pay by eCheck log into CUNYfirst > Self Service > Student Services Center and under the Finance tab select " make a payment" then follow the prompts to make a payment.

Where tuition charges are reduced by place of residence, legal proof of such is required to establish eligibility. All students who are not residents of New York City but who are residents of New York State are required to have a Certificate of Residence on file in the Bursar’s Office three weeks prior to registration. Certificates of Residence are normally valid for one year from the date of issue and must be renewed each year. Application forms may be obtained from the Admissions Office, Office of the Bursar or from the Office of the Chief Fiscal Officer of the county in which the applicant resides. Those who qualify will be granted a Certificate of Residence issued by the county. A student must have a current, valid Certificate of Residency on file with the Office of the Bursar in order to be eligible to register for classes.

PAYMENT PLANS FOR TUITION AND FEES

Payment plans are available to pay tuition and fees in installments. The Payment plans are administered by Nelnet Business solutions. To sign-up for a payment plan, log into CUNYfirst > Self Service > Student Services Center and under the Finance tab select "Enroll/Manage Payment Plan" then follow the prompts to sign-up for the plan.

The payment plans are normally available prior to the start of classes and up to a week of the start of classes for the fall and spring semesters. The summer plan has a different schedule please check with the Office of
the Bursar for information. The payment plans are designed based on a number of payments (example 6 pay plan, 5 pay plan …) but the plan (one plan only) that will be offered to the student will be based on when the student signs-up for the payment plan.

The Enrollment Fee is $40 if you link your payments to your checking/savings account via eCheck, which will automatically deduct from your account on a schedule. Effective Fall 2018 the Enrollment Fee will be $75 if you opt to link your payments to a credit or debit card (American Express, Discover, Visa and MasterCard). The enrollment fee will be added to your first payment. There will be a $30 return payment fee charged for each return payment.

*Please note that credit and debit cards are no longer accepted as DIRECT Payment for Tuition and Fees.

Any change in your obligation to the college will change the total payment plan balance and remaining monthly payment amounts.

For Nelnet Business Solutions customer service, call (888).470.6014.

- The plans are not available for winter session.
- Enrollment for the payment plans can only be accessed through CUNYfirst.
- For students who sign up for a Payment Plan and receive financial aid, which covers the entire balance or part of the balance, Nelnet Business Solutions will adjust the payment plan to show the correct balance.

FALL 2018 AND SPRING 2019 SEMESTERS: TUITION AND FEES

**Full-Time Degree Students** | $2,400 per semester
New York City resident or New York State resident with a Certificate of Residence. Non-New York State resident, including international (foreign) students $320 per credit/hour and New York State residents not eligible for a Certificate of Residence.

**Part-Time Degree Students** | $210 per credit/hour
(fewer than 12 credit weight)
New York City resident or New York State resident with Certificate of Residence.

**Non-degree Students** | $265 per credit/hour
New York City resident

**Non-degree Students**
Non-resident, including international student | $420 per credit/hour

1 City University of New York reserves the right to make changes or increases to the tuition and fees as set forth in this publication, without advance notice to students.

2 There is no maximum tuition for non-resident and non-degree students in these categories.

3 See “Classification and Categories” section under the Office of the Registrar of this handbook for definition of non-degree student.

Courses where tuition is based on hours rather than credits:
Remedial courses at the College are charged based on the number of contact hours - not credits (except *CHM 2) — that the courses are scheduled to meet.

Developmental courses are also calculated based on the number of contact hours that the course is scheduled to meet. There are two developmental courses currently offered at the college. ENG 110 is a three-credit course, for which tuition is calculated based on five contact hours it is scheduled to meet. ENG 110 also has a 6th non-
billable conference hour. HIS 11 is a three-credit course and the tuition is based on the four hours it is scheduled to meet.

*CHM 2 is a five-hour remedial course. The tuition charged for CHM 2 is calculated based on four hours not five, as this remedial course has a lab component.

**NON-INSTRUCTIONAL FEES**

These non-refundable fees are subject to change:

a. Application for Admission
   Freshman Student\(^6\) $65.00
   Transfer Student\(^6\) $70.00
   Non-Degree Student\(^6\) $70.00
b. Transcript $7.00
   (there is no charge for transcripts sent to other CUNY colleges)
c. Make-up and special examinations
   First examination per semester $25.00
   Each additional examination $5.00
d. Commitment Deposit $100.00
   New student

e. Late registration $25.00
f. Late payment $15.00
g. Change of program $18.00
   (Charged after the 1st day of classes for adding a course or changing from one course to another course; changing from one section of a course to another section of the same course.)
h. Duplicate ID card $10.00
i. Senior Citizen Fee $80.00 per semester
   (Administrative fee of $65 plus Consolidated fee of $15. See senior Citizen fees heading for more details)
j. Duplicate Record $1.00
   (i.e., grade report, registration receipt)
k. Duplicate Bursar’s Receipt $5.00
l. Readmission application $20.00
m. Diploma $30.00
n. Return check $20.00

For parking rates and detail please access the BCC Public Safety website at:

http://www.bcc.cuny.edu/Public-Safety/?p=Parking-Information#3

\(^6\) Money order payable to Bronx Community College.

**Senior Citizen Fees**

Residents of New York State sixty years of age or older may enroll and audit undergraduate courses as non-matriculated students without tuition charge and without credit, on a space-available basis. Individuals who enroll shall be charged an administrative fee of $65 plus the student consolidated services fee of $15 per semester (fees are non-refundable) as well as any other fees they may incur. Senior citizens are not charged a student activity fee or application fee. Individuals must satisfy New York City / State residency requirement. Interested individuals must specify that they wish to participate in this program and be admitted to the program. Proof of age must be presented at the time of admission.
**Student Activity Fees**

The student activity fee must be paid by all students, matriculated and non-degree. This fee is non-refundable.

- Full-time students: $77.60 per semester
  (12 or more credits/hours)

- Part-time students: $52.60 per semester
  (fewer than 12 credits/hours)

**Technology Fee**

The technology fee must be paid by all students, matriculated and non-degree. This fee is non-refundable and is in addition to tuition.

- Full-time students: $125.00 per semester - (12 or more credits/hours)

- Part-time students: $62.50 per semester - (fewer than 12 credits/hours)

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4 Subject to change.

5 This includes the CUNY $15 Consolidated Fee, Student Senate fee of $1.45 which are required of all students each semester in addition to tuition. These fees are non-refundable.

**Note:** Senior citizens may enroll in degree programs identically to any other student and will be charged tuition and fees.

**REFUNDS**

All refunds are subject to the policies of the City University of New York. In accordance with City University of New York (CUNY) policy, no refund will be processed until after all enrollment and change of program activities are completed.

Students who pay their tuition bill and then officially drop their classes during the first three weeks of school will have their refund or liability calculated according to the tuition refund schedule below:

<table>
<thead>
<tr>
<th>Refund Schedule for Fall and Spring Semesters</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course(s) before 1 Official Day of the Semester</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>Drop course(s) within 7 calendar days of opening date</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Drop course(s) between 8 &amp; 14 calendar days of opening date</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Drop course(s) between 15 &amp; 21 calendar days of opening date</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Drop course(s) beyond 21 calendar days after opening date</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>
For summer and winter session(s), the refund period is the first 20% of the total days (including Saturday, Sunday & Holidays) in the session. The refund period is divided into two equal segments corresponding to a 50% and 25% refund period. BCC has multiple summer sessions. Please check with the Office of the Bursar for the refund dates related to each term/session or visit: http://www.bcc.cuny.edu/Student-Financial-Services/?p=sfs-Refund-Policy#degTop2

Refunds for credit card online payments (via the Nelnet payment plans) will be processed on the credit card that was used to pay the tuition. There is no refund of the credit card convenience fees. Failure to attend class, either by merely giving notice to the instructor or stop attending, is not considered officially dropping classes. Refunds are mailed from the University’s Central Office directly to student's home address that is on file with the college or students may sign-up for direct deposit to their bank account or Scholar Card. No cash refunds are given at the Bursar’s Office.

Military Refund
Special military refund regulations apply to students who enlist or are called to serve in the military service of the United States of America.

- Any refund request for U.S. Military, Peace Corps or VISTA service must be documented in order to process it.
- In the case of the U.S. Military, a copy of induction or military orders is required. In order to obtain a grade, a student must have attended class regularly for approximately 13 weeks (5 weeks for Summer Session) or 85% of the term’s work through acceleration may be given full credit for each course in which he or she has a grade of C or better.
- The student must follow their college’s policy on incompletes, and sign an incomplete contract with the instructor. The normal regulations apply, and grades will be recorded as failures if courses are not completed.
- Faculty makes the decision regarding eligibility for a grade.
- No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.

In instances where students enlist in the U.S. Military, the Peace Corps, or VISTA and do not attend class for a sufficient time to qualify for a grade but continue to attend class within 2 weeks of induction, a refund of tuition and all other fees except application fees will be made in accordance with the following:

- 100% refund for students who withdrawal before the beginning of the 5th calendar week (3rd calendar week for Summer Session) after the scheduled opening date of the session.
- 50% refund for students who withdraw after the beginning of the 5th calendar week (3rd calendar week for Summer Session/Winter Session) after the scheduled opening date of the session.

Permit Students Refund
Bronx Community College students, on permit to other colleges, who have classes cancelled or are otherwise not able to complete registration, must obtain a written statement from the Registrar’s Office at the permit college stating what course they are registered for or not registered for at that college. Upon obtaining this information, bring the written statement and all registration receipts to Bronx Community College Office of the Registrar so your records will be updated which will initiate the process for a refund if eligible.