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** This handbook is current as of June 30, 2020. Students are advised that information contained in this handbook is subject to change at the discretion of the College. Matriculation at this college constitutes student’s agreement to the standards of conduct outlined in this document. This student handbook attempts to provide a comprehensive and extensive source for BCC’s policies and serve as a clear guide for students to access information. No handbook can anticipate every circumstance or question regarding University/College policies. This particularly also holds true during the College’s response to COVID-19. The administration, faculty, and staff are working diligently to protect the health and safety of everyone in our community, while also providing a quality education and the best working environment possible. BCC carefully monitors updates and directives from the Center for Disease Control (CDC), the New York State Department of Health and information from CUNY’s Central Office. Therefore, CUNY/BCC reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the Student Handbook as new information regarding COVID-19 is released. As changes to the Student Handbook are made during the course of an academic year, this website and all of its linked contents will serve as an essential resource for policies, procedures and resources. 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, VALUES AND GOALS
(Approved by the College Senate – May 14, 2020)

Mission Statement: BCC prepares, inspires, and empowers our richly diverse student body with a quality educational experience that facilitates social mobility, lifelong learning, and engaged citizenship.

Goals:
1. Foster Student Success
2. Advance Academic Excellence
3. Strengthen Intuitional Effectiveness

Values:
- Prepare
- Inspire
- Empower

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 in June 2019. The next Self-Study Evaluation is due 2027.

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 until 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, Computer Information Systems, Marketing, Medical Office Assistant, Office Admin. &amp; Tech</td>
<td>Accreditation Council for Business Schools and Programs (ACBSP)</td>
<td>1994</td>
<td>11/12/2014</td>
<td>2024</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>ASE Education Foundation</td>
<td>2008</td>
<td>4/30/2019</td>
<td>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>8/27/2019</td>
<td>2024</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>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>2020</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>American Bar Association (ABA)</td>
<td>1984</td>
<td>11/19/2013</td>
<td>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>2024</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>National Accrediting Agency for Clinical Laboratory Sciences</td>
<td>2018</td>
<td>9/28/2018</td>
<td>2023</td>
</tr>
</tbody>
</table>
# Academic Calendar Fall 2020

## August

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Monday</td>
<td>Last day to file E-Permit request</td>
</tr>
<tr>
<td>August 25</td>
<td>Tuesday</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>August 26</td>
<td>Wednesday</td>
<td>First day of classes – Fall 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apply for Graduation Fall 2020 Candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Submit applications online via CUNYfirst)</td>
</tr>
<tr>
<td>August 30</td>
<td>Sunday</td>
<td>Deadline to complete INC grades (Summer and Fall 2019)</td>
</tr>
</tbody>
</table>

## September

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>Tuesday</td>
<td>Last day to ADD Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop with 75% refund of tuition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2020 Conferral Date</td>
</tr>
<tr>
<td>September 2</td>
<td>Wednesday</td>
<td>Grade of &quot;WD&quot; is assigned to students who officially drop a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters (VOE) available to faculty in CUNYfirst</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>College Closed – Labor Day</td>
</tr>
<tr>
<td>September 8</td>
<td>Tuesday</td>
<td>Last day to drop with a 50% refund of tuition</td>
</tr>
<tr>
<td>September 15</td>
<td>Tuesday</td>
<td>Last day to drop for 25% tuition refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to Change or Declare a Major to be effective for Fall 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Census date – Form-A cutoff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of Enrollment Rosters (VOE) due from Faculty</td>
</tr>
<tr>
<td>September 16</td>
<td>Wednesday</td>
<td>100% tuition obligation for a course drop</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WN Grades assigned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade of W is assigned to students who officially withdraw from a course</td>
</tr>
<tr>
<td>September 18 - 20</td>
<td>Friday - Sunday</td>
<td>No Classes Scheduled</td>
</tr>
<tr>
<td>September 25</td>
<td>Friday</td>
<td>WA Grades Assigned – Immunization non-compliance</td>
</tr>
<tr>
<td>September 28</td>
<td>Monday</td>
<td>No Classes Scheduled</td>
</tr>
<tr>
<td>September 29</td>
<td>Tuesday</td>
<td>Classes follow Monday Schedule</td>
</tr>
</tbody>
</table>

## October

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 12</td>
<td>Monday</td>
<td>College Closed - Columbus Day</td>
</tr>
<tr>
<td>October 14</td>
<td>Wednesday</td>
<td>Classes follow a Monday Schedule</td>
</tr>
<tr>
<td>October 15 - 22</td>
<td>Thursday - Thursday</td>
<td>Midterm Examination Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midterm Grade Rosters Available in OSSES.</td>
</tr>
<tr>
<td>October 19</td>
<td>Monday</td>
<td>Advisement and Registration for Winter and Spring 2021 Begins</td>
</tr>
<tr>
<td>October 26</td>
<td>Monday</td>
<td>Midterm Grades Due – Submit 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 4</td>
<td>Wednesday</td>
<td>R2T4 60%</td>
</tr>
<tr>
<td>November 13</td>
<td>Friday</td>
<td>Last Day to Apply for Graduation, January 2021 Candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Submit application online via CUNYfirst)</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>Classes follow Friday Schedule</td>
</tr>
<tr>
<td>November 26 - 29</td>
<td>Thursday - Sunday</td>
<td>College Closed – No Classes Scheduled</td>
</tr>
</tbody>
</table>

*If your tuition remains unpaid past your payment due date:*

- You will receive an e-mail indicating that your courses are at risk of being dropped if payment is not submitted immediately.
- Non-payment or not attending courses are not considered an official drop. If you do not plan on attending courses for any reason, drop your courses prior to the first day of class (08/26/20). Otherwise, you may be held responsible for all Tuition charges.

08/31/20
<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 9</td>
<td>Wednesday</td>
<td>Last Day of Classes – for Weekday Classes</td>
</tr>
<tr>
<td>December 10-11</td>
<td>Thursday-Friday</td>
<td>Reading Day / Final Exam Rosters available in CUNYfirst</td>
</tr>
<tr>
<td>December 13</td>
<td>Sunday</td>
<td>Last Day of Classes – for Weekend Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Withdraw from a class with a &quot;W&quot; Grade</td>
</tr>
<tr>
<td>December 14-20</td>
<td>Monday-Sunday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 20</td>
<td>Sunday</td>
<td>End of Fall 2020 Term</td>
</tr>
<tr>
<td>December 23</td>
<td>Wednesday</td>
<td>Deadline for Fall 2020 grades to be submitted in CUNYfirst</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deadline to complete INC grades Spring /Summer 2020</td>
</tr>
<tr>
<td>December 24-25</td>
<td>Thursday-Friday</td>
<td>College Closed</td>
</tr>
<tr>
<td>December 31</td>
<td>Thursday</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

*If your tuition remains unpaid past your payment due date:

- You will receive an e-mail indicating that your courses are at risk of being dropped if payment is not submitted immediately.

Non-payment or not attending courses are not considered an official drop. If you do not plan on attending courses for any reason, drop your courses prior to the first day of class (08/19/20). Otherwise, you may be held responsible for all tuition charges.

08/15/20
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. Please note that the offices therein are temporarily closed to the public due to the current health crisis caused by the coronavirus (COVID-19). However, all staff and administrative offices are working remotely.

<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 Sciences</td>
<td>ME 415</td>
<td>718.289.5535</td>
</tr>
<tr>
<td>Business Information Systems</td>
<td>ME G18</td>
<td>718.289.5593</td>
</tr>
<tr>
<td>Chemistry, Earth Sciences &amp; Environmental Sciences</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>Engineering, Physics &amp; Technology</td>
<td>CPH 118</td>
<td>718.289.5380</td>
</tr>
<tr>
<td>Education &amp; Academic Literacy</td>
<td>CO 400</td>
<td>718.289.5679</td>
</tr>
<tr>
<td>English Department</td>
<td>CO 600</td>
<td>718.289.5731</td>
</tr>
<tr>
<td>Health, Physical Education &amp; 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>Nursing &amp; Allied Health Sciences</td>
<td>CPH 412</td>
<td>718.289.5426</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>CO 333</td>
<td>718.289.5670</td>
</tr>
<tr>
<td>World Languages &amp; Cultures</td>
<td>CO 200</td>
<td>718.289.5632</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:

- WCBS 880 AM www.newyork.cbslocal.com
- WINS 1010 AM www.1010wins.com
- NY1 TWC Channel 1 www.NY1.com
- WNBC TV Channel 4 www.nbcnewyork.com
- WNYW FOX Channel 5

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)
<table>
<thead>
<tr>
<th>Resources</th>
<th>Department/Office</th>
<th>Remote Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Academic Success Ctr</td>
<td><a href="mailto:Academic.Advisement@bcc.cuny.edu">Academic.Advisement@bcc.cuny.edu</a></td>
<td>718-289-5401</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Academic Success Ctr</td>
<td><a href="mailto:Academic.Advising@bcc.cuny.edu">Academic.Advising@bcc.cuny.edu</a></td>
<td>718-289-5401</td>
</tr>
<tr>
<td>Access Resource Center</td>
<td>Student Success</td>
<td><a href="mailto:BCC.ARC@bcc.cuny.edu">BCC.ARC@bcc.cuny.edu</a></td>
<td>718-289-5179</td>
</tr>
<tr>
<td>Admissions</td>
<td>Student Success</td>
<td><a href="mailto:Admission@bcc.cuny.edu">Admission@bcc.cuny.edu</a></td>
<td>929-314-4711</td>
</tr>
<tr>
<td>Athletics</td>
<td>Student Success</td>
<td><a href="mailto:Ryan.McCarthy@bcc.cuny.edu">Ryan.McCarthy@bcc.cuny.edu</a></td>
<td>718-289-5338</td>
</tr>
<tr>
<td>Bursar (pay for classes)</td>
<td>Bursar's Office</td>
<td><a href="mailto:Bursar@bcc.cuny.edu">Bursar@bcc.cuny.edu</a></td>
<td>718-289-5617</td>
</tr>
<tr>
<td>Career Development</td>
<td>Career Development</td>
<td><a href="http://www.bcc.cuny.edu/campus-resources/career-development/">www.bcc.cuny.edu/campus-resources/career-development/</a></td>
<td>718-220-7546</td>
</tr>
<tr>
<td>Child Care</td>
<td>Early Childcare Center</td>
<td><a href="mailto:Jessica.Manboadh@bcc.cuny.edu">Jessica.Manboadh@bcc.cuny.edu</a></td>
<td>718-289-5461</td>
</tr>
<tr>
<td>Clubs &amp; Organizations</td>
<td>Student Development</td>
<td><a href="mailto:studentlife@bcc.cuny.edu">studentlife@bcc.cuny.edu</a></td>
<td>718-289-5194</td>
</tr>
<tr>
<td>Co-Curricular Programs</td>
<td>Student Development</td>
<td><a href="mailto:studentlife@bcc.cuny.edu">studentlife@bcc.cuny.edu</a></td>
<td>718-289-5194</td>
</tr>
<tr>
<td>College Work Study</td>
<td>Financial Aid</td>
<td><a href="mailto:financialaid@bcc.cuny.edu">financialaid@bcc.cuny.edu</a></td>
<td>718-289-5700</td>
</tr>
<tr>
<td>Computer Access</td>
<td>Information Technology</td>
<td><a href="mailto:tsc@bcc.cuny.edu">tsc@bcc.cuny.edu</a></td>
<td>718-289-5970</td>
</tr>
<tr>
<td>Counseling</td>
<td>Personal Counseling</td>
<td><a href="mailto:personal.counseling@bcc.cuny.edu">personal.counseling@bcc.cuny.edu</a></td>
<td>718-289-5223</td>
</tr>
<tr>
<td>disAbility Services</td>
<td>Disability Services</td>
<td><a href="mailto:disabilityservices@bcc.cuny.edu">disabilityservices@bcc.cuny.edu</a></td>
<td>718-289-5874</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Public Safety</td>
<td>Loew 505</td>
<td>718-289-5923/5911</td>
</tr>
<tr>
<td>Food Pantry</td>
<td>Access Resource Center</td>
<td><a href="mailto:BCC.ARC@bcc.cuny.edu">BCC.ARC@bcc.cuny.edu</a></td>
<td>718-289-5179</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Student Success</td>
<td><a href="mailto:financialaid@bcc.cuny.edu">financialaid@bcc.cuny.edu</a></td>
<td>718-289-5700</td>
</tr>
<tr>
<td>Health Services</td>
<td>Student Success</td>
<td><a href="mailto:healthservices@bcc.cuny.edu">healthservices@bcc.cuny.edu</a></td>
<td>718-289-5858</td>
</tr>
<tr>
<td>Judicial Affairs</td>
<td>Student Success</td>
<td><a href="mailto:Ana.Molenaar@bcc.cuny.edu">Ana.Molenaar@bcc.cuny.edu</a></td>
<td>718-289-5100x3146</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>Library</td>
<td><a href="http://www.bcc.cuny.edu/library/">www.bcc.cuny.edu/library/</a></td>
<td>718-289-5439</td>
</tr>
<tr>
<td>Male Empowerment Network</td>
<td>Student Development</td>
<td><a href="mailto:clifford.marshall@bcc.cuny.edu">clifford.marshall@bcc.cuny.edu</a></td>
<td>718-289-5713</td>
</tr>
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<td>Registration</td>
<td>Registrar</td>
<td><a href="mailto:registrar@bcc.cuny.edu">registrar@bcc.cuny.edu</a></td>
<td>203-402-8460</td>
</tr>
<tr>
<td>Student Success</td>
<td>VP for Student Success</td>
<td><a href="mailto:linda.mckerman@bcc.cuny.edu">linda.mckerman@bcc.cuny.edu</a></td>
<td>718-289-5278</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Learning Commons</td>
<td><a href="mailto:LearningCommons@bcc.cuny.edu">LearningCommons@bcc.cuny.edu</a></td>
<td>718-289-3139</td>
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<tr>
<td>Veteran and Military Resources</td>
<td>Veteran Affairs</td>
<td><a href="mailto:veterans@bcc.cuny.edu">veterans@bcc.cuny.edu</a></td>
<td>718-289-5447</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Academic Resources</td>
<td><a href="mailto:Janet.Roberson@bcc.cuny.edu">Janet.Roberson@bcc.cuny.edu</a></td>
<td>718-289-5279</td>
</tr>
</tbody>
</table>
Dear Students:

Welcome to a new academic year at Bronx Community College (BCC). Whether you are a new BCC student or have recently returned, I am pleased that you have selected Bronx Community College to be the foundation of your professional and academic goals.

During these unprecedented times, education and community are as important today as any time in this country’s history. What was normal for us during the first months of 2020, has now changed drastically due to the global coronavirus (COVID-19) pandemic, the pivotal civil rights movement of this generation and an upcoming vital presidential election. Still, at Bronx Community College, a goal of the faculty and staff is to support your success today and help you to have a bright future.

Hence, this Student Handbook provides you insight to academic and support services, student organizations and policies and procedures at your college. Use your Student Handbook as a resource – click the links and contact offices for information. Some of you may be concerned about when will the college reopen for in-person classes – please click the following link to read Bronx Community College’s Re-Occupancy Plan: http://www.bcc.cuny.edu/bcc-return-to-campus-safely-re-occupancy-plan/.

In closing, I know that BCC represents both a challenge and a promise. While completing your goal of earning a college degree is no small task, it is doable. Choose to persevere until you graduate from BCC. I know that you will experience peaks and valleys – anticipate them, but do not quit. The professionals and resources listed in this handbook will support you. In return, I ask for your commitment to both practicing productive habits and a success mindset.

Sincerely,

Manny Lopez, Ph.D.
Associate Dean for Student Development
DEPARTMENTS AND DIVISIONS

Please note that the offices therein are temporarily closed to the public due to the current health crisis caused by the coronavirus (COVID-19). However, all staff and administrative offices are working remotely.

ACADEMIC ADVISING
Contact Email: academic.advisement@bcc.cuny.edu | Phone: 718.289.5401
Website: www.bcc.cuny.edu/academics/academic-advising/

Academic advising is an important educational activity that works best when done early and regularly throughout the semester. Advising is a partnership between students, professional advisors and faculty, with the common goal of helping students get the most out of their college experience.

BCC integrates academic advisement within student support programs to maximize effectiveness. BCC students are assigned professional advisors and the expectation is that students and assigned advisors will keep in regular contact throughout the semester. Academic Advisors:

- assist students formulate sound and sensible long-range educational plans that are consistent with each student’s personal and professional aspirations,
- inform students about college and program policies and opportunities,
- partner with students in exploring career and transfer options,
- anticipate problems that may hinder student academic and personal success,
- help students immerse in the life of the campus.

Faculty advisors also play an essential role in mentoring students through their personal and academic journey and creating coordinated interventions with professional advisors and other student support areas.

Pre-collegial programs such as CUNY Start, Math Start, Future Now, or CLIP follow the highest advisement standards and work collaboratively with college programs to help students transition successfully to credited programs.

New students who are not participating in ASAP or CD are assigned to the First Year Program. Afterwards, new students may transition to ASAP or the Pathways to Advancement, Completion and Engagement (PACE) program.

The PACE program consists of the First Year Program (FYP) and the Academic Success Center (ASC). The mission of PACE is to promote student retention, engagement and degree completion by removing barriers to student advancement. Highlights of PACE include:

- Seamless on-boarding experience for students not enrolled in ASAP or CD.
- Expanded First Year Program which provides advising and mentoring support for students with less than 24 credits.
- Serves sophomores and senior students who are not participating in ASAP or College Discovery.
- Clear path for transition of students exiting ASAP, CD and FYP to ASC advisors.
- Engagement opportunities to explore majors, co-curricular activities and careers.
The Academic Success Center (ASC) serves sophomores and senior students who are not participating in ASAP or College Discovery. ASC advisors collaborate closely with academic program faculty, ASAP, the First Year Program, College Discovery and other academic and student support areas. The mission of ASC is to help students to the finish line and beyond by creating strong connections with academic departments, transfer services and student supports.

Access Resource Center provides a holistic approach to social service and economic resources for students and their immediate family members by offering a suite of comprehensive services that supports and promotes student success. We provide our students and their immediate families with access to benefits and services that help students stay in school and graduate. Whether it is after school 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:

**Petrie Student Emergency Grant Fund**
The Carroll and Milton Petrie Student Emergency Grant Fund has been awarded to us for the purpose of providing quick-response emergency grants to matriculated students in good academic standing who are facing short-term financial emergencies. Learn more about the Petrie Student Emergency Fund.

**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 February through the second week of April.

**ASAP PROGRAM**
Assistant Dean: Francisco “Javier” Legasa, M.A.
Manager: Nadine T. Browne, M.P.A.
Contact Email: asap@bcc.cuny.edu | Phone: 718.289.5166
Website: [https://www.bcc.cuny.edu/academics/accelerated-study-in-associate-programs/](https://www.bcc.cuny.edu/academics/accelerated-study-in-associate-programs/)
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 a free unlimited MetroCard, a voucher to reduce (or eliminate) the cost of textbooks, a tuition waiver for any gap between full-time tuition and fees and financial aid awards (for students in receipt of financial aid), one-on-one support from a dedicated ASAP advisor, early registration options and consolidated schedules, classes with fellow ASAP students to foster community and build your network, enhanced career development and academic support services.

**ATHLETICS**
Director: Ryan McCarthy, M.S.
Contact Email: Ryan.McCarthy@bcc.cuny.edu | Phone: 718.289.5289
Website: [www.bronxbroncos.com/](http://www.bronxbroncos.com/)
Athletics at Bronx Community College provides opportunities for students to compete against community college and other intercollegiate athletics teams from throughout the Northeast. In recent years, our teams have won championships and students have been honored with local and national awards.

Men’s intercollegiate teams include baseball, basketball, and soccer. Women’s teams include basketball and volleyball. Participation fosters the values of discipline, teamwork goal achievement, and camaraderie, 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. Team members work with our student-athlete academic support coordinator to ensure success in the classroom.

Membership on 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. Recent medical clearance for physical activity must be on file with the Athletics 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.

**OFFICE OF THE BURSAR**
Director: Clement Hemmings, MSED
Contact Email: bursar@bcc.cuny.edu | Phone: 718.289.5617
Website: [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:

- Receives and processes student payments for tuition and fees.
- Maintains students Financial account.
- Processes student refund.
- Distribution of MetroCards for eligible programs.

OFFICE OF CAREER DEVELOPMENT
Director: Alán Fuentes, LCSW-R
Contact Email: careerdevelopment@bcc.cuny.edu | Phone: 718.289.5759
Website: www.bcc.cuny.edu/CareerDevelopment/

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. The goal of the Career Development Team is to develop students for the world of work through direct experience. Students in need of immediate employment can receive assistance by calling, emailing, or visiting the office to schedule an appointment with a career specialist. To qualify for internships and jobs related to a major, students can meet with a career specialist to assess career readiness skills and receive the necessary assistance to meet the qualifications for their chosen career.

Some of the highlights of the Office of Career Development include:

- 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 records practice job interviews for personal review
- On and off-Campus job preparation events to inform you about career and employment expectations, how to network in specific career fields, and how to obtain a job related to your major
- Job Readiness Groups to prepare you for recruitment events representing diverse fields for internships and employment opportunities

If you want to make sure that you have chosen the right major or can graduate with experience in your field of study, please email, call or visit the Office of Career Development to schedule an appointment with your career specialist to help you get started on your career path.

COLLEGE DISCOVERY PROGRAM (CD)
Director: Cynthia Suarez-Espinal, M.S.
Contact Email: collegediscovery@bcc.cuny.edu | Phone: 718.289.5882
Website: www.bcc.cuny.edu/CollegeDiscovery/

College Discovery has been a part of The City University of New York since 1964 by a resolution of the CUNY Board of Trustees. It is 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. College Discovery stimulates and supports the intellectual, personal and professional growth of students through college orientation, tutoring, one-on-one counseling, and financial support by offering the following:

- A pre-freshmen summer program to acclimate student to the campus and advance in developmental course(s), if required
- Academic support services (tutoring) in the following subjects: English, reading and math (all levels), sciences (biology, chemistry, health, pharmacology), social sciences (psychology,
history, geography, sociology, economics, political science), Humanities (art, communications, music, philosophy), accounting and business.

- Workshops, seminars, leadership training and co-curricular activities
- Assigned Student Support Specialist/Counselor to provide academic advisement, registration, as well as, assistance with personal and career advising
- Supplemental financial aid for assistance with payments for books and student fees.
- Assistance with transferring to CUNY SEEK, HEOP, EOP for a bachelor's degree upon receipt of an associate 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**
Director: Denise Comara, MSEd.
Contact Email: Denise.Comara@bcc.cuny.edu | 718.289.5047
Website: www.bcc.cuny.edu/academics/cuny-edge/

**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 Fellowship Program (FP).
- 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.

**DISABILITY SERVICES**
Manager: Maria Pantoja, M.A.
Contact Email: Maria.Pantoja@bcc.cuny.edu | 718.289.5874
Website: www.bcc.cuny.edu/Disability-Services/

Attention Students: Disability Services will be providing services remotely Fall 2020! Please read the FAQs below for important information.
- **How will I let my professors know that I get accommodations with Disability Services?**
  - New Students: Disability Services will send you an accommodation letter that you will then forward to your professors.
• Returning Students: Scan and email your accommodation ID to the professor. If you lost your ID card, please email disabilityservices@bcc.cuny.edu and we will create a letter for you.

• How will I get my accommodations for exams and assignments?
  o Accommodations will be provided by your professors through Blackboard. In order to have access to Blackboard, make sure you have your CUNYFirst user ID and password or contact IT at 718.289.5870.

• Will I still have access to Disability Services?
  o Yes! We will provide all of our services remotely, include CUNY LEADS/LEADS Plus, assistive technology training, tutoring, and intake appointments. we can be reached at disabilityservices@bcc.cuny.edu or 718.289.5874 or 718.289.5875 during business hours, Monday to Friday, from 9 AM to 5 PM. We are available on Microsoft Teams as well. Please reach out if you need assistance accessing Teams.

The Disability Services Office provides students with disabilities the opportunity to participate fully in the College’s educational programs. Our staff works to ensure that requested accommodations enable students to experience the benefits and privileges of BCC programs alongside their peers. After voluntarily self-identifying as a student with a disability and providing documentation, students meet with a disability accommodation specialist to negotiate their personalized accommodation plan.

Due to changes with the new virtual learning format, some of the services and accommodations provided before, may not apply to the online environment.

Scope of Services:
Accommodations may include the following
- Extended time on exams
- Access to assistive technology
- Alternative Test Formats
- Alternative Formatted Materials
- Permission to record lectures
- Student Leadership Activities
- Scholarship Opportunities
- Referrals to Agencies Outside CUNY (ACCES-VR, OPWDD, etc.)
- Assistance with Temporary Disabilities, including: Illnesses, physical injuries, short term impairments following surgery or medical treatments and pregnancy.
- ADA Part-time TAP - Traditionally TAP (New York’s Tuition Assistance Program) is only for full-time students. but ADA Law allows certain students with disability limitations to access TAP funding while attending school part time.

CUNY LEADS & CUNY LEADS Plus & CCSD
The Disability Services Office also offers: academic and career counseling through its CUNY LEADS (Linking Employment, Academics, and Disability Services) and CUNY LEADS Plus programs, participation in the CUNY Coalition for Students with Disabilities (CCSD) Club, and the use of assistive technology from our Assistive 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 Disability Services Office also acts as a liaison between students, faculty, and staff. Additionally, it is an official New York State Voter Registration site where individuals can receive assistance with completing the registration process.
**EARLY CHILDHOOD CENTER**
Executive Director: Jitinder Walia, MS.Ed., SAS, LMSW
The Children’s Center [CC], Room 221 | 718.289.5461
Contact Email: Jessica.Manboadh@bcc.cuny.edu
Website: www.bcc.cuny.edu/Early-Childhood-Center/
COVID-19 Hours of Operation: Monday - Friday 7:30am - 10pm

*Childcare being provided ONLY for students taking classes on campus and in-person clinicals.

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 childcare centers within The City University of New York, it has been committed to offering excellent childcare 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 fall and spring semesters are in session. Enrollment is on a first-come, first-served basis.

In an effort to meet the needs of children during these usual times, remote instruction is being offered for preschool age children. Please contact us for further details.

**FINANCIAL AID**
Director: Margaret Nelson, Ed.D.
Contact Email: Margaret.Nelson@bcc.cuny.edu | 718.289.5700
Website: www.bcc.cuny.edu/admission-financial-aid/financial-aid/

The Office of Financial Aid administers federal, state and college funded aid programs and all students are encouraged to apply for assistance. Students should complete the Free Application for Federal Student Aid (FAFSA) beginning October 1st 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 posted until all of the documentation has been submitted for additional review. The Financial Aid Office will contact you regarding this requirement. You may also review your financial aid information through your CUNYfirst account. Please note the federal government will notify you on your Student Aid Report (SAR). The Financial Aid Office will also communicate with you via your CUNYFirst account. 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 may be subject to verification by the Financial Aid Office in any given year.
**FINANCIAL AID - Scholarships**

Manager: Chenae Dennis  
Contact Email: scholarships@bcc.cuny.edu | 718.289.5700 Ext. 3048  

The Scholarship Office serves students of all socio-economic backgrounds and levels of financial need. Students are encouraged to apply for the BCC Foundation Scholarships. The application is typically available every semester based on funding from various generous donors. 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](http://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.

**FIRST YEAR PROGRAM**

Manager: Tica Frazer  
Email: Tica.Frazer@bcc.cuny.edu | 718.289.5120

The First Year Program (FYP) prepares entering Bronx Community College students for successful college careers by immersing them in a program that integrates a variety of high impact practices. FYP consists of the First Year Seminar (FYS 11), Peer Mentoring, First Year Advising and the FYS 11 Faculty Development Program.

At the center of the First Year Program is FYS 11, a one credit, two-hour course that integrates three dimensions: development of academic skills with a focus on critical thinking, orientation to college life, and student development. The purpose of the course is not only to provide an academic experience, in which college success topics are interwoven, but to support students’ success in other courses. This is
achieved through both the classroom experience as well as through out-of-classroom support systems embedded into the First Year Program.

In FYP, Academic advisors work closely with FYS faculty and staff, embedded peer mentors, as well as student resource programs across the campus to monitor students’ academic progress and social integration. FYP aims to foster student engagement, confidence, and academic success by:

- creating a sense of community for students, as they transition to BCC,
- empowering students to independently utilize services and develop a deeper understanding of their responsibilities for individual success,
- providing opportunities for students to develop and practice the following general education skills: critical thinking, research, and information literacy,
- promoting the use of effective and innovative teaching, and
- serving as a model for mentoring at all levels (faculty, student, and staff).

OFFICE OF HEALTH SERVICES
Student Wellness Manager: Victoria King, MPH
Contact Email: healthservices@bcc.cuny.edu | 718.289.5858
Website: 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.

MMR and Meningitis submission:
Students may scan and email MMR and Meningitis documentation to: healthservices@bcc.cuny.edu. Please ensure that you include your EMPL ID, name and contact information in your email. Screen shots are not acceptable.

Remote Services Available:
Community resources for COVID 19 testing, masks and gloves
Community resources for HIV and STI testing
Community resources for pregnancy testing.
Community resources for reproductive health including free contraceptives
Information on influenza vaccines
Information on health screenings including, Blood Pressure, Glucose and Cholesterol
Health Insurance enrollment information

In Person Operations:
Below is a recap of services available to students when the campus is back to operating in an in-person mode.

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 available for students in need of expressing milk in Loew Hall, Room 105. (currently closed due to COVID-19).

IMPACT - Male Empowerment Network Program (MEN)
Manager: Clifford L. Marshall II, B.S.
Contact Email: Clifford.Marshall@bcc.cuny.edu | 718.289.3417
Website: 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.

M.E.N. at BCC seeks to:
- Recruit, enroll, retain and improve the degree completion/transfer rates of Black and Latino male students from various social and economic backgrounds
- Provide a support structure that encourages Black and Latino male students to take advantage of our academic services, student services, career and transfer services and other resources that can enhance their educational experience
- Provide mentoring opportunities that teach leadership skills though positive faculty, staff and peer mentoring relationships
- Encourage Black and Latino male students to become MEN of IMPACT by providing them with Information, Motivation, Preparation, Affirmation, Cultivation, which should lead to their Transformation
- Foster a college environment and culture of success where all of our male students can celebrate who they are and develop a true sense of belonging and connection to the college community at large

INTERNATIONAL STUDENTS SERVICES
Advisor/DSO: Esteban Rodriguez, M.A.
Advisor/DSO: Nahid Sultana
Contact Email: Internationalstudents@bcc.cuny.edu | 718.289.5100 Ext. 3406
Website: www.bcc.cuny.edu/campus-resources/international-student-services/

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.

BCC is a Student and Exchange Visitor Program (SEVP)-certified school. The DSO (designated school official (DSO) is the biggest resource for an F or M student. The DSO will answer your questions and guide you through the process of studying in the United States. The DSO will communicate with SEVP, update your student record, and help you maintain your student status.

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.
Contact Email: learningcommons@bcc.cuny.edu | 718.289.3139
Website: www.bcc.cuny.edu/academics/learning-commons/

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.

**LIBRARY**
Chief Librarian: Michael J. Miller, MLS; M.S.
Contact Email: LibMedia@bcc.cuny.edu | 718 289-5439
Website: www.bcc.cuny.edu/library/

The mission of the BCC Library is to support the educational endeavor of the college by 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 access to informational and media resources in a technology rich environment, hosting both Macs and PCs. Library users have access to twenty-five group study rooms, (some with special e-white boards or other technology) 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**
Manager: Pamela Eatman-Skinner, MSEd
Program Coordinator: Norma Valenzuela, MSEd
Contact Email: mathstart@bcc.cuny.edu | 718.289.5226
Website: www.bcc.cuny.edu/academics/student-success-programs/math-start/

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
Contact Email: Personal.counseling@bcc.cuny.edu | 718.289.5223
Website: www.bcc.cuny.edu/Personal-Counseling/

Students, we know that this is a very difficult time for you. The Office of Personal Counseling (OPC) is working remotely due to COVID-19, but is still available to help you with free and confidential services. Services are offered via Zoom, Microsoft Teams and telephone.
To speak to a counselor please call, 718.289.5223 and leave a message. When leaving a message, please say your phone number twice. A counselor will call you back. You can also send an e-mail to our Intake Coordinator at Personal.Counseling@bcc.cuny.edu.

If you are experiencing an emergency, call 911. Please note that counselors from the OPC are only available during our office hours. If you are in crisis and you need immediate support or need to speak to someone outside of business hours, please call NYC WELL at 888.692.9355 or text “WELL” to 65173. NYC WELL is a 24/7 phone or text hotline for support and referrals.

National Suicide Crisis Text Line
Text: 741-741 (HELP)
http://www.suicidepreventionlifeline.org

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.)
- Referral to mental health and social services in the community.
Topics that we cover:

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<th>Topic</th>
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<tr>
<td>Anger Management</td>
<td>Incarceration</td>
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<td>Anxiety</td>
<td>LGBTQIA Concerns</td>
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<td>Attention Deficit Disorder</td>
<td>Mothering Concerns</td>
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<td>Conduct/Judiciary Concerns</td>
<td>Panic Attacks</td>
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<td>Co-occurring disorders</td>
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<td>Depression</td>
<td>Pregnancy</td>
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<td>Eating Disorders</td>
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<td>Elderly Care Concerns</td>
<td>Safety or Poverty</td>
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<td>Eviction</td>
<td>Self-Harm/Injury</td>
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<td>Sexual Assault</td>
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<td>Harassment/Stalking</td>
<td>Street Crime</td>
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<td>Homelessness</td>
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<td>Homicidal Thoughts/Attempts</td>
<td>Suicidal Thoughts/Attempts</td>
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<td>Human trafficking</td>
<td>Undocumented/Documented Immigration Concerns</td>
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<td>Hunger Insecurity</td>
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Special Programs
The OPC houses two special programs. Ask us if you would like more information about these programs.

Safe Space – Faculty, staff and students are trained semi-annually on the needs of LGBTQIA students. Trained allies post a Safe Space sticker or wear a Safe Space bracelet to indicate a welcoming and supportive space for LGBTQIA students.

Get PSyCh'D – BCC students pursuing careers in the mental health fields are trained to provide mental health information to other BCC students. Get PSyCh'D peers are available to do brief classroom presentations on mental health topics. Call us if you are interested in scheduling a visit or learning more.

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, Interim Director Lt. Saul Fraguada
Loew Hall, [LO], 507 | (718) 289-5923 | Emergency number | 718.289.5911
Website: [www.bcc.cuny.edu/Public-Safety/](http://www.bcc.cuny.edu/Public-Safety/)

Public Safety provides comprehensive services to maintain a safe and secure campus environment that is conducive to learning, working and visiting. These services are dispatched from a central command, communication and surveillance center that operates 24 hours a day, 7 days a week. Services include patrols, escort, emergency/medical response, transportation, investigation, domestic violence awareness, crime prevention, identification and access services. At Bronx Community College, incidents of a criminal nature may be referred to the appropriate law enforcement agency,
with the complainant’s consent. The Public Safety Department also conducts administrative investigations involving CUNY policies, rules and regulations. These investigations may involve students, staff, and visitors on college property. Appropriate referrals necessitating further review and action may be made to Student Affairs and/or Human Resources. Public Safety also coordinates space use and conference planning through the Events Management Team and employs an All-Hazard Preparedness model though coordination with the Office of Environmental Safety and Health. As per the Clery Act, an Annual Security Report including campus crime statistics is published yearly, a copy can be obtained from the department’s website. Copies may also be obtained at the Department of Public Safety and the Offices of Admissions, Human Resources and Continuing and Professional Studies. The department’s emergency # is 718-289-5911 and for non-emergencies / service the # is 718-289-5390.

For Annual Crime Statistics, please see our page on the BCC Website under BCC Public safety.

REGISTRAR’S OFFICE
Registrar: Karen Thomas, M.S.
Contact Email: registrar@bcc.cuny.edu | 718.289.5710
Website: 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
- Matriculation
  - Classification and Categories (Definitions)
  - Senior Citizens
  - Change of Curriculum Plan
- Withdrawal from the College
  - Withdrawal Procedure
  - Medical Emergencies
  - Military Leave
  - Transcripts
- Access to Student Records

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.

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 regard 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 epermit@bcc.cuny.edu

Senior Citizens
Residents of New York State (60) sixty years of age or older can enroll and audit undergraduate courses as non-matriculated students without tuition charge and without credit, on a space-available basis. Text taken from the 2018-2019 College Catalog (p.23). 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.

Transcripts
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, in-person Transcript Requests are temporarily suspended.

Transcripts may be requested through the College’s website at www.bcc.cuny.edu/Registrar/Transcripts via the services of Credentials Solutions Incorporated. 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 can be sent to other institutions or agencies at the request of the student. 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. Beginning on the 7th Day of the semester, a WD 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 book pick up is located on the first floor of the Brown Student Center. Regular operating hours are Monday through Friday, 9:00am to 5:00pm, Extended Hours, Monday and Thursday 9:00 to 7:00. Please note that hours of operation may be subject to change. To confirm business hours, or for more information, please call (718) 289-5365.

**Cafeteria** *(Currently closed due to COVID19)*
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.

**Campus Ministry**
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, students can contact the Office of Student Life for more information.
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.

Students are also welcome to come to the Campus Ministry room to pray. 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 decals, etc. The CSC also hosts pop up services and programs and works with the Events Management team to host on campus events.

**LGBTQI+ Resource Room**
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, students can contact the Office of Student Life for more information.

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**
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, students can contact the Office of Student Life for more information.

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 username ID is needed.

**Student Government Association (SGA)**
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, students can contact the Student Government Association for more information.

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.

**WOMXN UP! A Space to ReSource Room**
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, students can contact the Office of Student Life for more information.
WOMXN UP! A Space to ReSource serves as an on-campus resource for outreach, support services, programs, and discussion groups addressing the needs of women and female identified students. We are a safe and welcoming space for connection, sisterhood, empowerment, leadership, growth and success. It is located in room 203 B of the Roscoe Brown Student Center.

STUDENT LIFE
Associate Dean for Student Development: Manny Lopez, Ph.D.
Contact Email: studentlife@bcc.cuny.edu | 718.289.5194
Website: www.bcc.cuny.edu/campus-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.

STUDENT PARKING
Please note that during the Fall 2020 semester due to the coronavirus (COVID-19) pandemic, Student Parking fees will be waived.

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:
### Decal Type | Decal Cost | Parking Hours
---|---|---
Day and Evening Decal | $55 | 7:00am-10:30pm
Day Decal | $38 | 7:00am-3:30pm
Evening Decal | $35 | 3:30pm-10:30pm
Summer Decal | $25 | 7:00am-10:30pm
Winter Decal | $15 | 7:00am-10:30pm

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.

Parking decals must be permanently affixed to the inside of the front windshield in the lower right hand corner of the vehicle (the passenger side). The adhesive cover is peeled away and the decal is pressed against the inside of the window – facing outward. Using tape to attach the decal or mounting it in any other way is a violation of BCC regulations. Vehicles without properly affixed decals will not be allowed to park in any of the campus parking areas.

In order to obtain a replacement decal, 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.
Contact Email: Thomas.Bracken@bcc.cuny.edu | 718.289.5759
Website: [www.bcc.cuny.edu/campus-resources/transfer-services/](http://www.bcc.cuny.edu/campus-resources/transfer-services/)

<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>
</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>
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</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 all students intending to transfer as well as transfer admission information and assistance regarding applications, scholarships, and acceptance to all BCC students.

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
Contact Email: veterans@bcc.cuny.edu | 718.289.5447
Website: www.bcc.cuny.edu/campus-resources/veteran-military-resources/

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.

WRITING CENTER
Director: Janet Robertson, M.A.
Contact Email: Janet.Robertson@bcc.cuny.edu | 718.289.5279
Website: www.bcc.cuny.edu/campus-resources/writing-center/

The Writing Center provides quality, collaborative tutoring in a nonjudgmental space. Students can leave the Center with greater confidence as writers, having learned something new, realized the value of their ideas and life experiences.

Students who use our center can expect to receive personal, one-on-one instruction that will lead them to be independent learners, thinkers and writers. We offer writing assistance in all subject areas including:

- Psychology
- English
- Research paper writing
- ESL
- Sociology
- Geography
- All sciences
- History
- All writing intensive courses
- Art History

Policy on Proofreading
Sometimes students come to the Writing Center with the expectation of having their papers proofread or corrected. Proofreading implies co-authoring, which raises issues of academic integrity.
The student should show that s/he has reviewed the work independently or will be given the opportunity to review, edit or revise independently.

The tutor will not make any corrections on the paper but will suggest ways the student can identify errors.

The tutor will supply instructional material to aid the student with error correction.

The student should then rewrite the essay to submit to the instructor and return to the Writing Center for follow-up.

**ACADEMIC ENRICHMENT OPPORTUNITIES**

**HONORS PROGRAM**

Advisor: Professor M. Renee Briggs  
Advisor: Professor Anthony Durante  
Contact Email: Monique.Briggs@bcc.cuny.edu | Contact Email: Anthony.Durante@bcc.cuny.edu  
Website: [www.bcc.cuny.edu/academics/college-success-programs/honors-program/](http://www.bcc.cuny.edu/academics/college-success-programs/honors-program/)

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

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

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

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

**HONOR SOCIETIES**

**Alpha Beta Gamma**  
Advisor: Professor Thomas D’Arrigo  
Contact Email: Thomas.Darrigo@bcc.cuny.edu | 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, Nathan Aiken
Contact Email: Nathan.Aiken@bcc.cuny.edu | 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.

GLOBAL PROGRAMS AND STUDY ABROAD
Coordinator, Professor Andrew Rowan
Contact Email: Andrew.Rowan@bcc.cuny.edu | 718.289.5314
Website: www.bcc.cuny.edu/academics/study-abroad/

Bronx Community College supports the study abroad experience for our students. Due to the COVID-19 global pandemic, however, all in-person programs have been suspended for summer and fall 2020. BCC anticipates joining the CUNY/SUNY COIL (Collaborative Online International Learning) project to create online study abroad opportunities across the academic disciplines with higher education partners, both nationally and abroad. Studying abroad, even in the distance learning mode, enhances the educational experience of students, providing experiential learning and societal experiences that prepare them for living and working in an intercultural world.

When it is deemed safe and appropriate, BCC will resume in-person, one-to-four week intersession and summer study abroad programs and courses in Austria (global citizenship), Belize (STEM), Costa Rica (nursing), India (STEM), Senegal (oral history), and the United Kingdom (English literature). Other CUNY institutions will also offer faculty-led study abroad courses.

Whether service/professional development oriented or course related, any credits earned may be applied towards a CUNY degree. Financial support in the form of grants, scholarships, and financial aid – including the Chancellor’s Global Scholarship and the Benjamin A. Gilman International Scholarship – can be solicited and applied towards any study abroad opportunity.

The Global Programs and Study Abroad office will update the College as we move forward in this new global landscape. Please stay safe.
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.

Everbridge
HOW TO ENTER THE CAMPUS DURING THE PANDEMIC
COVID-19 remains a threat to the people of the Bronx. So the small number of students and faculty who need access to BCC for coursework that can’t be done via distance learning are being asked to do their part to curb the pandemic in our community.

First, watch this 12-minute training video on Blackboard, which covers what you need to know about coming to campus during the COVID-19 crisis. You will find it on the right-hand side of the screen listed as “Bronx Community College New York State COVID-19 Response: Return to Work Training.”

Then, download the Everbridge health screening app to your mobile device. It will ask you five questions about your health that you need to address before you come on campus. Answer them satisfactorily, and the screen on your device will show you’ve been approved and Public Safety will let you enter. If you don’t take the screening test on your phone, Public Safety will ask you those five questions at the gate and take your temperature.

It is important to download the app and respond accurately before each visit to keep track of the current state of your health. This way you can help us keep the transmission level low. Go here for more details about the screening app: https://cisweb.cuny.edu/health-screening-app/User-Instructions-for-Health-Screening-App.pdf

Stay safe, for yourself and your campus.
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>
<tr>
<td>NewHall23</td>
<td>Pentiums</td>
<td>718.289.5005</td>
</tr>
<tr>
<td>Brown Student Center 308</td>
<td>iMacs</td>
<td>718.289.3540</td>
</tr>
</tbody>
</table>
All 12 sessions of our Summer Term are being conducted by distance learning, and student support services that are currently being provided remotely — including mental health counseling; advisement; library, enrollment management, and career engagement services; student life; development; and inclusion programming — will continue to be delivered in the same way until further notice.

CODING OF MODES OF INSTRUCTION ON COURSES AND DEFINITIONS

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>In-Person/Web-</td>
<td>In an in-person course, all required contact hours occur during regularly scheduled face-to-face class meeting times. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). An in-person course is considered web-enhanced when online course elements are provided to students, but this does not displace any of the required contact hours that would normally occur in a scheduled in-person class. Face to face class contact hours and days must be listed in the schedule of classes.</td>
</tr>
<tr>
<td>H</td>
<td>Hybrid/Blended</td>
<td>In a blended/hybrid course, online contact displaces some portion of the required contact hours that would normally take place in a scheduled In-Person/face-to-face course. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). A hybrid course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another, instead of treating the online component as an add-on or duplicate of what is taught in the classroom. In-Person class contact hours and days/times must be listed in the schedule of classes.</td>
</tr>
<tr>
<td>FO</td>
<td>Fully Online</td>
<td>In an Online course (synchronous or asynchronous), all required contact hours are online. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All the class work, including exams, is fully online.</td>
</tr>
</tbody>
</table>

Asynchronous Online: Asynchronous online courses do not require students to log in to their virtual classroom at a specified time. Students do not have to stick to a strict schedule to engage in live classes or discussions, and the only requirement regarding when they turn in their work is the assignment deadline, not an arbitrary timeline. Class contact hours or days/times should not be listed in the schedule of classes.

Synchronous Online: Synchronous Online courses resemble traditional on-campus college classes in that students must be (virtually) present at the same time. Though they are conducted virtually, synchronous courses unfold in real-time. Students must commit to scheduled class times and sign onto their virtual learning platform on schedule. During these courses, students will engage with the instruction during online lessons and presentations and even have virtual class discussions. Scheduled class contact hours and days/times must be listed in the schedule of classes.

REQUEST FOR MOBILE DEVICE

In preparation for students and staff to move effectively to online learning and teaching, CUNY and BCC have purchased and will be distributing some loaner laptops to those who either do not already have a BCC issued device, or do not have access to a personal computer.
New, readmits and transfer students: You must complete the New Student Orientation via your Blackboard before you can request and receive a device.

Continuing students: You can request a laptop on our Laptop Request Form. Please note that there is a limited number of these additional loaner laptops.

**DISTANCE LEARNING PLATFORMS, TOOLS & RESOURCES**

Along with the BCC Mobile App and CUNYFirst, currently enrolled students will have access to the following technological distance learning platforms, tools, and resources to assist with attaining educational goals:

**Altice USA**
Altice is offering 60 days of free broadband to households with K-12 and/or college students who do not already have internet access at home. Call 866-200-9522 to enroll.

**Blackboard Collaborate**
Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Students can access Blackboard Collaborate via Blackboard by logging into CUNYFirst.
https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/

**Charter/Spectrum**
Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a subscription. Call 1-844-488-8395 to enroll.

**Comcast**
Comcast is offering free public Wi-Fi for 60 Days to families who do not already have a subscription. For access, call 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

**Dropbox**
CUNY provides Dropbox and Dropbox Paper to all active CUNY students, faculty and administrative staff. You can use these tools to store and access files from different devices, share files, and collaborate.

**ePortfolio**
ePortfolios are a unique online tool - a kind of personal web site - that allow you to merge your personal and professional goals, putting your education into a larger context and allowing you to represent yourself in a powerful and effective way for many different purposes and audiences.

For students, eportfolios allow you to go beyond simply listing what you’ve achieved in a course to include deeper reflections on what you’ve learned and how it contributes to your personal and professional preparation.

**Google Drive**
Create a free Google account for 15 GB of free storage and for access to Docs, Slides, Sheets, and Forms. These tools allow you to create collaborative documents and projects that get updated in real-time.

**Labster**
Labster is a web based virtual learning laboratory solution to provide an alternative experiential learning environment for activities that would normally take place in campus science labs.
Microsoft Office 365
Free to all CUNY students, provides access to Office 365 online apps and services, as well as the option to download Microsoft Office Suite directly from your CUNY email account.

Slack
Slack is a messaging and communications platform that can help classes, teams, and groups stay productive. Create a slack channel with your classmates or just a group of friends.

For more information about Remote Technology Resources, please visit the BCC website.
GENERAL POLICIES AND PROCEDURES

ACADEMIC APPEALS
Students may appeal their probationary or suspension status by contacting the Appeals Agent of the Committee on Academic Standing (CAS) located in Sage Hall, 2nd Floor. 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. FInS 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.

ACADEMIC FREEDOM
Academic Freedom is the freedom of faculty, staff, students and invited guests of BCC to express their ideas, thoughts, and opinions in forms of teaching, research, speech, writing, or participation in college governance without restriction or fear of reprisals.

Any member of the instructional staff, students or invited guests can bring a complaint to the Academic Freedom Committee by sending an e-mail to academic.freedom@bcc.cuny.edu. In addition, students with a complaint can also reach out to their respective department chair and/or Ombudsperson. Complaints may be received directly from the aggrieved party or from a third party who believes that he/she has observed a breach of an individual’s or group’s academic freedom rights. Any member of the Academic Freedom Committee may accept a complaint, after which it shall be passed to the Chair of the Committee.

BCC PREAMBLE TO CUNY ACADEMIC INTEGRITY POLICY
Academic dishonesty includes cheating, plagiarizing (e.g., paraphrasing or copying from the internet without attribution), obtaining unfair advantage (e.g., gaining early access to exam materials), falsifying records and official documents (e.g., changing an exam/assignment grade), or deceiving a professor or evaluator for academic gain (e.g., using unauthorized assistance with the intent of deceiving a professor or evaluator, including but not limited to plagiarism, fabrication, cheating, and sabotage). Academic dishonesty is prohibited by The City University of New York and violates the ethical and academic standards of Bronx Community College (BCC). Students will be held responsible for acts of academic dishonesty, even when unintentional. Academic dishonesty is punishable by penalties ranging from a grade of “F” on a given test, research paper, or assignment, to an “F” in the course, or even suspension or expulsion from the College.

Faculty members at BCC believe that developing students’ abilities to think through issues and problems by themselves is central to the educational process. To avoid unintended violations of academic integrity, students should consult with their instructors and advisors as to how to avoid committing acts of academic dishonesty. Further information and guidelines on this subject can be obtained from:
- The BCC Library (http://www.bcc.cuny.edu/library/library-services/) and;
- The BCC Writing Center (http://www.bcc.cuny.edu/services/writing-center/).

Since academic integrity is vital to BCC as an institution of learning, faculty members will uphold the “CUNY Policy on Academic Integrity”, which can be found following this preamble. BCC Faculty and all relevant administrative offices will act in accordance with the CUNY Policy and all applicable bylaws (see Article 15.4 of the Bylaws of the CUNY Board of Trustees). For questions about the BCC implementation of the CUNY Policy on Academic Integrity, please contact the Office of Academic Affairs at 718.289.5139

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.
CHANGE OF STUDENT ADDRESS/CONTACT INFORMATION

Each student is responsible for ensuring the College has the most recent contact information (address, phone numbers and preferred email address) on record. To update any part of your contact information you can log into CUNY1st and click on Student Center, and then the Personal Information tab, and edit accordingly. Students can also visit in person the Registrar’s office located in Colston Hall.

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

II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.

III. CUNY’s Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State’s Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

Affirmative Action, Compliance and Diversity

Chief Diversity Officer: Jessenia Paoli, ESQ

Contact Email: Jessenia.Paoli@bcc.cuny.edu | 718.289.5154
Website: www.bcc.cuny.edu/about-bcc/affirmative-action-compliance-diversity/

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.

The full policy is available at:
http://www.bcc.cuny.edu/College-Catalog/

COMPUTER RESOURCES ACCEPTABLE USE POLICY
CUNY’s computer resources are dedicated to the support of the university’s mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry. This policy supersedes the CUNY policy titled “CUNY Computer User Responsibilities” and any college policies that are inconsistent with this policy. “CUNY Computer resources” refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. The full policy is available at:
https://www.cuny.edu/about/administration/offices/CIS/security/pnp/computer_policy.pdf

ACCEPTABLE USE OF MICROSOFT OFFICE 365 FOR EDUCATION POLICY
Microsoft Office 365 for Education offers convenient cloud-based services to facilitate your work at CUNY. Office 365 for Education (Office 365) includes OneDrive for Business, a cloud file storage and sharing service, as well as other online applications that may be made available to you. Although Office 365 is a University-licensed cloud solution, there are security practices that must be followed to ensure the service is used in a manner that best protects the security of the University’s confidential and sensitive data. This policy provides rules regarding the acceptable use of Office 365 by members of the CUNY community for CUNY academic, research and administrative purposes. The full policy is available at:

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

**FIRE POLICY**

BCC requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students, guests, etc. within the building must immediately depart by the nearest exit.

- Do not use an elevator to exit during a fire alarm.
- Once outside the building, move away from the building.
- Keep to the right side of hallways and stairwells as you exit.
- No one may reenter the building until authorized to do so by Public Safety or a fire official.

Unannounced fire drills will be conducted throughout the year. Everyone is expected to evacuate the building in at timely and orderly fashion.

**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>
</tr>
<tr>
<td>Carl Polowczyk Hall</td>
<td>104B</td>
<td>Nichols Hall</td>
<td>110</td>
</tr>
<tr>
<td>Childrens Center</td>
<td>129</td>
<td>North Hall</td>
<td>111 &amp; 3A</td>
</tr>
<tr>
<td>Colston 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>
</tr>
<tr>
<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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</tbody>
</table>

## HANDICAP ACCESSIBLE BATHROOMS

Handicap accessible bathrooms can be found in the accessible buildings listed below:

<table>
<thead>
<tr>
<th>Building</th>
<th>Room #</th>
<th>Building</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Gym</td>
<td>1MT01</td>
<td>Gould Residence Hall</td>
<td>2T07B4</td>
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<td>Alumni Gym</td>
<td>114</td>
<td>Gould Memorial Library</td>
<td>B4</td>
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<tr>
<td>Alumni Gym</td>
<td>125B (1MT02)</td>
<td>Loew Hall</td>
<td>1T03</td>
</tr>
<tr>
<td>Carl Polowczyk Hall</td>
<td>104B</td>
<td>Loew Hall</td>
<td>2T01</td>
</tr>
<tr>
<td>Carl Polowczyk Hall</td>
<td>111</td>
<td>Loew Hall</td>
<td>2T02</td>
</tr>
<tr>
<td>Childrens Center</td>
<td>114</td>
<td>Meister Hall</td>
<td>217</td>
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<tr>
<td>Childrens Center</td>
<td>115</td>
<td>North Hall</td>
<td>102</td>
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<tr>
<td>Childrens Center</td>
<td>118</td>
<td>North Hall</td>
<td>110</td>
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<tr>
<td>Childrens Center</td>
<td>128</td>
<td>North Hall</td>
<td>111</td>
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<tr>
<td>Childrens Center</td>
<td>129</td>
<td>North Hall</td>
<td>144</td>
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<tr>
<td>Childrens Center</td>
<td>203</td>
<td>North Hall</td>
<td>202</td>
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<td>Childrens Center</td>
<td>207</td>
<td>North Hall</td>
<td>203</td>
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<tr>
<td>Colston Hall</td>
<td>2MT02</td>
<td>North Hall</td>
<td>243</td>
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<tr>
<td>Colston Hall</td>
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<td>North Hall</td>
<td>244</td>
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<td>Colston Hall</td>
<td>353</td>
<td>North Hall</td>
<td>301</td>
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<tr>
<td>Colston Hall</td>
<td>443</td>
<td>North Hall</td>
<td>302</td>
</tr>
<tr>
<td>Colston Hall</td>
<td>543</td>
<td>Roscoe Brown Student Center</td>
<td>307A</td>
</tr>
<tr>
<td>Colston Hall</td>
<td>652</td>
<td>Roscoe Brown Student Center</td>
<td>2T03</td>
</tr>
<tr>
<td>Colston Hall</td>
<td>745</td>
<td>Snow Hall</td>
<td>109</td>
</tr>
<tr>
<td>Colston Hall</td>
<td>842</td>
<td>Snow Hall</td>
<td>110</td>
</tr>
<tr>
<td>Gould Residence Hall</td>
<td>2T06</td>
<td></td>
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</tbody>
</table>
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/healthyuny/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: http://www.bcc.cuny.edu/Registrar/documents/Name_Changes_Memo.pdf.

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 to 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/)
Sexual Assault: http://www1.cuny.edu/sites/title-ix/campus/bronx-community-college/
Information Technology: 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

STUDENT OMBUDSPERSON
Stephen Powers, Ph.D.
Contact Email: StudentAdvocate@bcc.cuny.edu | 718. 289.5469

The Student Ombudsman is a student-focused resource who supports students in addressing and resolving concerns or issues that may arise within the College.

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

TITLE IX
Chief Diversity Officer/Title IX Coordinator: Jessenia Paoli, ESQ
Contact Email: Jessenia.Paoli@bcc.cuny.edu | 718.289.5154
Website: www.bcc.cuny.edu/about-bcc/affirmative-action-compliance-diversity/

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.

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/university/.

Questions about CUNY’s Sexual Misconduct policy and procedures may be directed to your campus Title IX Coordinator, Jessenia Paoli at Jessenia.paoli@bcc.cuny.edu.

New CUNY Policy on Sexual Misconduct

In accordance with regulations issued by the US Department of Education, CUNY has revised the CUNY Policy on Sexual Misconduct effective August 14, 2020.

In May 2020, the United States Department of Education (“USDOE”) issued regulations related to Title IX Sexual Misconduct. Each time there is a change in the law, CUNY must review and revise the CUNY Policy on Sexual Misconduct. Accordingly, please find the revised CUNY Policy on Sexual Misconduct at the following link - https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Sexual-Misconduct-Policy.pdf

This Policy prohibits Sexual Misconduct at The City University of New York (“CUNY”). In addition to defining what constitutes Sexual Misconduct and explaining the resources available to those affected by Sexual Misconduct, this Policy details CUNY’s procedures for investigating and adjudicating allegations of Sexual Misconduct. CUNY’s process for addressing allegations of Sexual Misconduct is based on federal, state and local laws, including Title IX, the federal law that prohibits sex discrimination in education and New York State’s Education Law Article 129B, also known as the “Enough is Enough” law.

For more information about preventing and addressing Sexual Violence at CUNY see http://www1.cuny.edu/sites/title-ix/campus-websites.

Information about filing a report, seeking a response, and options for confidential disclosure is available on CUNY’s Title IX web page at http://www1.cuny.edu/sites/title-ix/campus/university/.
Questions about CUNY’s Sexual Misconduct policy and procedures may be directed to your campus Title IX Coordinator, Jessenia Paoli at Jessenia.paoli@bcc.cuny.edu.

**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: Login to your CUNYfirst account then Click “SPARC Training” under your To Do List. Twenty-Four (24) hours after the completion of your training, you will be able to register for your second semester.

**VENDING MACHINES**

The college operates a variety of vending (small value transaction) machines at locations throughout campus. Machine types include beverages and snacks. These machines are located at major vending areas, academic and administrative buildings, student resident halls and recreational facilities. Depending upon the machine type and location, vending operations can be initiated by coins; paper currency; Visa and MasterCard. The machines can be found at the following campus locations:

<table>
<thead>
<tr>
<th>Colston Hall Lower Level</th>
<th>Meister Hall 5th Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colston Hall Rear Lobby</td>
<td>Meister Hall 6th Floor</td>
</tr>
<tr>
<td>Colston Lobby</td>
<td>Meister Hall 7th Floor</td>
</tr>
<tr>
<td>Colston Lobby Alcove</td>
<td>Meister Hall 8th Floor</td>
</tr>
<tr>
<td>Gould Hall Lobby</td>
<td>Meister Hall Lobby</td>
</tr>
<tr>
<td>Gym</td>
<td>Meister Hall Sub Basement</td>
</tr>
<tr>
<td>Language Bldg</td>
<td>Meister-2nd fl Southside</td>
</tr>
<tr>
<td>Loew Hall 2nd Floor</td>
<td>North Hall Library</td>
</tr>
<tr>
<td>Loew Hall 4th Floor</td>
<td>Polowczk Hall Lobby</td>
</tr>
<tr>
<td>Meister Hall 1st Floor</td>
<td>Roscoe 2nd fl above cafe'</td>
</tr>
<tr>
<td>Meister Hall 2nd Floor</td>
<td>Roscoe Brown Cafe'</td>
</tr>
<tr>
<td>Meister Hall 3rd Floor</td>
<td>Roscoe Brown Lobby 1st Fl</td>
</tr>
<tr>
<td>Meister Hall 4th Floor</td>
<td></td>
</tr>
</tbody>
</table>
APPEALS PROCESS GUIDELINES

Submitting an appeal is easy, just follow these 3 steps:

**Step 1:** Read the entire Academic and Financial Aid (SAP) Appeals page and contact your advisor. Ask them if you need to submit an appeal.

**Step 2:** Fill out the Academic, Satisfactory Academic Progress (SAP), or both appeal forms using your Bronco Login.

**Step 3:** Upload supporting documents through CUNYfirst Self-Service under “Document Upload (Appeals)”. After you submit your application and supporting documents, you do not need to submit another application to submit more supporting documents. Head directly to CUNYfirst to upload your documents under “Document Upload (Appeal)”. Here are further instructions on how to upload the documents.

The Academic Appeal and Financial Aid (SAP) Appeals are separate and require separate uploads of personal statements and official documentation.

A decision can take two (2) weeks to be decided. Be sure to check your BCC E-mail regularly for updates. If you have any questions, please e-mail the Academic Appeals Agent at AppealsAgent@bcc.cuny.edu. If you need assistance with submitting a Financial Aid (SAP) Appeal, please contact the Office of Financial Aid via e-mail at financialaid@bcc.cuny.edu.
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.

Please be aware that attendance in class at the start of the semester can determine whether you remain enrolled in the course. Faculty members are required to verify, through the Verification of Enrollment (VOE) process, whether-or-not a student has ever attended a course. If you miss the initial meeting of the course, you should make sure to make contact with your professor by email to confirm to him/her that you are in the course.

Lateness
Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in class after the scheduled starting time constitutes lateness and is often considered similar to an absence. Please review the course syllabus for more information.

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 at http://www.bcc.cuny.edu/academics/academic-rules-regulations/

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

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Probation must be assigned if cumulative index is lower than that listed.</th>
<th>Dismissal if cumulative index is lower than that listed and the student has been on probation (see section 4.5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5-12</td>
<td>1.50</td>
<td>1.50</td>
</tr>
<tr>
<td>13-24</td>
<td>1.75</td>
<td>1.75</td>
</tr>
<tr>
<td>25 - upward</td>
<td>2.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

GRADING POLICY
Mid-Term and Final Grades Instructors assign and inform students of mid-term and final grades during a period designated in the Academic Calendar. Administrative Grades During the semester, and under circumstances described below, instructors may assign the following special grades:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>% EQUIVALENT</th>
<th>GPA-VALUE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>93-96.9</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>3.0</td>
</tr>
<tr>
<td>Grade</td>
<td>Range</td>
<td>Value</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9 Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9 Below Average</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9 Below Average</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9 Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9 Below Average</td>
<td>0.7</td>
</tr>
<tr>
<td>F**</td>
<td>0-59.9 Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>R*</td>
<td>Repeat</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

**F Grade Policy**
When a student receives the grade of “F” or an administrative failing grade, and he/she subsequently retakes that course and receives a grade of “C” or better, the initial grade will no longer be computed into the Grade Point Average. The original grade will remain on the transcript with the notation “not calculated in Grade Point Average.” The number of failing credits that can be deleted from the Grade Point Average is limited to 16 for the duration of the student’s undergraduate enrollment in The City University of New York. All 16 credits may be used at the associate degree level; but once used, they are unavailable at the CUNY senior college level. For this reason, students should be advised of the desirability of holding some or the entire credit bank for later studies at the senior college.

**Administrative Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawed officially – 3rd week through 10th week only of a full semester course. No impact on GPA. Student attended at least one class session.</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal – non-punitive grade assigned to students who had registered for class at the beginning of the term but did not provide proof of immunization by compliance date. No impact on GPA.</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrew Drop – Assigned by Registrar’s Office for Drops after the financial aid certification date during the program adjustment period. Student attended at least one class session.</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrew Never Attended</td>
</tr>
<tr>
<td>WU</td>
<td>Unofficial Withdrawal – 4th week through end of semester. To be assigned to students who did not withdraw officially but did do the following: attended a minimum of one class, completely stopped attending at any time before final exam week and did not take the final exam. (Counts as a failure in GPA.)</td>
</tr>
</tbody>
</table>

*Note that students who withdraw (or are withdrawn) from a course are still responsible for tuition/fee charges relating to that course, including in cases of “WN” grades, given in cases where students are withdrawn from a course because they never attended.

**Special Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*AUD</td>
<td>Audit – course not taken for credit or grade.</td>
</tr>
<tr>
<td>NC</td>
<td>No credit granted. No impact on GPA.</td>
</tr>
<tr>
<td>Z</td>
<td>No grade submitted by the instructor - a temporary grade which is assigned by the registrar pending receipt of the final grade from the instructor.</td>
</tr>
<tr>
<td>FIN</td>
<td>F from incomplete – to be used when the INC grade lapses to an F grade</td>
</tr>
</tbody>
</table>

* AUD - Once classes have begun, students cannot change a course from audit status to credit status or from credit status to audit status. Credits in audited courses are not counted for financial aid but do carry full tuition and fee charges.

**Temporary Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INC</td>
<td>Incomplete. In course incomplete (but student otherwise passing in course). Absent from the final exam (but student otherwise passing course). No impact on GPA. May resolve to A+, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or FIN. This grade should be given by instructor in consultation with the student.</td>
</tr>
</tbody>
</table>
PEN  Grade Pending.
The final grade requires further evaluation. It is also used to facilitate the implementation of the Procedures for Imposition of Sanctions whereby the college must hold a student’s grade in abeyance pending the outcome of the academic review process.

Z  A temporary grade which is assigned by the registrar pending receipt of the final grade from the instructor.

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.
- Met program-specific requirement, if applicable.
- An overall academic index of at least C (2.0).
- Completed the minimum degree credits required.
- 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 2020 Commencement ceremony when they have no more than one (1) course outstanding and are registered for the outstanding course during the summer of 2020.

Application for Graduation
To obtain a degree or certificate from the college, an application for graduation is required. Students in their final semester must access CUNYfirst and submit an Application for Graduation. If all requirements are not met by the end of the final semester of attendance, the student must reapply for graduation in order to be considered for a subsequent semester. Students who file late cannot be evaluated in time to participate in commencement exercises.

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.

Instructions on Applying for Graduation
For an official review of your academic record, apply for graduation online using CUNYfirst.

Login to CUNYfirst: Click Self-Service > Student Center > My Academics > Apply for Graduation
- Click Academic Program: Undergraduate
- Select the Expected Graduation Term from the drop down
- Click the Continue button
- Submit Application

Students may use Self-Service to track the progress of their graduation application.
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 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. The Enrollment Fee is $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.

**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/hour¹
(fewer than 12 credit weight)
New York City resident or New York State resident with Certificate of Residence.

**Non-degree Students** | $265 per credit/hour²
New York City resident

**Non-degree Students**
Non-resident, including international student | $420 per credit/hour³

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.

**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)

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.

**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.

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

**NON-INSTRUCTIONAL FEES**
These non-refundable fees are subject to change:

a. Application for Admission
   - Freshman Student: $65.00
   - Transfer Student: $70.00
   - Non-Degree Student: $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.

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>
</tbody>
</table>
Refund Schedule for Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Drop course(s) between 15 &amp; 21 calendar days of opening date</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>75%</td>
<td></td>
</tr>
</tbody>
</table>

| Drop course(s) beyond 21 calendar days after opening date | None | 100% |

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](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.