



Bronx Community College

of The City University of New York

2013-2014

2155 University Avenue
Bronx, New York 10453

(718) 289-5100

www.bcc.cuny.edu

Carole M. Berotte Joseph, Ph. D.
President

Name: _____

Address: _____

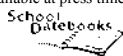
City/Town: _____ Zip Code: _____

Phone: _____ Student I.D. #: _____

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This publication is for quick reference. It is not intended to replace the information contained in the Bronx Community College Catalog.

The information in this book was the best available at press time. Watch for additional information and changes.



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Welcome to / Bienvenidos a
Bronx Community College

Dear Students,

Welcome to Bronx Community College.

Whether this is your first college experience or you have returned to fulfill your educational goals, our faculty and staff are ready to help you succeed. We strive to provide you with an intellectually challenging, student-centered learning experience so you can acquire basic and advanced knowledge. Your professors will provide the tools to further develop your critical thinking and analytical skills. Our staff will assist you in the computer labs and the library and with tutoring and counseling services. By participating in student clubs and organizations you will be able to explore other interests, develop new skills and strengthen your leadership abilities. I encourage you to participate in and take advantage of all we have to offer.

It is up to you to envision your successes, create and revise your study plans, and obtain the best possible grades. Our commitment is to provide the best faculty, staff, and resources to help you reach your educational and career objectives. I encourage you to tell us how we can improve. Let your professors know when you need help understanding the classwork, let student services staff know what other support you need, let my office know what we can do as a college to help you complete your certificate or degree program.

I thank you for choosing Bronx Community College and for allowing us to share in the first phase of your higher education journey. I look forward to meeting you in your classroom, at a student activity, in the cafeteria, in the library or just around campus.

Best wishes for a successful, productive and happy year,

A handwritten signature in black ink that reads "Carole M. Berotte Joseph". The signature is written in a cursive style with a large initial "C".

Carole M. Berotte Joseph, Ph.D. President
Bronx Community College

Dear Bronx Community College Students,

As Bronx Community College's Vice President for Student Affairs, I want to extend a warm welcome to the more than 11,400 students who attend BCC. Investing in your education and enhancing your academic and career credentials are essential elements for success in today's competitive marketplace. Our comprehensive array of student support services and engagement activities reflect our core values and commitment to your success.

Our number-one priority is being responsive to your needs, by valuing you and the extraordinary efforts you are making to complete your education, and making your student experience at BCC count! Our range of support for students includes assistance with admissions and registration, financial aid services, general academic advising, transfer and career counseling, and psychological services, as well as services for international, veterans and disabled students. Our many specialized programs include College Opportunity to Prepare for Employment (COPE), College Discovery, Single Stop, and our Early Childhood Center, which can alleviate some of the challenges of being both a parent and student. Additionally, we provide a wide range of student engagement opportunities through our Student Life, Multicultural Affairs, and Athletics departments. We want to ensure that you receive a full spectrum of services and opportunities that can enhance your life and contribute to your personal development. I am always available to serve you, along with my Student Affairs team. Your concerns, as a BCC student, are of the utmost important to us.

I also encourage you to take full advantage of our many online resources and information. It is important to us to keep you informed of programs, services, new developments, and activities. As we seek to expand our online capabilities to further support your educational experience, we welcome your ideas on ways we can better use technology as a communications tool.

By attending BCC, you are making an important investment in your future and to the growth of our community and nation. We are proud that you have chosen to embark on this journey with us. I wish you much success with your studies at BCC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Athos K. Brewer', with a long horizontal flourish extending to the right.

Athos K. Brewer, Ph.D.

Vice President for Student Affairs

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INTRODUCTION TO BRONX COMMUNITY COLLEGE

ACADEMIC DEPARTMENTS

Bronx Community College offers more than 30 AA/AS/AAS degree and certificate programs. Listed below are the locations and telephone numbers of the academic departments on campus.

Department	Office	Phone
Art & Music	BL 303	718.289.5341
Biology & Medical Lab Technology	ME 415	718.289.5535
Business & Information Systems	ME G18	718.289.5593
Chemistry & Chemical Technology	ME 813	718.289.5569
Communication Arts & Sciences	CO 700	718.289.5756
Education & Reading	CO 400	718.289.5679
English Department	CO 600	718.289.5731
Health, Physical Education & Wellness	AG 300	718.289.5268
History Department	CO 300	718.289.5653
Library & Learning Center	NH main	718.289.5974
Mathematics & Computer Science	CPH 315	718.289.5411
Modern Languages	CO 200	718.289.5632
Nursing & Allied Health	CPH 412	718.289.5426
Physics & Technology	CPH 118	718.289.5380
Social Sciences	CO 333	718.289.5670
Student Affairs	LO 201	718.289.5869

ACADEMIC COMPUTING CENTER

The Academic Computing Center is open to all students, faculty and staff to make maximum use of its facilities. 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.

Computer Labs	Platform	Phone
Brown Annex 107	Pentiums	718.289.3137
Colston Hall 602/603	Pentiums	718.289.5733
Carl Polowczyk Hall 320	Pentiums	718.289.5417
Loew Hall 320	Pentiums	718.289.5878
Meister Hall G01	iMacs	718.289.5578
Meister Hall G02	Pentiums	718.289.5578
Meister Hall G16	Pentiums	718.289.5592
Meister Hall G17	Pentiums	718.289.5592
Meister Hall 201	Pentiums	718.289.5442
Meister Hall 224	Pentiums	718.289.5424
Meister Hall 225	iMacs	718.289.5424
Meister Hall 302	Pentiums	718.289.5492

Meister Hall 318	Pentiums	718.289.5500
Meister Hall 320	Pentiums	718.289.5376
Meister Hall 328	Pentiums	718.289.5963
Meister Hall 329	iMacs	718.289.5504
New Hall 23	Pentiums	718.289.5005
Roscoe Brown Student Center 308 (wireless)	iMacs	718.289.3540

ACADEMIC SUCCESS CENTER

Mr. Octavio Melendez, Interim Director

Sage Hall, Room 201 (718) 289-5401

Octavio.Melendez@bcc.cuny.edu

Focused on supporting freshman students' academic progress, the Academic Success Center, delivers comprehensive academic advising services, and assists students in developing clear educational plans based on an evaluation of their strengths and interests.

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

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

The Academic Success Center is open Monday through Saturday with evening hours available. For further information call 718-289-5401 or visit our website at: www.bcc.cuny.edu/AcademicAdvising/AcademicSuccessCenter/.

ATHLETICS

Michael Belfiore, Director of Athletics

Loew Hall, Room 123 (718) 289-5338

Michael.Belfiore@bcc.cuny.edu

<http://www.bcc.cuny.edu/Athletics/>

The Athletic Program at Bronx Community College provides opportunities for students to compete against neighboring community college intercollegiate athletic teams. Men's intercollegiate teams include baseball, basketball, and soccer, indoor and outdoor track and cross country. Women's intercollegiate teams include volleyball, basketball, indoor and outdoor track and cross country.

Participation in any of these programs fosters the values of discipline, cooperation and collaboration as well as the spirit of team competition. Through team play, the student athlete learns how to work with others for the achievement of individual and group goals. Individual contributions may include increased confidence, self-esteem, and leadership abilities.

Membership on individual teams is determined through open tryouts. All full-time students who are making satisfactory progress toward an associate degree may tryout and become a member of an athletic team. An acceptable medical report must be on file in the Health Services Office in order to compete and maintain athletic eligibility. Any requests for additional sports programs, or for medical and/or personal circumstance(s) will be reviewed and evaluated on a case by case basis by the Director of Athletics, with further consultation from either the Office of Student Affairs, Office of the Executive Counsel and/or the Office of Affirmative Action, Compliance and Diversity.

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

BARNES & NOBLE BOOKSTORE

The bookstore is located on the first floor of the Brown Student Center. It is managed by Barnes & Noble College Booksellers, LLC, which is currently under contract with the College. The bookstore stocks all required and supplementary textbooks and supplies, as well as stationery items, BCC sweatshirts, caps and tee shirts, etc.

Regular operating hours are Monday through Thursday, 9:00am to 6:00pm, and Friday, 9:00am to 2:00pm. Please note that hours of operation may be subject to change. To confirm business hours, or for more information, please call (718) 220-4695.

BCC LIBRARY

Mr. Michael J. Miller, Acting Chief Librarian

North Hall and Library (718) 289-5439

Michael.Miller@bcc.cuny.edu

Reference Desk (718) 289-5974

Circulation Desk (718) 289-5441

24/7 Library web pages <http://bcc-libweb.bcc.cuny.edu/>

The mission of the BCC Library is to support the educational endeavor of the college through providing access to well organized quality information resources and instruction in their effective use. Library goals are:

- To provide quality assistance by knowledgeable, professional librarians
- To provide an environment conducive to learning
- To select, acquire, organize and make accessible a balanced collection of resources supporting student academic achievement
- To help students acquire information literacy skills necessary for academic achievement in research, scholarship and creative activities, and for lifelong learning experiences
- To encourage the development of students' abilities to think critically and independently and also develop their understanding of intellectual freedom and intellectual property

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

CAFETERIA

The newly renovated cafeteria, located on the first floor of the Brown Student Center, is operated by University Healthy Choice/Au Bon Pain (UHC), which is currently under contract with the College. In addition to meals and refreshments available for purchase, the cafeteria offers catering services for meetings and receptions throughout the campus.

Regular cafeteria hours are: Monday through Thursday, 7:00am to 8:00pm; Friday, 8:00am to 5:00pm; and Saturday, 8:00am to 2:00pm. Please note that hours of operation may be subject to change.

CAREER AND TRANSFER SERVICES

Ms. Jessica Perez, Assistant Director

Loew Hall, Room 330 (718) 289-5759/5912

Jessica.Perez01@bcc.cuny.edu

careerandtransfer@bcc.cuny.edu

Bryant Caba, Career Advisor

Theresa Hammonds, CUNY Office Assistant

Angelis Acosta, Computer Lab Technician

Melissa Clark, College Assistant

The Career and Transfer Services department provides services to students in support of their career development and transfer to four year colleges. The staff provides students with a holistic approach to the career and transfer process beginning from initial entry as a new freshman to transfer to a four year college or to BCC alumni. At various phases of this process, students meet with a specialist for guidance with comprehensive career and educational exploration. Services include:

- Career Assessments
- Cover Letter Writing
- Interviewing Techniques
- Job Retention Guidance
- Public Speaking Skills
- College field trips
- Career and Transfer Fairs
- Transfer Advisement, Assistance with college applications
- On-campus four year college recruitment events
- Resume Writing
- Interview Follow-up
- Job Targeting
- Dress for Success
- Internship Opportunities
- On-campus Employer Recruitment Events

Transfer Planning: What to do and When to do it

Transfer Planning Timeline

Use this convenient transfer planning timeline to help you determine what to do and when to do it.

0-12 Credits

- Read the College Catalog
- Explore career and educational pathways
- Select your degree program and print your curriculum pattern sheet
- Read articulation agreements

13-24 Credits

- Check for new articulation agreements
- Visit college web sites
- Read the CUNY transfer policy
- Write your resume

25-30 Credits

- Explore transfer options
- Attend senior college open house events
- Check for new articulation agreements
- Begin scholarship search

35-45 Credits

- Complete required mathematics and English courses
- Check for new articulation agreements
- See academic adviser for pre-graduation audit
- Update your resume
- Apply for scholarships

Final Semester

- Apply for graduation
- Send applications
- Apply for financial aid and scholarships

Post Graduation

Send final transcript to school you have been accepted to.

COUNSELING SERVICES

Dr. Anney Baez, Associate Dean of Student Support Services

Loew Hall, Room 435 (718) 289-5868

Anney.Baez@bcc.cuny.edu

Office Hours:

Monday – Thursday: 9 a.m. to 7 p.m.

General Counseling faculty provide academic, personal and career counseling on both an individual and group basis. The Counseling Office is committed to providing multi-cultural counseling in order to understand cultural issues encountered by students. Course and Curriculum Advisement is provided in the student's first year. Students are assigned to counselors through the Freshman Success Course (OCD 01).

DISABILITY SERVICES

Patricia Fleming, Director

Loew Hall, Room 215

(718) 289-5880

Patricia.Fleming@bcc.cuny.edu

Deborah Greenstein, LEADS Advisor

(718) 289-5100 (ext 3143)

Loew Hall, Room 211

Deborah.Greenstein@bcc.cuny.edu

Laura Schwartz, Accommodation Specialist

(718) 289-5100 (ext.3536)

Loew Hall, Room 217

Laura.Schwartz@bcc.cuny.edu

<http://www.bcc.cuny.edu/Disability-Services/>

The mission of the Office of Disability Services is to provide access and equal educational opportunity for students with disabilities. The office serves as the primary advocate for students with disabilities that attend Bronx Community College. While staff members of this office serve as advocates for students with disabilities, we also encourage and empower students to be advocates for themselves. The staff will also assist faculty and other members of the campus community in becoming familiar with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act so that they may comply with such legislation.

Once students have self-identified to this office, applied for services, and provided documentation of either a temporary or permanent disability, our staff will work to determine the appropriate reasonable accommodation provided within the academic environment.

Several examples of academic accommodations may include: Alternative testing location, Exams proctored and taken with extended time, Priority registration, Class notes provided, Class material provide in alternative formats, and Sign language interpreters. Assistive technology such as Smart Pens, VuPoint Wand, Personal FM Systems, Speech recognition software, Zoom text, and Recorders are available for use during the semester, at no cost to the student.

Documentation of a disability provided by the student is completely confidential. There is one exception to confidentiality law, as it pertains to direct threat to the safety of an individual or others. In this instance, information may be released to appropriate professionals without consent. However, a student may choose to sign a Release Form giving written consent to share information with others. To receive accommodations, students must provide their instructor with a letter from this office which outlines his or her individual accommodations. If you have questions please contact the Office of Disability Services at the number listed above.

The Office of Disability Services is also an official New York State Voter Registration site.

EARLY CHILDHOOD CENTER

Ms. Judy Walia, Director

(718) 563-5437

Jitinder.Walia@bcc.cuny.edu

<http://www.bcc.cuny.edu/BCCkids/>

Founded in 1972 and one of the first childcare centers within the City University of New York, the ECC is committed to offering excellent early care and education services. The Center offers affordable service to the children of BCC students. Classes are available for toddlers and pre-school children. There is also an after school program for children 6-12.

ENROLLMENT MANAGEMENT

Mr. Bernard J. Gantt, Dean of Enrollment Management
Colston Hall, 510 (718) 289-5887
Bernard.Gantt@bcc.cuny.edu

The Office of Enrollment Management is responsible for the coordination of all enrollment services for Bronx Community College's incoming and continuing students. The Dean of Enrollment Management oversees the Offices of Admission & Recruitment, Financial Planning & Financial Literacy, Financial Aid, Registrar, Single Stop and the Welcome Center.

FINANCIAL AID OFFICE

Director: Maria Barlaam (718) 289-5608
Associate Director: Wilma Rosario (718) 289-5696
Assistant Director: Arif Talukdar (718) 289-5701
Financial Aid Office (718) 289-5700
Colston Hall, Room 504
Maria.Barlaam@bcc.cuny.edu
Wilma.Rosario@bcc.cuny.edu
Arif.Talukdar@bcc.cuny.edu

The Financial Aid Office administers all federal, state, city and college funded aid programs and provides applications, counseling and other information. Financial Aid program descriptions are based on current statutes and regulations, and may be changed periodically. Entering students should contact the Financial Aid Office early in the admissions process to discuss eligibility requirements and to obtain forms and up to date information on the various aid programs. Continuing students should file applications each spring by April 15th.

New York State Programs

Tuition Assistance Program (TAP)

New York State's Tuition Assistance Program (TAP) provides grants to students to assist them in paying tuition. Families with New York State Net Taxable Income (gross less deductions and allowances for exemptions) of \$80,000 or less, qualify to receive TAP grants.

Annual undergraduate TAP awards range from \$500 to \$3900. Initially, the TAP award on a student's CUNY financial aid award letter is an estimate. Subsequently, students will receive an award certificate directly from the New York State Higher Education Services Corporation (HESC) with the official award amount.

APTS is a grant from New York State for students pursuing a degree as a part-time student. The amount of the grant is determined by CUNY and is based on availability of funds from New York State. To apply, students must first complete the FAFSA.

Once the FAFSA application data is complete, students will be sent a TAP application from New York State Higher Education Services Corporation (HESC) and a CUNY Financial Aid Supplement form. The TAP application and the CUNY Financial Aid Supplement form must be completed in order to be considered for APTS.

Federal Government Programs

The following chart contains the federal financial aid programs offered at Bronx Community College by the United States Department of Education: Federal Pell Grant Program (PELL), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College-Work-Study (FWS), Federal Perkins Loan Program, Federal Direct Student Loan Program and the Federal Direct PLUS Loan Program:

Program	Type of Aid	Program Details	Annual Amount
Federal Pell Grant (PELL)	Grant: Does not need to be repaid	Available to undergraduates	\$555-\$5550
Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant: Does not need to be repaid	For undergraduates with exceptional financial need; funds depend on school availability	\$100-\$800
Federal College-Work-Study (FWS)	Money awarded while attending school; does not need to be repaid	For undergraduate students; employment can be on or off-campus; students are paid federal minimum wage for hours worked	Annual limits are determined by availability of funding

Borrowing for College

Federal loans available for students who need to borrow money to pay for college costs.

Just like any other loan, these loans need to be repaid with interest. If a student fails to meet the terms of the loan, it will impact on his/her ability to borrow for a car, a home, and other purchases in the future.

Loan Program	Eligibility	Award Amounts	Interest Rates	Lender/Length of Payment
Federal Perkins Loans	Under-graduate Students	Undergraduate: Awards can range up to \$4000 per academic year. Actual amount depends on financial need, amount of other aid and availability of school funding.	5 %	Lender is the school, repay school or its agent, up to 10 years to repay, depending on amount owed
Direct Stafford Loans (subsidized & unsubsidized)	Under-graduate students; must be enrolled at least ½ time	Depends on grade level in school and dependency status; Financial need required for subsidized loans; Financial need not necessary for unsubsidized loans	The current rate of interest is 3.5% for subsidized loans and 6.8% for unsubsidized loans made to under-graduate students; The federal government pays interest on subsidized loans during school and certain other periods; the borrower pays all interest on unsubsidized loans	Lender is the U.S. Department of Education; Repay the loan directly to the DOE; Between 10 and 25 years to repay, depending on amount owed and type of repayment plan selected

Loan Program	Eligibility	Award Amounts	Interest Rates	Lender/ Length of Payment
Direct PLUS Loans	Parents of dependant undergraduate students enrolled at least ½ time. Borrower must not have negative credit history.	Student's Cost of Attendance (COA) –family contribution (EFC) –other aid received by the student=maximum loan amount that can be borrowed by parents	Fixed rate at 8.5% for loans first disbursed on or after July 1, 2006; borrower pays all interest	Same as for Direct Stafford Loans above

Scholarship Information

Colston Hall, Room 528

(718) 289-5903

Yvonne.Erazo@bcc.cuny.edu

As part of financial aid the Bronx Center for Scholarship Information assists students with scholarship research and applications; essay writing skills, resumes and professional letters to help offset the costs of college.

For information about scholarships and awards please visit Colston Hall, room 528; <http://www.bcc.cuny.edu/CollegeCatalog/>

HEALTH SERVICES

Ms. Melissa Kirk

Director of Student Life/Health Services (718) 289-5858

Melissa.Kirk@bcc.cuny.edu

Loew Hall, room 101

Office hours:

Monday – Thursday: 9a.m. to 7p.m.

Friday: 9 a.m. to 5 p.m.

The Office of Health Services provides health education and referrals to BCC's diverse student body. The office sponsors numerous health programs and events throughout the year. Services offered on a walk-in basis include physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as needed. Referrals to community resources are also provided (see chart that follows).

Over-the-counter medications are available upon request. HIV screening is offered once a week through a local community health organization. Free immunizations include measles, mumps and rubella, HPV, Hepatitis B and flu vaccine. For information regarding CUNY student health options, visit the following CUNY web site: <http://web.cuny.edu/administration/sa/services/student-health.html>

Under Public Health Law 2165, all matriculated students born after January 1, 1957 must show proof of immunity to measles, mumps and rubella. Free immunizations are available during new student registration. Under Public Health Law 2167 all students must be given information about meningococcal meningitis and the benefits of vaccine.

By law, all student information is confidential and released only with the student's signed consent.

COMMUNITY HEALTH RESOURCES

AIDS Hotline	800-541-2437
Alcoholics Anonymous	212-647-1680
American Lung Association	212-889-3370
American Cancer Society	800-227-2345
Child Abuse & Treatment	800-342-3720
Citizenship Now! (CUNY)	646-344-7245
Cocaine Anonymous	212-262-2463
Crime Victims Services	212-577-7777/ 800-621-4673
Dental Insurance	212-305-0763
Domestic Violence	800-621-4673
Eviction Prevention	877-472-8411
Food Assistance	877-472-8411
Gay Men's Health Crisis	212-367-1000
Health Insurance Plans	212-501-4444 (GHI-CUNY) 212-998-9870 (NYU Insurance)
Jewish Board of Family & Children Services	718-931-4045
Lead Poisoning	212-226-5323
Mayor's Hotline	311
Medicaid Choice	800-505-5678
Narcotics Anonymous	212-929-6262
National Alliance for the Mentally Ill	800-950-FACT/3228
Ovarian Cancer Hotline	212-719-1204
Poison Control	212-764-7667
Protestant Welfare Agencies	212-777-4800
Rape Hotline	212-267-7273
Sexually Transmitted Infections	212-788-4423
Suicide Crisis Line (24 hours)	800-SUICIDE/784-2433
Tuberculosis Treatment	212-368-4500
Welfare Rights Initiative	212-650-3592

INTERNATIONAL STUDENTS

Ms. Martha Charles-Glenn, International Student Advisor

Loew Hall, 219 (718) 289-5921

Martha.Charles-glenn@bcc.cuny.edu

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

- o visa applications and immigration related matters;
- o cross-cultural orientation and adjustment;
- o success in the U.S. academic environment;
- o understanding and following University regulations;
- o using University services;
- o complying with federal law concerning temporary-visa holders;
- o referrals to community resources;
- o emergency situations involving international students.

Staff 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. In collaboration with these offices, OISS staff advocates for student concerns and needs.

PSYCHOLOGICAL SERVICES

Loew Hall, Room 216 (718) 289-5223

Psychological Services offers *free* and *confidential* assistance to all registered students to support their academic success, emotional well-being and personal growth. Counselors provide short-term individual and group counseling to help students work through personal, family and relationship issues. Other services include crisis intervention, educational workshops and referrals for long-term counseling and for a wide range of community services.

If you would like more information or to schedule an appointment with a counselor, our office is located in Room 216 in Loew Hall or we can be reached by phone at 718.289.5223.

Our hours are as follows while school is in session (contact the office for inter-session and summer schedules):

Monday - Wednesday 9:00 am – 7:00 pm

Thursday 9:00 am – 5:00 pm

Friday 9:00 am – 5:00 pm

PUBLIC SAFETY

Mr. James Verdicchio, Campus Security Director

Loew Hall, 507 (718) 289-5922

James.Verdicchio@bcc.cuny.edu

The Department of Public Safety consists of peace officers who patrol all campus and off-campus locations on a 24-hour, seven-days-a-week schedule. The Public Safety office is located on the fifth floor of Loew Hall. The Department maintains a 24 hour emergency operator and responds to all emergencies on campus. The College's emergency number is (718) 289-5911.

Crime Statistics

The Advisory Committee on Campus Safety will provide, on request, all campus crime statistics as reported to the United States Department of Education. To access campus crime statistics, please visit the USDOE website at <http://opaed.gov/security/>

You may also contact the Director of Public Safety at Bronx Community College at (718) 289-5923.

Individuals requesting campus crime statistics will be mailed a hard copy within ten days of the request and that information will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).

SPEECH LAB

Dr. Joël Magloire, CCC-SLP, Speech-Language Pathologist
Colston Hall, Room 736 (718) 289-5758
Joel.Magloire@bcc.cuny.edu

The Communication Arts and Sciences Department has a Speech Laboratory which helps students achieve oral intelligibility, strengthen aural comprehension, improve speech production patterns for business and professional use, and improve communication competence for vocational, recreational and relational use. The Speech Lab is designed to provide self-directed and self-monitored instruction, with the assistance of peer tutors, in the oral production of English. Students typically work on their production of consonants, word pronunciation, use of tense and intonation. The Speech Lab is open Monday through Friday, with evening hours available.

SHUTTLE BUS

A free shuttle bus service provides evening students with transportation from Meister Hall to several subway and bus lines beyond the campus. The shuttle takes students to locations on Jerome Avenue stopping at three train stations along the #4 line: Burnside; 183rd and Fordham Road. During the fall semester, the hours of operation are Monday through Thursday from 4:30-10:30pm when classes are in session. During the spring semester, the hours of operation are Monday through Thursday from 5:30-10:30pm when classes are in session. Student activity fees cover the cost of this service.

STUDENT LIFE

Ms. Melissa Kirk, Director (718) 289-5193
Mr. Manny Lopez, Assistant Director (718) 289-5962
Ms. Audrey Rose-Glenn, Assistant Director (718) 289-3535
Ms. Kimberly Roberts, Assistant Director (718) 289-3732
Ms. Regina Smith, Office Manager (718) 289-5201

Brown Student Center, rooms: 102, 302, 309

Melissa.Kirk@bcc.cuny.edu

Manny.Lopez@bcc.cuny.edu

Audrey.Rose-glenn@bcc.cuny.edu

Kimberly.Roberts02@bcc.cuny.edu

Website: www.bcc.cuny.edu/studentlife

Facebook: www.facebook.com/bccstudentlife

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 Multicultural office work collaboratively for the benefit of students and the campus community.

Emerging Leaders Program/LEAD

LEAD is a comprehensive leadership program designed to provide valuable opportunities for students to develop, learn and practice a variety of leadership skills. Through facilitated workshops, seminars, experiential activities and community outreach projects, students will become prepared to assume leadership roles on campus, in their community and in their careers. The program is open to all students, but developed specifically for first-year students. For more information, contact Audrey Rose-Glenn, assistant director, New Student Leadership Programs, in RBSC 302 or at 718.289.3535 or audrey.rose-glenn@bcc.cuny.edu.

Office of Multicultural Affairs

The Office of Multicultural Affairs (OMA) provides a space for students from all backgrounds to meet, explore and discuss issues of race, gender, sexual orientation, and culture. The Center's programs and events promote a diverse and inclusive campus experience. Our mission is to compliment the out of classroom curriculum by giving students an opportunity to develop intercultural competencies necessary to succeed in a diverse world. For more information, visit the OMA Office in RBSC 102 or call 718.289.3417 or email Kimberly.Roberts02@bcc.cuny.edu.

Clubs and Student Organizations

The Inter-Organizational Council (IOC) is the representative body that deals with the welfare and governance of all student clubs and college-wide organizations except the Student Government Association. The IOC is comprised of one student from each chartered club, organization and honor society.

There are over thirty 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. Students who participate can explore academic programs and majors, develop leadership skills, practice team-work, build cross-cultural appreciation, and provide community service.

For more information, visit the IOC Office in RBSC 309, call (718) 289-5201 or email Manny.Lopez@bcc.cuny.edu. You may also visit our web site at www.bcc.cuny.edu/studentlife.

Honor Societies:

Alpha Beta Gamma

Mr. Elsworth Brown, Advisor

Meister Hall, Room G08 (718) 289-5585

Elsworth.Brown@bcc.cuny.edu

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 attained a 3.0 GPA both in business courses and overall.

Chi Alpha Epsilon

Mrs. Cassandra Bellabe-Rosemberg, **Advisor**

Loew Hall, Room 403 (718) 289-5460

Cassandra.Bellabe@bcc.cuny.edu

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

Ms. Yvonne Erazo, Advisor

CO 528

(718) 289-5903

Yvonne.Erazo@bcc.cuny.edu

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 an annual induction ceremony each spring.

Tau Alpha Pi

Ms. Karen Registe and Professor Hamad Khan

Carl J. Polowczyk Hall, Room 116 (718) 289-5379

Hamad.Khan@bcc.cuny.edu

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.

New York Public Interest Research Group (NYPIRG)

Armando Chapelliquen, Project Coordinator

Meister Hall, Room 214

(718) 289-5409

Achappelliquen@nypirg.org

The Bronx Community College chapter of a statewide student directed organization concerned with environmental preservation, consumer protection, and social justice. For more information, visit www.nypirg.org.

Roscoe Brown Student Center

The 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, conference room, club offices and the Barnes & Noble bookstore.

Please note that the Brown Student Center is currently under renovation. Current access to these facilities is based on construction schedule.

Student Government Association (SGA)

Meister Hall, Rooms 209, 212, 214 (718) 289-5597

Glendalys Salgado, President

(718) 289-5853

Glendalys.Salgado@stu.bcc.cuny.edu

The Student Government Association represents the student body working cooperatively for students' welfare through its executive board. The organization upholds and protects the rights of all BCC students on campus. All students on SGA hold senatorial seats and participate in all College Senate activities.

Student Publications & Media

The Communicator is Bronx Community College's campus newspaper. We are committed to showcasing the voices and talents of BCC students. We are not just on the lookout for new writers, but students interested in ad sales, marketing, and web design. Whether you write poetry or source code, we want you on board! We accept submissions of news articles, editorials, responses to items featured in the paper, poetry, prose fiction, and original art. Curious? Do stop by Colston 605A or send us email at communipaper@gmail.com for more information.

The views expressed in by-lined articles and in published letters are solely those of the writer, and they do not necessarily represent the view of *The Communicator*. We reserve the right to edit any article or letter submitted due to space considerations. We reserve the right to refuse publication to any article or letter due to space considerations as well as those articles or letters deemed inappropriate because of profane language, non-verification problems, or slander. No article or letter will be published unless the author submits his or her name, email address, and telephone number.

STUDENT PARKING

Student parking is located on Hall of Fame Terrace, across the street from the main entrance to the College. The student parking lot is open from 7:00am to 10:30pm, Monday through Friday, when classes are in session. There are no assigned spaces – parking is first-come, first-served. Applications for student parking are available in the Bursar’s Office, Colston Hall (entry level).

Student decals are sold on a semester basis at the Bursar’s Office beginning on the first day of each registration/validation period. There are three decal categories for students during the Fall/Spring semesters, one type of decal for the summer, and one decal for winter intersession:

Decal Type	Decal Cost	Parking Hours
Day & Evening Decal	\$55	Parking between the hours of 7:00am and 10:30pm
Day Decal	\$38	Parking between the hours of 7:00am and 3:30pm
Evening Decal	\$35	Parking between the hours of 3:30pm and 10:30pm
Summer Decal	\$25	Parking between the hours of 7:00am and 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:

1. BCC registration receipt
2. Bursar’s receipt
3. BCC ID card *validated for that semester*

If students attain another vehicle that replaces the one to which they affixed that semester’s parking permit, in order to obtain a replacement pass, they must: (1) remove the decal to the best of their ability and return it to the Bursar’s Office (2) complete a new application form and (3) pay a \$10 fee. All parking fees are non-refundable.

TUITION AND FEES

All tuition and fee schedules are necessarily subject to change without notice at any time upon action by CUNY, regardless of the tuition and fee schedules in effect at the time of pre-registration. The following tuition schedule is effective fall 2013.

Type of Student	NYS Residents	Out-of-State Residents
Full-time students at Community Colleges	\$4,200 per year	\$280 per credit
Part-time students at Community Colleges	\$180 per credit	\$280 per credit

Fees – Undergraduate

Technology Fee	Paid by each student to help improve computer services in the colleges. Full-time students pay \$100 per semester and part-time students pay \$50 per semester.
Activity Fee	Funds paid by each student to support student clubs, student government, various campus services, and a variety of student activities. These range from approximately \$55 to \$124 per semester for full-time students. Fees are prorated for part-time students.
Consolidated Service Fee	\$15 per semester

Estimated Related Costs – Undergraduate

Expense	Students Living at Home (Dependent)	Students Living Away From Home (Independent)
Books & Supplies	\$ 1,180	\$ 1,180
Transportation	\$ 986	\$ 986
Food Allowance	\$ 1,006	\$ 2,982
Personal Expenses	\$1,744	\$3,838
Room and Board (Colleges with housing)	\$1, 656	\$7,920
Total	\$ 6,572	\$16,906

Refund of Tuition and Other Fees

Fees are not refunded unless a course is withdrawn by the College. Under exceptional circumstances, and upon approval of a written application made to the Registrar, a refund of only tuition fees may be made in accordance with the following principles:

A full refund of tuition and Association Fees (where applicable) will be made in the event that courses are canceled by the College or the student's registration is canceled by the College.

On a case by case basis, refunds that are provided from requests for accommodation based on medical need (including pregnancy) must be reviewed by the Offices of the Bursar, Financial Aid and Registrar to evaluate if your current (and future) status affects your payments, financial aid and registration.

Military Refunds

Special Military Refund regulations apply to students who enlist or are called to serve in the military services of the United States, as well as those who serve with VISTA or the Peace Corps. Military service must be documented with a copy of induction or military orders. In order to obtain a grade and full academic credits, a student must attend approximately 13 weeks. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.

In instances where students who have enlisted in military service and do not attend for a sufficient time to qualify for a grade and full academic credit but continue in attendance to within two weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following schedule:

Withdrawal before completion of the Fourth week of the semester	100%
Withdrawal after this date	50%

VETERANS AFFAIRS RESOURCE CENTER

Coordinator: Ms. Betsy C. Montañez

Loew Hall 114

(718) 289-5447

Betsy.Montanez@bcc.cuny.edu

veterans@bcc.cuny.edu

<http://www.cuny.edu/about/resources/veterans.html>

The Veterans Affairs Resource Center (VARC) provides services for Veteran students and current service members enrolled at Bronx Community College. From application to graduation, VARC takes a proactive approach to the educational process and helps students connect with 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.

WHERE TO GO FOR WHAT

INFORMATION	DEPARTMENT/OFFICE	ROOM	PHONE #
Academic Advising	Academic Success Center, General Counseling	SA 2nd floor LO 432	718-289-5401 718-289-5868
Academic Probation	Academic Success Center	SA 2nd floor	718-289-5401
Admissions	Admissions Office	LO 224	718-289-5888
Books: New, Used, Rental	B & N Bookstore	RBSC 211	718-220-4695
Bulletin Board Posting	Office of Student Life	RBSC 309	718-289-5194
Bursar (pay for classes)	Bursar's Office	CO Main	718-289-5617
Career Services	Career & Transfer Services	LO 330	718-289-5908
Change of Address	Registrar's Office	CO 513	718-289-5710
Change of Curriculum	Registrar's Office	CO 513	718-289-5710
Child Care	Early Childhood Center	Children's Center	718-563-5437
Clubs & Organizations	Student Life/IOC	RBSC 309	718-289-5962
Co-Curricular Programs	Office of Student Life	RBSC 309	718-289-5194
Computer Access	Computer Labs	Various	See Academic Computing section
Counseling	General Counseling, Psychological Services	LO 432 209/210/ 212/213	718-289-5868 718-289-5874 /5813/5727
Continuing Education	Continuing and Professional Studies	GU 334C PH 14	718-289-5173 718-289-5170
Disability Student Services	Disability Services	LO 213	718-289-5874
Emergencies	Public Safety	LO 505	718-289-5923 /5911

INFORMATION	DEPARTMENT/OFFICE	ROOM	PHONE #
Financial Aid	Financial Aid Office	CO 504	718-289-5700
General Information	Office of Student Life	ME 202	718-289-5195
Graduation Application	Registrar's Office	CO 513	718-289-5710
Honors Program	Honors Program	CO 342	718-289-5437
Health Services	Health Services Office	LO 101	718-289-5858
Internships	Career & Transfer Services	LO 330	718-289-5908
ID Cards	ID Room/Public Safety	Co Main	718-289-5009
Job Postings	Career & Transfer Services, Human Resources, http://web.cuny.edu/jobs/ student-jobs.html	LO 330 SH 104	718-289-5908 718-289-5119
Leadership Opportunities	Office of Student Life	RBSC 301	718-289-3535
Learning Resources	Library & Learning Center	NL Main	718-289-5439
Library Circulation Desk	Library Information	NL Main	718-289-5441
Lost and Found	Public Safety	LO 505	718-289-5923
Parking Information	Bursar's Office	CO Main	718-289-5617
Part-Time Jobs on Campus	Financial Aid / Federal Work Study Office	CO 504	718-289-5700
President of the College	Office of the President	LH 27	718-289-5151
Psychological Services	Psychological Services	LO 210/212	718-289-5873 /5727
Refunds	Bursar's Office	CO Main	718-289-5617
Registration for Classes	CUNYfirst System		www.bcc.cuny.edu
Scholarships	Financial Aid	CO 528	718-289-5903
Study Abroad	Study Abroad Program	GML 26/A1	718-289-5165
Student Government	Student Government Office	ME 209, 212, 214	718-289-5597
Student Life	Office of Student Life	RBSC 309	718-289-5194
Testing Center	Testing Office	CO 711	718-289-5760
Transcripts	Registrar's Office	CO 513	718-289-5710
Transfer Information	Career & Transfer Services	LO 330	718-289-5933
Veterans Information	Veterans' Affairs	CO 527	718-289-5710
Work Study Information	Financial Aid Office	CO 504	718-289-5700

POLICIES AND PROCEDURES

ACADEMIC ADVISEMENT

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

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

ACADEMIC APPEALS

Students may appeal their probationary or suspension status to Ms. Monique Fortune (Sage Hall, 2nd floor), Appeals Agent of the Committee on Academic Standing (CAS). These appeals are intended for students who have WU grades that could be converted to W grades, or for students who have poor academic grades that are older than 7 years and who have shown academic progress seven years after those grades were earned. FIN and FAB grades are resolved with the instructor who issued the grades. Usually, a student has 10 weeks into the semester following the semester in which the grade was given to resolve the INC or ABS grade, but an instructor may file an extension form to allow a student more time.

AFFIRMATIVE ACTION, COMPLIANCE AND DIVERSITY

Jesenia Minier-Delgado, Chief Diversity Officer

Language Hall, Room 31

Jesenia.Minier-delgado@bcc.cuny.edu (718) 289-5100, ext. 3494

Raymond Gonzalez, Affirmative Action Specialist

Language Hall, Room 31

Raymond.Gonzalez@bcc.cuny.edu (718) 289-5100, ext. 3494

<http://www.bcc.cuny.edu/Affirmative-Action/>

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:

- Developing and disseminating the college's Affirmative Action Plan;
- Monitoring all employment-related actions to prevent discrimination from occurring, or to detect and eliminate the action;
- Monitoring all hiring searches to broaden applicant pools of qualified candidates for job categories in the workforce. The BCC Recruitment Guide (originated from the CUNY Faculty and Staff Search Guide drafted in February 7, 2013) is used when employment opportunities exist on campus. *In certain instances, students are invited to serve on executive level hiring searches;*
- Monitoring all efforts to employ, advance in employment, and otherwise treat qualified disabled individuals, disabled veterans, Vietnam era veterans, armed forces service medal veterans, other protected veterans, and recently and newly separated veterans without discrimination based upon their disability or veteran's status in all employment practices;
- Recommend and monitor the attainment of faculty and staff employment goals;
- Monitoring all campus requests for reasonable accommodation;
- Ensuring reasonable access and participation for students, employees and faculty to campus educational activities, programs and facilities;

- Handles both informal resolutions and internal charge of discrimination complaints;
- Provide training on affirmative action/equal opportunity, diversity awareness and issues of sexual harassment; and lastly,
- Fostering 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:

- 1) 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.
- 2) 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.
- 3) 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:

- The Office of Student Affairs – (718) 289-5864/5278
- The Student Ombudsperson – (718) 289-5697 (see page 27)
- The Office of Affirmative Action, Compliance and Diversity (see above listed)

In addition, 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.

BRONX COMMUNITY COLLEGE STUDENT CONDUCT

To ensure the continuance and enhancement of the positive image and reputation of all members of the College community, in the interest of promoting student and faculty welfare at the College, and the safety and security of our entire College community, the following Code of Behavior is in effect.

Behaviors which constitute potential student conduct violations:

1. 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
2. Possession of any instrument or material which can be used and is intended to inflict bodily harm or damage upon a building or the grounds of the University or College

3. 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 prescription¹)
4. Possession, distribution, use, or consumption of alcoholic beverages on campus, except for the lawful² consumption of beer and/or wine at special events sponsored by chartered student groups under the supervision of a faculty adviser with prior approval of the Vice President of Student Development
5. Hazing via any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of any item for the purpose of initiation into or affiliation with any organization
6. Disorderly or indecent conduct on University or College-owned or -controlled property
7. Gambling
8. 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
9. 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)
10. Failure to comply with lawful directions issued by representatives of the University or College when those representatives are acting in an official capacity
11. 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
12. Theft from or damage to University or College premises or property or the property of any person on the University or College premises
13. Physical, verbal, or other abuse of a member of the academic community or invited guest
14. Use of language or taking action reasonably likely to provoke or encourage physical violence by demonstrators, those being demonstrated against, or spectators of a demonstration

To read the Campus Behavior Code in its entirety please access the BCC College catalog at the following website.

<http://www.bcc.cuny.edu/College-Catalog/>

COMPUTER RESOURCES ACCEPTABLE USE POLICY

This policy incorporates and supplements the CUNY Computer User Responsibilities found at www.cuny.edu/abtcuny/policies/comp_user.html. As part of the physical and social learning infrastructure, Bronx Community College and The City University of New York acquire, develop and maintain computers, computer systems and networks. At the College these computer resources are intended for College-related purposes, including direct and indirect support of the College's education, research and public service missions; of College administrative functions; of student and College life activities; and of the free exchange of ideas among members of the College community and between the College community and other communities. This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all users of those resources, whether on campus or from remote locations.

To read the Computer Resources Acceptable Use Policy in its entirety please access the BCC College catalog at the following website.

<http://www.bcc.cuny.edu/College-Catalog/>

¹ Marijuana usage in the State of New York has not been legalized.
² The legal age for consumption of alcoholic beverages is 21.

COLLEGE E-MAIL POLICY

E-mail is one of Bronx Community College's core internal and external communication methods. The purpose of this policy is to ensure that e-mail systems used by College students, faculty and staff support the College's education, research and public service missions to the fullest extent. This policy advises all users of the College e-mail system of their responsibilities and provides guidance in managing information communicated by email. This policy incorporates and supplements the CUNY Computer User Responsibilities found at www.cuny.edu/abtcuny/policies/comp_user.html.

To read the College E-mail Policy in its entirety please access the BCC College catalog at the following website.

<http://www.bcc.cuny.edu/College-Catalog/>

CUNY POLICY ON 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.

Behaviors which constitute potential academic integrity violations:

- Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.
- Plagiarism is the act of presenting another person's ideas, research or writing as your own.
- Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her work over another student, or an action by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student.
- Falsification of Records and Official Documentation Examples 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.

To read the CUNY Policy on Academic Integrity in its entirety please access the CUNY website at the following web address:

http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.3/text/#Navigation_Location

CUNY STUDENT COMPLAINT PROCEDURE

Procedures for handling Student complaints about faculty conduct in academic settings

The University and its Colleges have a variety of procedures for dealing with student-related issues. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

To read the CUNY Student Complaint Procedure in its entirety please access the CUNY website at the following web address:

http://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf

STUDENT OMBUDSPERSON

Professor Randi Shane

Colston Hall 314-A

Randi.Shane@bcc.cuny.edu

(718) 289-5697

Office hours: Monday 11am-12 pm; Tuesday 9-10 am, 11 am-12 pm and by appointment.

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; in particular, 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.

CUNY POLICIES AND PROCEDURES FOR EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AGAINST SEXUAL HARASSMENT

The City University of New York (“University or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University. It is the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the University’s Policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, or for students, employees and faculty who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or for cooperating with an investigation of a formal discrimination complaint.

To read the CUNY policies and procedures in its entirety, please access the Office of Affirmative Action, Compliance and Diversity webpage.

[http://www.bcc.cuny.edu/AffirmativeAction/documents/CUNY_EEO_AA_SH_Policy_Statement_\(rev.2.07.2013\).pdf](http://www.bcc.cuny.edu/AffirmativeAction/documents/CUNY_EEO_AA_SH_Policy_Statement_(rev.2.07.2013).pdf)

CUNY POLICY ON 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-Conditions>

CUNY NON-SMOKING POLICY

The following shall be prohibited at the City University of New York: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes.

To read the CUNY policy in its entirety, please access the Healthy CUNY website at:

<http://www.cuny.edu/about/resources/healthycuny/tobaccofreecuny/DevelopmentofTobaccoFreePolicy.html>

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

To read FERPA in its entirety please access the U.S. Department of Education website at the following web address:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

GAINFUL EMPLOYMENT

The Department of Education has issued rules regarding Gainful Employment. All institutions of higher education that offer one year certificate programs are required to disclose the following information pertaining to employability and costs on all certificate programs:

1. On-time graduation rates
2. Estimated cost of the program including books and fees
3. Placement rate for students completing the program
4. Median loan debt incurred by students who have completed the program
5. Potential occupational careers

1. On Time Graduations rates:

Time from Admit to Graduation, Spring 2010 and Summer 2010 Graduates

College Program Code	Program Title	Number of graduates	Average number of Months from Admit to Graduation
003	LPN-Licensed Practical Nurse	3	55.96 (4.7 years)
004	Animal Care Management	1	27.96 (2.3 years)
009	Auto Mechanics	4	26.21 (2.2 years)
010	Paralegal Studies	4	27.71 (2.3 years)
275	Assistant of Children with Special Needs	1	44.96 (3.7 years)
075	Bilingual Early Childhood Assistant	0	N/A*
175	Early Childhood Assistant	0	N/A*

*N/A – No graduates during the designated time frame.

2. Estimated Cost for Program per year including books and fees - 2013-2014**

Expense	Students Living with Parent (Dependent)	Student Living Away from Parent (Independent)
Tuition and Fees	\$ 4,200	\$ 4,200
Books and Supplies	\$ 1,248	\$ 1,248
Transportation	\$ 1,020	\$ 1,020
Food Allowance	\$ 1,148	\$ 1,148
Personal Expense	\$ 1,776	\$ 1,776
Room and Board (colleges with housing)	\$1,918	\$10,386
Total	\$9,387	\$17,855

Independent students who are married or who support additional dependents will incur additional expenses. More detailed information related to student costs is available by contacting the Financial Aid Office, Room 504 in Colston Hall.

**Expenses are adjusted annually by the Office of Student Financial Aid, Central Office (OSFA) based on the “cost of living”.

3. PLACEMENT RATE FOR STUDENTS COMPLETING THE PROGRAM: Employment Survey Results Six Months after Graduation, 2000 to 2009 Certificate Respondents:

College Program Code	Program Title	Number of respondents	Number Employed in job related to Program	% Employed in job related to Program
003	LPN-Licensed Practical Nurse	6	5	83.3%
004	Animal Care Management	3	2	66.7%
009	Auto Mechanics	6	1	16.7%
075	Bilingual Early Childhood Assistant			
175	Early Childhood Assistant			
010	Paralegal Studies	2	1	50.0%
275	Assistant of Children with Special Needs	1	1	100.0%

4. Median Loan Debt

For confidentiality reasons, we do not provide the median loan debt for programs with less than 10 graduates.

5. Potential Occupational Careers

Bronx Community College Gainful Employment Certificate Programs

Certificate Program	Occupations
Animal Care and Management	<p>Graduates may become animal care and service workers employed as nonfarm animal caretakers or animal trainers. Nonfarm animal caretakers often work in boarding kennels, animal shelters, rescue leagues, stables, grooming shops, pet stores, animal hospitals, and veterinary offices. Animal caretakers also work for animal humane societies, racing stables, dog and horse racetrack operators, zoos, theme parks, circuses, and other amusement and recreation services.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/animal_care_management_certificate.pdf</p>

Certificate Program	Occupations
<p>Assistant of Children with Special Needs</p> <p>This program prepares students to meet the requirements leading to a Child Development Associate (CDA) credential in a “Special Education” child development setting.</p>	<p>Graduates may be employed in child day care centers; pre-school programs; nursing and residential care facilities; amusement and recreation industries; civic and social organizations; individual and family services or private households.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/assistant_of_children_w_special_needs_certificate.pdf</p>
<p>Automotive Mechanic</p> <p>Upon successful completion of the required coursework and relevant experience, students are eligible to sit for the National Automotive Technicians Education Foundation / ASE Certification in the following areas:</p> <ul style="list-style-type: none"> • Automatic Transmission & Transaxle • Brakes, CNG Maintenance • Electrical/Electronic Systems • Engine Performance • Engine Repair • Heating and Air Conditioning • Manual Drive Train & Axles • Suspension & Steering 	<p>Graduates may be employed as automotive service technicians and mechanics, working in automotive repair and maintenance shops and automobile dealers. In addition, they may work in automotive parts, accessories, and tire stores; gasoline stations; automotive equipment rental and leasing companies; federal, state, and local governments and other organizations; or work self-employed for installation, maintenance, and repair.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/automotive_mechanics_certificate.pdf</p>
<p>Bilingual Early Childhood Assistant</p> <p>The Bilingual Early Childhood Assistant Certificate Program prepares students to meet the requirements leading to a Bilingual Specialization of the Child Development Associate (CDA) credential (issued by the national credentialing agency, the Council for Early Childhood Professional Recognition).</p>	<p>Graduates may be employed in child day care centers; educational services; nursing and residential care facilities; amusement and recreation industries; civic and social organizations; individual and family services or private households.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/bilingual_early_childhood_assistant_certificate.pdf</p>
<p>Early Childhood Assistant</p> <p>The Early Childhood Care Assistant Certificate Program prepares students to meet the requirements established by the National Council for Professional Recognition. This leads to the Child Development Associate (CDA) credential in a center based infant/toddler setting or a family care setting.</p>	<p>Graduates may be employed as child care workers in child care centers; pre-school programs; nursing and residential care facilities; amusement and recreation industries; civic and social organizations; individual and family services or private households.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/early_childhood_assistant_certificate.pdf</p>

Certificate Program	Occupations
<p>Licensed Practical Nursing</p> <p>Upon successful completion of the required coursework, students are eligible to sit for the New York State National Council Licensure Examination for Practical Nurses (NCLEXPN).</p>	<p>Graduates who become licensed practical nurses may be employed in hospitals; nursing care facilities; offices of physicians; home healthcare services; employment services; residential care facilities; community care facilities for the elderly; outpatient care centers; and federal, state, and local government agencies.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/lpn_certificate.pdf</p>
<p>Paralegal Studies</p>	<p>Graduates may be employed as paralegals and legal assistants in private law firms; corporate legal departments and various levels of government. Within the federal government, this may include the U.S. Department of Justice, the Social Security Administration and the U.S. Department of the Treasury. Some paralegals may own their own businesses and work as freelance legal assistants, contracting their services to attorneys or corporate legal departments.</p> <p>http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/paralegal_certificate.pdf</p>

If you seek additional information about any of these programs, please contact Edwin Roman at Edwin.roman@bcc.cuny.edu, or (718) 289-5459.

GENERAL EDUCATION AT BCC

Students who graduate from Bronx Community College fulfill New York State Education Department (SED) requirements for courses in the liberal arts and sciences in four subject areas: humanities, social sciences, mathematics and natural sciences. Each BCC program meets the percentage of liberal arts and science credits that SED requires for associate degrees:

Associate in Arts (AA)	45 credits (3/4 of total coursework)
Associate in Sciences (AS)	30 credits (1/2 of total coursework)
Associate in Applied Sciences (AAS)	20 credits (1/3 of total coursework)

Effective in the **Fall 2013** semester, every entering student as well as any student who has been away for more than one semester will be required to complete a general education Common Core requirement in a CUNY college. According to recommendations by a CUNY Pathways Task Force to the Chancellor dated December 11, 2011,

“General education at the City University of New York (CUNY) should provide students with well-rounded knowledge, a critical appreciation of the diverse cultural and intellectual traditions, an interest in relating the past to the complex world in which they live today, and the ability to help society create a fresh and enlightened future. General education allows students to explore knowledge from various perspectives and to develop their critical abilities to read, write and use language and other symbol systems effectively and creatively. It must also develop students’ intellectual curiosity and commitment to lifelong learning.”

New students enrolled in AA and in AS programs must complete the 30-credit Common Core requirement. New students enrolled in AAS degree programs must complete at least 20 credits of the Common Core. The Common Core consists of three fundamental areas in a Required Core and 5 thematic areas in a Flexible Core. The course and credit requirements in each of the core areas are listed below:

Required Core

- English Composition – (2 courses/ 6 credits)
- Mathematical and Quantitative Reasoning – (1 course / 3 or 4 credits)
- Life and Physical Sciences – (1 course/ 3 or 4 credits)

Flexible Core

- World Cultures and Global Issues – (1 course/ 3 credits)
- U.S. Experience in its Diversity – (1 course/ 3 credits)
- Creative Expression – (course/ 3 credits)
- Individual and Society – (1 course/ 3 credits)
- Scientific World – (1 course/ 3 or 4 credits)
- One additional course from any of the areas above – (1 course/3 or 4 credits)

Students must complete at least one course from each area of the Flexible Core for a total of six courses. Students may select from among several courses offered in a Common Core area to fulfill the area requirement. Once a student has met a Common Core area requirement at BCC, that requirement will have been completed at any other CUNY college upon transfer. Conversely, if a student transfers into BCC from another CUNY college and has fulfilled a Common Core area, the requirement will also have been completed at BCC. There are certain science and mathematics courses that cannot be replaced to fulfill a Common Core area requirement in specific majors upon transfer to BCC. Transfer students must consult with the appropriate academic department if they have questions about the transfer credit of a particular course that they have taken prior to entering BCC. For specific information about the Pathways Common Core requirement for a specific program, consult the Pathways webpage, <http://www.bcc.cuny.edu/Pathways/>.

Upon completion of their degrees, students who transfer to a senior college in CUNY must complete an additional six to 12 College Option general education requirement. The number of College Option credits to be completed is based on whether students have graduated from their associate degree programs and which type of degree they have obtained.



GRADES

Mid-Term and Final Grades

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

The following grades may be assigned by instructors:

Grade	% Equivalent	GPA - Value Point
A+	97-100	4
A	93-96.9	4
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9 Average	2.0
C-	70-72.9 Below Average	1.7
D+	67-69.9 Below Average	1.3
D	63-66.9 Below Average	1.0
D-	60-62.9 Below Average	0.7
F**	0-59.9 Failing	0.0
R*	Repeat	0.0

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

**F Grade Policy

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

Special Grades

J or W	Officially withdrew from course. No penalty.
H or WU	Withdrew unofficially and/or Excessive Absence. No penalty.
NC	Grade received prior to fall 1996
G or WF	Withdrew failing or student was dropped for poor scholarship.
WA	Applied to students who are excluded from classes for non-compliance with immunization regulations
U or AUD	Audit -- course not taken for credit or grade.
NC	Received at the end of fall 1976 semester or after. Official withdrawal from all courses. Leave of absence granted. No penalty.

WN	Withdraw unofficially and never attended
P	Passing grade but carries no quality points. Still, credits are counted toward graduation.

Temporary Grades

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

GRADUATION

To Apply for Graduation

Students file as a “Candidate for Degree” in the start of the semester they expect to graduate. The candidate for degree card is available in the Registrar’s Office, Colston Hall, Room 513. Students who fail to submit a candidate degree card will not be evaluated for graduation purposes. The Diploma will be dated the semester that the degree is conferred, not necessarily the semester that the coursework was completed. *It is strongly recommended that students conduct a preliminary degree audit (Degree Solutions) at least two semesters before they expect to graduate.*

Bronx Community College will confer a degree upon a student who has completed all College requirements towards graduation. However, a student must also be in good standing with the College in order to graduate and receive a degree. Accordingly, a student who has completed all academic requirements will not be eligible to graduate or receive a degree until any outstanding financial balance or disciplinary matter against him/her has been resolved and any disciplinary penalty completed.

Graduation Requirements

To be considered for graduation at Bronx Community College, students must meet all graduation requirements.

1. Complete all the required courses in your chosen curriculum
2. Earn an overall academic index of at least C (2.0)
3. Pass the CUNY entrance/placement examinations
4. Complete two designated Writing Intensive (WI) courses

MULTIPLE DEGREES

A student may earn only one Associate in Arts (A.A.) degree. However, a student may earn multiple Associate in Science (A.S.) degrees, or multiple Associate in Applied Sciences (A.A.S.) degrees. A student may earn an A.A. degree and multiple A.S. degrees in areas in which the degrees are distinct and different.

For more information, consult the Codification of Academic Rules and Regulations available in the College Library and Registrar’s Office. Additional information is also available on the BCC web site at www.bcc.cuny.edu/codification.

PROBATION & ACADEMIC SUSPENSION

The Board of Trustees of The City University of New York has mandated that all students must meet minimum index standards to go to the next semester. Students who fail to achieve the required standards will be placed on probation. Students who fail to achieve those standards while on probation will be dropped from the City University.

Students may go to the Academic Success Center (Sage Hall, 2nd floor) for assistance. Special assistance, including advisement, tutoring and attending a required probation workshop, is provided for students on probation. Students on probation may retain eligibility for federal Title IV financial aid such as Pell, SEOG, and Perkins and Stafford Loans.

If a student is in academic difficulty, he/she should consult an advisor. For further information, please contact the Registrar's Office at (718) 289-5710.

Academic Standing Chart

Credits Attempted	Cumulative GPA Index	First Occurrence	Second Occurrence
12 credits or below	Below 1.5	Probation (7 credits/equated credits max)	Suspension (One-semester)
	1.5 – 1.99	Academic Warning (13 credits/equated credits max)	Academic Warning (13 credits/equated credits max)
13 - 24	Below 1.75	Probation (7 credits/equated credits max)	Suspension (One-semester)
	1.75 – 1.99	Academic Warning (13 credits/equated credits max)	Academic Warning (13credits/equated credits max)
25 and higher	Below 2.0	Probation (7 credits/equated credits max)	Suspension (One-semester)

Probation and Suspension Chart

Attempted Credits	First Occurrence = Probation	Second Occurrence = Suspension
12 or below	Below 1.5	Below 1.5
13 – 24	Below 1.75	Below 1.75
25 & higher	Below 2.0	Below 2.0

READMISSION

Students may not be readmitted until they have been separated from the College for at least one semester. Students who have been suspended must apply for readmission to the Committee on Academic Standing and show official documentation for the appeal. Students whose appeal for readmission from suspension is denied by the Committee on Academic Standing will have permanent academic suspension status.

After one or more semesters of absence from the College, a student must apply for readmission. There is a nominal fee to process readmission applications. Readmission applications are available in the Registrar's Office, Colston Hall, Room 513. Deadlines for the receipt of applications for readmission are: Fall Semester, August 15; Spring Semester, January 15; Summer Session, May 15.

SPECIAL PROGRAMS

ACCELERATED STUDY IN ASSOCIATE PROGRAMS (ASAP)

Mr. F. Javier Legasa, Director (718) 289-5166

Brown Annex, Room 101

Francisco.Legasa@bcc.cuny.edu

The Accelerated Study in Associate Programs (ASAP) provides enriched academic support for a select number of Bronx Community College students, majoring in Business Administration (AS, all options), Criminal Justice (AA), Community/School Health Education (AS), Dietetics and Nutrition (AS), Education Associate (AAS), Human Services (AAS), Liberal Arts (AA, all options), or Therapeutic Recreation (AS). Brown Annex is where most of the students' classes, review sessions, and study group sessions are held.

Students' schedules follow a structured course itinerary in the day with course review sessions that meet afterwards. During the first year in the program, ASAP students enroll in a two-course learning community, with additional courses scheduled around them to ensure a very compact schedule. ASAP students receive some financial benefits such as monthly Metro Cards, textbooks and tuition assistance for qualifying students. The ASAP academic advisors closely monitor student progress throughout the semester and through graduation. In addition, a Career and Employment Specialist helps interested students find part-time employment and possible internships while in school, providing ongoing guidance and advice on career development and job preparedness.

COLLEGE DISCOVERY PROGRAM

Cynthia Suarez-Espinal, Manager

Loew Hall, Room 401 (718) 289-5726

Cynthia.Suarez-Espinal@bcc.cuny.edu

The College Discovery Program is designed to provide a range of supportive services including orientation, tutoring services, and counseling services to ensure students' ability to succeed.

Students apply directly to The City University Office of Admission Services, and must satisfy certain economic eligibility criteria. Students that have previously attended college are not eligible to enter the CD Program, except transfers from the City University SEEK Program or other opportunity programs such as EOP and HEOP.

When admitted to the college, students are enrolled in the curriculum of their choice and encouraged to participate in co-curricular activities, including the College Discovery Club, College Discovery General Meeting, Honors Prep Program, Honors Awards Ceremony, and the BCC Freshman Convocation.

COLLEGE OPPORTUNITY TO PREPARE FOR EMPLOYMENT (C.O.P.E) PROGRAM

Ms. Barbara Martin, Director

Loew Hall, Room 106-A (718) 289-5863

Barbara.Martin@bcc.cuny.edu

The C.O.P.E. Program (College Opportunity to Prepare for Employment) is a collaboration between the City University of New York (C.U.N.Y.) and the City of New York Human Resources Administration (H.R.A.). The mission of C.O.P.E. is to provide job placement, academic advisement, child care referrals, personal counseling and HRA advocacy to BCC students who are currently receiving public assistance and meet HRA requirements. The COPE office is open daily from 9:00 a.m. – 6:00 p.m. and on Thursdays from 9:00 p.m. – 7:00 p.m. during the academic year.

COORDINATED UNDERGRADUATE EDUCATION (CUE)

Dr. Jason Finkelstein, Director of Academic Student Support Services

Sage Hall, Room 204

(718) 289-5138

Jason.Finkelstein@bcc.cuny.edu

Coordinated Undergraduate Education (CUE) Program consists of the following: Summer Success Program, January and June Workshops, and services for students in the Education / Reading Tutorial Laboratory and the English Writing Center.

Summer Success Program – free for first year students to assist them in completing required remedial courses so they can move more rapidly to their major coursework.

January / June Workshops – designed for students who need additional class time to pass remedial courses.

Students can talk to their academic advisor / counselor about these programs.

CUNY BACCALAUREATE PROGRAM

Mr. Octavio Melendez, Coordinator

Sage Hall, Room 223

(718) 289-5401

Octavio.Melendez@bcc.cuny.edu

The CUNY BA/BS Program is a university-wide degree program intended for self-directed, academically strong students who have well-formulated academic and career goals. Students may be able to earn up to 30 credits for non-classroom work, and half of these may be awarded for prior experiential learning. Although students in the program are matriculated at one CUNY college, they are free to take courses at any of the other CUNY colleges. Students who are admitted to the program develop an individualized area of specialization with guidance from a CUNY faculty mentor and also complete the program's liberal arts core and other degree requirements. To be eligible, students must have a clear academic goal and must have completed at least 15 college credits with a GPA of 2.50 or higher. Community college students may enroll and can complete their Associate's degree en route (or, if not intending to complete the Associate's, must transfer to a senior college by the time they reach 68 total credits). The CUNY BA and BS degrees are fully accredited and are awarded by The City University of New York rather than by an individual college. The program operates under the auspices of the CUNY Graduate School and University Center. Visit the website at: <http://cunyba.gc.cuny.edu/>.

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

Ms. Ellen Balleisen, Director (718) 289-5994

Ms. Marelin De Jesus, Office Manager (718) 289-5207

Havemeyer Lab, Room 202

Ellen.Balleisen@bcc.cuny.edu

Marelin.Dejesus@bcc.cuny.edu

This program is for entering freshmen who have already been admitted to a CUNY college and who need additional English language preparation. Students can spend an intensive period of time learning English before formally enrolling in college courses. The program operates on a 15-week semester, 25 hours a week, with day and evening sessions available. Due to the intensity of the language instruction, students do not take additional college coursework while they are attending the Language Immersion Program. Upon completion of the program, students begin their academic coursework at the college to which they have already been admitted. The program is divided into two semesters during the academic year and a shorter summer cycle. The length of time a student stays in the program depends on their level of English language proficiency at entry and the progress made toward proficiency.

CUNY START PROGRAM

Ms. Ellen Balleisen, Director (718) 289-5994

Ms. Kateh Esmaeli, Coordinator (718) 289-5226

Butler, Room 304

Ellen.Balleisen@bcc.cuny.edu

Kateh.Esmaeli@bcc.cuny.edu

CUNY Start provides intensive preparation in academic reading/writing, math, and “college success.” The program enrolls prospective CUNY students who have been accepted to college because they have a high school or GED diploma, but are not ready for college-level work based on their scores on the CUNY Assessment Tests.

Students who have enrolled in CUNY Start re-take the required CUNY Assessment Tests. Past students have shown significant skill gains when they re-test; many have bypassed required remedial coursework entirely.

CUNY STUDY ABROAD PROGRAMS

Professor Andrew Rowan, Acting Coordinator

Colston Hall, 612 (718) 289-5314

Andrew.Rowan@bcc.cuny.edu

The CUNY Study Abroad Programs allow students to study a wide variety of subjects, including languages, culture, music, international cinema, nursing and social services at universities in many countries in Europe, Africa, South America and Asia. Opportunities include study abroad for a semester, a year, or for four weeks during the summer. Students may also study for four weeks during January intersession. All credits earned will be applied towards CUNY degrees. Scholarships of up to \$1,500 are available through the Study and Travel Opportunities for CUNY Students Program (STOCS). Visit the website at: <http://www.cuny.edu/academics/programs/international/stocs.html>

FIRST YEAR PROGRAMS

Mr. F. Javier Legasa, Director

Francisco.legasa@bcc.cuny.edu

Brown Annex, Room 101 (718) 289-5120

Mrs. Yelena Bondar, Associate Director

Yelena.Bondar@bcc.cuny.edu

Brown Annex, Room 101 (718) 289-5120

First Year Programs’ office provides first year students with assistance in transitioning to college and starting their collegiate career on the right path. Dedicated academic advisors and peer mentors provide insightful information on an individual and group bases to help in setting and meeting long and short term academic goals.

The FYS (First Year Seminar) course provides first semester students with a unique classroom experience that uses an academic topic to develop and practice academic and social skills. Each section of the course has a selected academic theme that faculty use to help students increase critical thinking and reasoning abilities. The course combines academic skills with student development topics. Embedded peer mentors, as well as dedicated faculty and assigned academic advisors support each student’s individual needs as they begin the next level of their education journey.

Second semester students who completed FYS during their first semester, remain with their assigned advisor and continue to work on setting and meeting their academic and personal goals. At the conclusion of the first year, students are transitioned to appropriate academic departments for future advisement.

HONORS PROGRAM

Dr. Kate Culkin

(718) 289-5437

Colston 342

Katherine.Culkin@bcc.cuny.edu

The Honors Program at Bronx Community College fosters academic excellence. It challenges students with rigorous assignments and creates opportunities for education beyond an A.A. or A.S. degree. The Honors Program is open to all students who have earned a GPA of 3.0 and at least nine credits. Transfer students or entering freshmen with the requisite GPA at their prior institution are also eligible. Students may also enter the program when recommended by a faculty member. Qualified students are eligible to take honors courses in a variety of subjects in the liberal arts and sciences. Honors classes are limited in size and offer greater opportunities for individual attention and interaction with faculty. Students eligible for the Honors Program may also earn Honors credit by signing a contract with a professor to complete extra work in a non-Honors class. Students in honors classes are eligible to receive loaner laptops for use in their studies. Students also receive special recognition on their transcripts for those honors courses in which they attain a grade of B+ or higher. For further information, please visit:

<https://bcc-cuny.digication.com/honors/Welcome>

INDEPENDENT STUDIES

Dean David L. Hadaller, Coordinator

Language Hall, Room 11

(718) 289-5939

David.Hadaller@bcc.cuny.edu

Independent Studies may be taken by students who wish to design a project of their own, either in their own discipline or in an interdisciplinary area. An independent study can be used for a maximum of 6 elective credits only. Students eligible to participate must have passed ENG 10 or ENG 11, completed 30 degree credits, and have an overall cumulative index of 2.0.

SINGLE STOP

Dedra Polite, Senior Project Coordinator

Loew Hall, Room 123

(718) 289- 5176

Dedra.Polite@bcc.cuny.edu

The mission of Single Stop USA is to partner with community colleges and fully integrate their successful economic empowerment model with student service centers and financial aid departments. Further, they seek to harness two of the country's effective anti-poverty tools: coordinated access to America's safety net and a post-secondary education. Our goal, in collaboration with Single Stop USA, is to be a reliable resource where students at Bronx Community College can be informed of their eligibility for benefits, legal services, low-income housing and financial coaching. Students are then guided through the application process.

WEEKEND & EVENING DEGREE STUDIES AT BCC

Mr. John Berman, Interim Assistant Dean, Evening and Weekend Programs

Colston Hall, Room 216

John.Berman@bcc.cuny.edu (718) 289-5101

Ms. Mercedes Gimenez, Office Assistant

Colston Hall, Room 215

Mercedes.Gimenez@bcc.cuny.edu (718) 289-5137

Evening and Weekend Office

Colston Hall, Room 506 (718) 289-5703

Bronx Community College offers students the opportunity to earn their degrees by taking a wide variety of courses on weekday evenings as well as on both Saturdays and Sundays. Students can advance toward their Associates in many academic fields exclusively through evening and weekend studies.

Office hours:

Monday – Thursday: 2 p.m. to 9 p.m.

Friday—3 p.m. to 7 p.m.

Saturday & Sunday-- 8:30 a.m. to 2:30 p.m.

