STUDENT HAND BOOK

2023 2024

PREPARE | INSPIRE | EMPOWER

Provided by the Division of Student Success

BRONX COMMUNITY COLLEGE | CUNY

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** This handbook is current as of August 1, 2022. Students are advised that information contained in this handbook is subject to change at the discretion of the College. Matriculation at this college constitutes student's agreement to the standards of conduct outlined in this document. This student handbook attempts to provide a comprehensive and extensive source for BCC's policies and serve as a clear guide for students to access information. No handbook can anticipate every circumstance or question regarding University/College policies. This particularly also holds true during the College's response to COVID-19. The administration, faculty, and staff are working diligently to protect the health and safety of everyone in our community, while also providing a quality education and the best working environment possible. BCC carefully monitors updates and directives from the Center for Disease Control (CDC), the New York State Department of Health and information from CUNY's Central Office. Therefore, CUNY/BCC reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the Student Handbook as new information regarding COVID-19 is released. As changes to the Student Handbook are made during an academic year, this website and all of its linked contents will serve as an essential resource for policies, procedures and resources. For more information on College and University rules, policies, and regulations, please consult the current BCC catalog, BCC website, and CUNY website at the links below:

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

BCC Academic Rules and Regulations:
https://www.bcc.cuny.edu/wp-content/uploads/2022/09/bcc_academic_rules_and_regulations_sept22.pdf
Information about Meningococcal Disease:
http://www.health.ny.gov/publications/2168.pdf

STUDENT RESOURCES
BCC MISSION, GOALS AND GUIDING PRINCIPLES
(Approved by the College Senate – May 14, 2020)

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

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

Guiding Principles:
Accountability, Communication, Empowerment, Equity, Integrity, Respect.

Accreditations
CUNY/BCC is accredited by the Middle States Commission on Higher Education, MSCHE. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. CUNY/Bronx Community College has been a member of MSCHE since 1961 and was most recently reaffirmed in June 2019. The next Self-Study Evaluation is due in 2027.

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

The following academic programs have additional accreditations as listed below:

Program	Accrediting Agency	Accredited since	Last affirmed	Next review
Accounting, Business Administration, Computer Information Systems, Marketing, Medical Office Assistant, Office Admin. & Tech	Accreditation Council for Business Schools and Programs (ACBSP)	1994	11/12/2014	2024
Automotive Technology	ASE Education Foundation	2008	4/30/2019	2024
Electronic Engineering Technology	Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET-ETAC)	1963	8/27/2019	2024
Nuclear Medicine Technology	Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JCRNMT)	1984	4/17/2021	2027
Nursing	Accreditation Commission for Education in Nursing (ACEN)	1966	10/9/2020	2028
Paralegal Studies	American Bar Association (ABA)	1984	4/29/2021	2024
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT)	1991	10/28/2016	2024
Medical Laboratory Technician	National Accrediting Agency for Clinical Laboratory Sciences	2018	9/28/2018	2023

ACADEMIC CALENDAR – FALL 2023

March

DATE	DAY	EVENTS
March 20	Monday	**Advisement and Registration for Summer and Fall 2023 Begins**

AUGUST

DATE	DAY	EVENTS
August 24	Thursday	Last day to drop with **100% tuition refund** Last day to file E-Permit request
August 25	**Friday**	**First day of classes – Fall 2023** Apply for Graduation Fall 2023 Candidates (Submit applications online via CUNYfirst)
August 31	Thursday	**Last day to ADD/ DROP Classes** **Last day to drop with 75% refund of tuition** Financial Aid Certification Enrollment Status Date

SEPTEMBER

DATE	DAY	EVENTS
September 1	Friday	**Verification of Enrollment rosters available to faculty** **Grade of WD is assigned to students who officially drop a course** Summer 2023 Conferral Date
September 4	Monday	**College Closed – Labor Day**
September 7	Thursday	**Last day to drop with a 50% refund of tuition**
September 14	Thursday	**Last day to Change or Declare a Major to be effective for Fall 2023** **Last day to drop for 25% tuition refund** **Verification of Enrollment Rosters Due from faculty** Census date – Form-A cutoff
September 15	Friday	**Verification of Enrollment (VOE) - WN Grades assigned** Grade of **W** is assigned to students who officially withdraw from a course
September 15 – 17	Friday – Sunday	No Classes Scheduled **100% Tuition obligation for course drops**
September 24 – 25	Sunday – Monday	No Classes Scheduled
September 25	Monday	WA Grades Assigned – Immunization non-compliance

OCTOBER

DATE	DAY	EVENTS
October 09	Monday	**Columbus Day - College Closed**
October 10	Tuesday	**Classes follow Monday Schedule**
October 11 - 18	Wednesday – Wednesday	**Midterm Examination Period** **Midterm Grade Rosters Available in OSSES.**
October 16	Monday	**Advisement and Registration for Winter and Spring 2024 Begins**
October 20	Friday	**Midterm Grades Due – Submit Electronically in OSSES**

*If your tuition remains unpaid past your payment due date:
➢   **You will receive an e-mail indicating that your courses are at risk of being dropped if payment is not submitted immediately.**
Non-payment or not attending courses are not considered an official drop. If you do not plan on attending courses for any reason, drop your courses prior to the first day of class (08/25/23). Otherwise, you may be held responsible for All Tuition charges.

NOVEMBER

DATE	DAY	EVENTS
November 03	Friday	**R2T4 60% Date**
November 17	Friday	**Last Day to Apply for Graduation, January 2023 Candidates (Submit application online via CUNYfirst)**
November 22	Wednesday	**No Classes**
November 23 -26	Thursday - Sunday	**College Closed – No Classes Scheduled**

DECEMBER

DATE	DAY	EVENTS
December 11	Monday	**Last Day to Withdraw from a class with a "W" Grade** **Deadline to complete INC grades Spring /Summer 2023**
December 12	Tuesday	**Last Day of Instruction**
December 13	Wednesday	**Reading Day** **Final Exam Rosters available to Faculty in CUNYfirst**
December 14 – 20	Thursday-Wednesday	**Final Examinations**
December 20	Wednesday	**End of Fall 2023 Term** **Last Day to Complete Fall 2023 Residency**
December 24 – 25	Sunday-Monday	**College Closed - No classes scheduled**
December 26	Tuesday	**Deadline for Fall 2023 grades to be submitted in CUNYFirst**

JANUARY 2024

DATE	DAY	EVENTS
January 1, 2024	Monday	**Fall 2023 Degree Conferral Date** **College Closed**

*If your tuition remains unpaid past your payment due date:
➢ **You will receive an e-mail indicating that your courses are at risk of being dropped if payment is not submitted immediately.**
Non-payment or not attending courses are not considered an official drop. If you do not plan on attending courses for any reason, drop your courses prior to the first day of class (08/25/23). Otherwise, you may be held responsible for All Tuition charges.

ACADEMIC DEPARTMENTS

Bronx Community College offers various degree and certificate programs. Listed below are the locations and telephone numbers of the academic departments on campus. All staff and administrative offices are working in a blended format (both virtually and in-person). Please contact the office for appointments.

Department	Office	Phone
Art & Music	BL 303	718.289.5341
Biology Sciences	ME 415	718.289.5512
Business Information Systems	ME G20	718.289.5593
Chemistry, Earth Sciences & Environmental Sciences	ME 813	718.289.5569
Communication Arts & Sciences	CO 701	718.289.5756
Engineering, Physics & Technology	CPH 118	718.289.5380
Education & Academic Literacy	CO 401	718.289.5679
English Department	CO 601	718.289.5731
Health, Physical Education & Wellness	AG 300	718.289.5268
History Department	CO 301	718.289.5653
Library & Learning Center	NH main	718.289.5974
Mathematics & Computer Science	CPH 315	718.289.5411
Nursing & Allied Health Sciences	CPH 413	718.289.5425
Social Sciences	CO 333	718.289.5670
World Languages & Cultures	CO 201	718.289.5633

CAMPUS MAP

AL Altschul House
AG Alumni Gym
BA Brown Annex
BH Begrisch Hall
BL Bliss Hall
BU Butler Hall
CC Children's Center
CP Carl Polowczyk Hall *(Accessible)*
CH Community Hall *(Accessible)*
CO Colston Hall *(Accessible)*
EP Energy Plant *(Accessible On Ground Floor Only)*
GH Gould Hall *(Accessible On Ground Floor Only)*
GM Gould Memorial Library *(Accessible On Ground Floor Only)*
GR Greenhouse
GU Guggenheim Hall *Accessible On Ground Floor Only)*

HF Hall of Fame for Great Americans
HA Havemeyer Annex
HL Havemeyer Lab
LH Language Hall
LA Loew Annex *(Accessible)*
LO Loew Hall *(Accessible)*
MH Maccracken Hall
ME Meister Hall
NL North Hall & Library *(Accessible)*
NH New Hall *(Accessible)*
NI Nichols Hall
PG Patterson Garage
PH Philosophy Hall
BC Roscoe Brown Student Center *(Accessible)*
SA Sage Hall
SH South Hall
SN Snow Hall

Emergency Closing

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

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

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

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

How to get to Campus

Public Transportation

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

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

Taking a New York City Bus
- **No. 3** - University Avenue Bus to 181 Street (**Please note: Northbound Bx3 stop on University Ave at 174th St is closed. Buses make a stop on University Ave at Featherbed Lane**).
- **No. 40/42** - Tremont Avenue Crosstown or No. 36 180 Street Crosstown Bus to University Avenue.
  (**Please note: The Bx40/42 routing will change as part of the larger redesign effort to improve crosstown service by streamlining the Bx11, Bx35, Bx36, Bx40, and Bx42. The Bx40/42 will still travel between Throgs Neck and Morris Heights but will now do so via East Tremont Avenue and East 180 Street. The rerouted Bx36 and Bx36 Limited service will replace the existing Bx40 routing on Rosedale and Webster avenues).**
- **No. 12** - Fordham Road Crosstown Bus stops at University Avenue where it connects with the No. 3 Bus.

By Car: Taking I-87
From Westchester County (Southbound)
Take **I-87 South**

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

From Queens, NY (Northbound)
- Take **Grand Central Parkway West** to the Robert F. Kennedy (RFK) Bridge
- Take Exit 47 for Interstate 87 North/Major Deegan Expressway toward Albany
- Continue onto I-87 North
- Take Exit 8 for West 179 Street
- Continue onto Burnside Avenue
- Turn left onto Dr. Martin Luther King Jr. Boulevard/University Avenue
- Turn left onto Hall of Fame Terrace
- Bronx Community College main entrance will be on your left-hand side (0.2 miles)

WHERE TO GO FOR STUDENT RESOURCES
PLEASE CHECK THE BCC WEBSITE FOR OFFICE HOURS

Resources	Location	Remote Email	Telephone
Academic Advising	Sage Hall, 2nd fl.	Academic.Advisement@bcc.cuny.edu	718-289-5401
Academic Probation	Sage Hall, 2nd fl.	Academic.Advising@bcc.cuny.edu	718-289-5401
Admissions	Loew Hall, 224	Admission@bcc.cuny.edu	718-289-5895
Athletics	Alumni Gym, 4th fl.	dionne.dodson@bcc.cuny.edu	718-289-5338
Books: New/Used/ Rental	BCC Book Store	www.bccbooks.com	800-887-6459
Bursar (pay for classes)	Colston Hall, Main level	Bursar@bcc.cuny.edu	718-289-5618
Career Development	Sage Hall, 201	www.bcc.cuny.edu/campus-resources/career-development/	718-220-5177
Counseling And Resources for Emergency Support: Access Resource Center **(ARC)** Office of Personal Counseling **(OPC)**	Loew Hall 419 (ARC) Loew Hall 430 (OPC)	BCC.ARC@bcc.cuny.edu personal.counseling@bcc.cuny.edu	718-289-5179 718-289-5223
Clubs & Organizations	BC, 309	studentlife@bcc.cuny.edu	718-289-5194
Co-Curricular Programs	BC, 309	studentlife@bcc.cuny.edu	718-289-5194
College Work Study	Colston Hall, 534	financialaid@bcc.cuny.edu	718-289-5700
Disability Services	Loew Hall, 213	disabilityservices@bcc.cuny.edu	718-289-5880
Early Childcare Center	Children's Center, 221	Jessica.Manboadh@bcc.cuny.edu	718-289-5461
Financial Aid	Colston Hall, 504	financialaid@bcc.cuny.edu	718-289-5700
Health Services	Loew Hall, 101	healthservices@bcc.cuny.edu	718-289-5858
Information Technology	BC, 308	tsc@bcc.cuny.edu	718-289-3623
Judicial Affairs	Loew Hall, 416	Ana.Molenaar@bcc.cuny.edu	718-289-5100 x3146
Learning Commons/Tutoring	Meister Hall, SB 003	LearningCommons@bcc.cuny.edu	718-289-3139
Learning Resources	North Hall & Library	www.bcc.cuny.edu/library/	718-289-5439
Male Empowerment Network	BC, 102	clifford.marshall@bcc.cuny.edu	718-289-5713
Public Safety/ Emergencies	**Loew Hall, 511**	public.safety@bcc.cuny.edu	718-289-5923 /5911
Registrar	Colston Hall, 513	registrar@bcc.cuny.edu	718-289-5710
Student Success	Loew Hall, 201	Patience.Roberts@bcc.cuny.edu	718-289-5278
Veteran and Military Resources	Loew Hall, 326	veterans@bcc.cuny.edu	718-289-5447
Writing Center	Sage Hall, 100	Janet.Roberson@bcc.cuny.edu	718-289-5279

VIRTUAL AND ON-CAMPUS RESOURCE LINKS

PLEASE CHECK BCC BROADCAST EMAILS AS SCHEDULE IS SUBJECT TO CHANGE

Department	Schedule
General Advisement & Registration In Person: NI Hall Room 407 Email: Academic.Advisement@bcc.cuny.edu Phone: 718-289-5401 **Continuing Students** **Appointment via Starfish:** Sign in to view your advisor's schedule **New Students & Readmit Students** **(Not in Special Program)**	**Monday – Thursday** 10am – 1pm & 2pm - 5pm **Friday:** 10am – 1pm & 2pm - 4pm **Schedule Appointment with Advisor:** Starfish
Ask ASAP Virtual Front Desk: https://bit.ly/3ezSUtR passcode 873727	**Tuesday & Wednesday** 10am - 1pm & 2pm - 6pm OR **Schedule Appointment with Advisor:** Starfish
Akademos (Virtual Bookstore)	Email: BCCbooks.com Support: http:Bronx.textbookx.com/help#/ Phone: 888-327-0253
Bursar Virtual Counter Link	**Tuesdays & Thursday** 11am - 4pm
Campus Services Bronco Card ID, Parking Permits, Virtual Bookstore (Akademos) Location: Roscoe Brown Student Center (RBSC) Room 111B	Email: CampusServices@bcc.cuny.edu Phone: 718-289-5365
College Discovery Advisement Virtual Counter Link	**Monday and Friday:** 10am - 4pm **Tuesday, Wednesday & Thursday:** 9am - 5pm
Financial Aid Virtual Counter Link	**Mondays** 9am – 6:30pm

Financial Aid On-Campus Counter Location: Colston Hall, 504	**Monday- Wednesday** 9 am – 5pm **Thursday** 9 am – 6:30pm **Friday** 9 am – 12pm
Registrar Virtual Counter Link	**Monday:** 10am – 6:30pm
Testing Office Virtual Counter Link	**Tuesday & Thursday** 10am – 3pm
LGBTQI+ Resource Room – Virtual Counter Link	**Monday – Thursday** 1pm – 4pm
LGBTQI+ Resource Room – On-Campus Counter No appointment required OR Email LGBTQI@bcc.cuny.edu or emalinda.mcspadden@bcc.cuny.edu for appointment	**Tuesday** 12pm – 4pm **Wednesday & Thursday** 12pm – 2pm **Friday** 12pm – 4pm

WELCOME FROM THE ASSOCIATE DEAN

Dear Students:

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

At BCC, we strive to ensure that our students receive the best education, support, and student experiences. Everyone on our campus plays a role in assisting you to develop a deep sense of community and reach your academic and professional goals. As you move forward in your major, it is important to develop connections with your peers, mentors, professors, and staff. At BCC, a primary goal of the faculty and staff is to support your success.

Hence, this Student Handbook provides you with insight into academic programs, support services, student organizations and policies and procedures at your college. Use your Student Handbook as a resource – click the links and contact offices for more information.

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

Sincerely,

Manny Lopez, PhD
Associate Dean for Student Development

DEPARTMENTS AND DIVISIONS

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

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

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

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

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

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

New students who are not participating in ASAP or CD are assigned to the First Year Program. Afterwards, new students may transition to ASAP or the Academic Success Center.

ACADEMIC SUCCESS CENTER
Manager: Cheryl Walker, MA
Contact Email: academic.advisement@bcc.cuny.edu | Location: Nichols Hall (NI) Room 407 | 718.289.5401
Website: www.bcc.cuny.edu/AcademicAdvising/

The Academic Success Center (ASC) serves sophomores and senior students who are not participating in ASAP or College Discovery. ASC advisors collaborate closely with academic program faculty, ASAP, the First Year Program, College Discovery, and other academic and student support areas. The mission of ASC is to help students to the finish line and beyond by creating strong connections with academic departments, transfer services and student supports.

ASAP PROGRAM
Contact Email: asap@bcc.cuny.edu | Location: Nichols Hall, 411 | Phone: 718.289.5166
Website: https://www.bcc.cuny.edu/academics/accelerated-study-in-associate-programs/

The Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees within three years by providing a range of financial, academic, and personal supports including a free unlimited MetroCard, a voucher to reduce (or eliminate) the cost of textbooks, a tuition waiver for any gap between full-time tuition and fees and financial aid awards (for students in receipt of financial aid), one-on-one support from a dedicated ASAP advisor, early registration options and consolidated schedules, classes with fellow ASAP students to foster community and build your network, enhanced career development and academic support services

ATHLETICS
Athletics Director: Dionne Dodson
Contact Email: dionne.dodson@bcc.cuny.edu | Location: Alumni Gym | Phone: 718.289.5982
Website: www.bronxbroncos.com/

Athletics at Bronx Community College provides opportunities for students to compete against community college and other intercollegiate athletics teams from throughout the Northeast. In recent years, our teams have won championships and students have been honored with local and national awards.

Men's intercollegiate teams include baseball, basketball, and soccer. Women's teams include basketball and volleyball. Participation fosters the values of discipline, teamwork, goal achievement, and camaraderie, as well as the spirit of competition. Through team play, student-athletes learn how to work with others for the achievement of individual and group goals. Individual contributions may include increased confidence, self-esteem, leadership abilities and time management skills. Team members work with our student-athlete academic support coordinator to ensure success in the classroom.

Membership on teams is determined by the recruiting efforts of our coaching staff and open tryouts. Full-time students who meet NJCAA eligibility requirements may try out and become a member of an athletic team. Recent medical clearance for physical activity must be on file with the Athletics Office prior to participation. Bronx Community College is a member of the National Junior College Athletic Association (NJCAA Region XV) and the City University of New York Athletic Conference (CUNYAC).

Athletic facilities
The Alumni Gymnasium is home to our men's & women's basketball teams. The historic Ohio Field is host to our baseball and soccer teams. Additionally, various Health, Physical Education, and Wellness classes and recreational offerings are open to the campus community at various times throughout the week. Our recently renovated 5 lane competitive-sized pool has a range of 4 feet to 11.5 feet and is 75 feet long and 38 feet wide.

OFFICE OF THE BURSAR
Director: Anthonette Sadler, MBA
Contact Email: bursar@bcc.cuny.edu | Location: Colston Hall, Main Level | Phone: 718.289.5618
Website: http://www.bcc.cuny.edu/Bursar/ | Fax | 718.289.6322

The mission of the Office of the Bursar is to maintain the financial records of business functions related to student activity. In addition, the Office of the Bursar has the direct responsibility to collect revenues related to Bronx Community College's business operations in accordance with professional standards and City University of New York policies and procedures. The Bursar's Office provides the following services to students:

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

OFFICE OF CAREER DEVELOPMENT
Director: Alán Fuentes, LCSW-R
Contact Email: careerdevelopment@bcc.cuny.edu | Location: Snow Hall Fiest Floor | Phone: 718.289.5759
Webpage: http://www.bcc.cuny.edu/campus-resources/career-development/

The purpose of this office is to provide all Bronx Community College students with quality career-building services to prepare them for internships and employment in their fields of study. The goal of the Career Development Team is to develop students for the world of work through direct experience. Students in need of immediate employment can receive assistance by calling, emailing, or visiting the office to schedule an appointment with a career specialist. To qualify for internships and jobs related to a major, students can meet with a career specialist to assess career readiness skills and receive the necessary assistance to meet the qualifications for their chosen career.

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

- Self-assessments to determine a "major" in line with your career interests and goals
- Resume and cover letter writing made easy through online programs and workshops
- Big Interview, an online system that records practice job interviews for personal review
- On and off-Campus job preparation events to inform you about career and employment expectations, how to network in specific career fields, and how to obtain a job related to your major
- Grow with Google Program, an online self-directed learning tool on career readiness skills and other areas of knowledge, all rewarded with gift cards for each completed skillset

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

COLLEGE DISCOVERY PROGRAM (CD)
Director: Cynthia Suarez-Espinal, MS
Contact Email: collegediscovery@bcc.cuny.edu | Location: Loew Hall, 400 | Phone: 718.289.5882
Website: www.bcc.cuny.edu/CollegeDiscovery/

College Discovery has been a part of The City University of New York since 1964 by a resolution of the CUNY Board of Trustees. It is designed to provide comprehensive academic support to capable students who otherwise might not be able to attend college due to their academic and/or financial circumstances. College Discovery stimulates and supports the intellectual, personal, and professional growth of students through college orientation, tutoring, one-on-one counseling, and financial support by offering the following:

- A pre-freshmen summer program to acclimate student to the campus and advance in developmental course(s), if required
- Academic support services (tutoring) in small groups in-person or virtually, when needed. A lending library system to assist students who have difficulty paying for textbooks, including online academic support resources.
- Workshops, seminars, leadership training and co-curricular activities
- Assigned Student Support Specialist/Counselor to provide academic advisement, registration, as well as assistance with personal and career advising
- Supplemental financial aid for assistance with payments for books and student fees.
- Assistance with transferring to CUNY SEEK, HEOP, EOP for a bachelor's degree upon receipt of an associate degree
- A free monthly metro card

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

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

COUNSELING AND RESOURCES FOR EMERGENCY SUPPORT (CARES)
Director: Dawn Daniels, LCSW
Contact Email: BCC.ARC@bcc.cuny.edu | Personal.Counseling@bcc.cuny.edu
Location: Loew Hall, 419 & 430 | BCC ARC Phone: 718.289.5179 | Personal Counseling Phone: 718.289.5223

The CARES office provides comprehensive social services and mental health support that can assist BCC students in preventing or overcoming problems such as depression, anxiety, food insecurity, financial emergencies, limited access to health care, financial counseling, and housing instability. CARES staff are compassionate professionals who will support your personal and academic success. CARES integrates services from both the BCC CARES Access Resource Center and the BCC CARES Office of Personal Counseling. To contact a CARES representative, email: bcc.arc@bcc.cuny.edu; personal. counseling@bcc.cuny.edu or call 718.289.5223.

CARES Access Resource Center (ARC)

Contact Email: bcc.arc@bcc.cuny.edu | **Location: Loew Hall, 419 | Phone: 718.289.5179**
Website: http://www.bcc.cuny.edu/campus-resources/access-resource-center/

The mission of Bronx Community College CARES Access Resource Center is to provide a human centered and holistic approach to social service and economic resources for students and their immediate family members. CARES ARC offers a suite of comprehensive non-academic related services that supports and promotes student success. CARES ARC provides services and resources to help students address barriers that prevent them from attending and completing school. CARES ARC provides these services in collaboration with both internal and external partners. All services offered at CARES ARC are FREE!

Here are some of the services offered:

Financial Counseling

Meet with a financial expert and learn lifelong strategies that will help you save money, build assets, and manage debt. We can also help you get your free credit report, establish credit if you have none, and improve your credit scores. Financial counseling will help you establish and achieve your financial goals. Financial counseling is available Monday-Friday. Contact us at bcc.arc@bcc.cuny.edu to schedule an appointment.

Food Pantry

The year-round Food Pantry provides eligible CUNY students with free nutritious food for their households. We provide foods that represent the diversity of our campus including vegan, Halal and Kosher options. There are no financial requirements or checks. If you are a current student and have an EMPLID you are eligible!

Legal Aid

If you have questions about divorce, child support, employment, housing, debt collection, public assistance or any other non-criminal or civil legal questions, email us at bcc.arc@bcc.cuny.edu to schedule a free and completely confidential consultation with an attorney.

Supplemental Nutrition Assistance Program (SNAP)

As a student you may qualify for assistance with purchasing food. SNAP is an electronic benefit that can be used like cash to purchase food. SNAP helps low-income working people, students, senior citizens, the disabled, and others feed their families. We are able to support you in enrolling in SNAP by making a virtual or in-person appointment to speak with an enrollment specialist.

Tax Preparation

Get free tax preparation assistance and e-file your forms utilizing our special IRS approved program. Certified tax preparers are available to assist you from February through the second week of April. If you have questions outside of tax season and need assistance, we have certified tax preparers available to answer your questions.

The Carroll and Milton Petrie Emergency Grant

The Carroll and Milton Petrie Student Emergency Grant Fund has been awarded to BCC for the purpose of providing quick-response emergency grants to matriculated students in good academic standing who are facing short-term financial emergencies. You can learn more about the Petrie Student Emergency Fund by emailing bcc.arc@bcc.cuny.edu or calling 718.289.5179.

CARES Office of Personal Counseling (OPC)

Contact Email: Personal.counseling@bcc.cuny.edu | Location: Loew Hall, 430 | 718.289.5223
Website: www.bcc.cuny.edu/Personal-Counseling/

Students, we know that this is a very difficult time for you. The staff of the CARES Office of Personal Counseling (OPC) are here for you. You can meet with a counselor in-person, via Zoom or by telephone, at your convenience.

Making an Appointment
To schedule an appointment with a counselor, please call, 718.289.5223 and leave a message. When leaving a message, please say your phone number twice. A staff member will call you back. You can also send an e-mail to our Intake Coordinator at personal.counseling@bcc.cuny.edu.

After-Hours Services
Please note that counselors from the CARES OPC are available during office hours only.

- If you are experiencing an emergency, call 911.
- If you are in crisis and you need immediate support or need to speak to someone outside of business hours, please call NYC WELL at 888.692.9355 or text "WELL" to 65173. NYC WELL is a 24/7 phone or text hotline for support and referrals.
- The National Suicide Crisis Text Line is another resource that is available to you 24/7. Call: 988 http://www.suicidepreventionlifeline.org

Mission
The mission of the CARES Office of Personal Counseling is to assist you with emotional, developmental, or psychological concerns that may be interfering with your personal and academic growth. We provide free, confidential, short-term counseling to help you find healthy ways to cope with college and life stressors to enhance your personal growth and support your academic focus at Bronx Community College. All students are treated with respect and are seen as individuals with unique strengths. Our services are free and confidential. We are also a liaison to the community, linking students to appropriate intensive and longer-term services as needed.

We are committed to supporting you with your mental health and wellness needs. You do not need to be in crisis to come and talk with us. We work to emphasize wellness and prevention in our services including:

Services Offered
- Brief individual counseling
- Crisis intervention
- Group counseling
- Workshops
- Referrals to on-campus services and support (e.g., academic advisement, food pantry, career services, tutoring, health services, etc.)
- Referrals to mental health and other social services in the community
- Consultations with faculty and staff

Topics that we cover:

Academic difficulties
Alcohol or substance misuse or addiction
Anger Management
Anxiety
Conflicted feelings/ambivalence about life decisions
Crime Victims
Depression
Difficulties with attention or concentration
Domestic Violence (DV) and Intimate Partner Violence (IPV)
Financial difficulties
Feeling unsafe
Harassment/Stalking
Homicidal thoughts
LGBTQIA concerns
Life challenges, difficulties, or obstacles
Panic Attacks
Parenting
Psychosis
Relationship problems with family, friends, or romantic partners
Self-Harm/Injury/Cutting
Sexual Assault/Rape
Suicidal thoughts/attempts
Test anxiety
Trauma – recent or from the past
Worries or concerns about the past, present, or future

Confidentiality

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

CUNY EDGE

Director: Denise Comara, MSW
Contact Email: Denise.Comara@bcc.cuny.edu | 718.289.5047
General Inquiries: CUNYEDGE@bcc.cuny.edu | Location: Loew Hall, 113
Website: www.bcc.cuny.edu/academics/cuny-edge/

EDUCATE ● DEVELOP ● GRADUATE ● EMPOWER

What is CUNY EDGE?

Work opportunities and career preparation through its HRA Work Fellowship Program (FP) and its Professional and Career Experience Program (PACE).

Students will:
- Gain awareness of the skills they have and identify skills needed
- Gain transferable skills and competencies.
- Build professional networks.
- Develop a professional identity.
- Explore careers and tools needed for professional success.
- Build their portfolio.
- Potential opportunity to gain employment upon completing the program.
- Earn a stipend or get paid via internship.

DISABILITY SERVICES

Manager: Maria Pantoja, MA
Contact Email: Maria.Pantoja@bcc.cuny.edu | Location: Loew Hall, 213 | 718.289.5874
Website: www.bcc.cuny.edu/Disability-Services/

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

Scope of Services
Accommodations may include the following:
1. Extended time on exams
2. Alternative Test Formats
3. Alternative Formatted Materials
4. Access to assistive technology
1. Permission to record lectures
2. Student Leadership Activities
5. Scholarship Opportunities
6. Referrals to Agencies Outside CUNY (ACCES-VR, OPWDD, etc.)

Assistance with Temporary Disabilities, including Illnesses, physical injuries, short-term impairments following surgery or medical treatments, and pregnancy

ADA Part-time TAP - Traditionally TAP (New York's Tuition Assistance Program) is only for full-time students, but ADA Law allows certain students with disability limitations to access TAP funding while attending school part-time.

CUNY LEADS

The Disability Services Office also offers **academic** and **career counseling** through its CUNY LEADS (Linking Employment, Academics, and Disability Services) program, participation in the CUNY Coalition for Students with Disabilities (CCSD) Club, and the use of **assistive technology** from our Assistive Technology Lab. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these **responsibilities** in a **timely** manner.

The Disability Services Office also acts as a **liaison** between students, faculty, and staff. Additionally, it is an official New York State **Voter Registration site** where individuals can receive assistance with completing the registration process.

CCSD (CUNY Coalition for Students with Disabilities)

CCSD is a coalition of student campus clubs/organizations aimed at protecting the rights of students with disabilities. The organization explores politics and political action to protect students' rights. CCSD @ BCC strives to increase awareness, opportunity, and foster community amongst BCC's students with disabilities. CCSD also participates in many social events such as movie nights, poetry nights, and holiday events as a way for students to cultivate meaningful relationships among their peers.

EARLY CHILDHOOD CENTER (ECC)

Executive Director: Jitinder Walia, MS Ed, SAS, LMSW
The Children's Center [CC], Room 221 | 718.289.5461
Contact Email: Jessica.Manboadh@bcc.cuny.edu
Website: www.bcc.cuny.edu/Early-Childhood-Center/
Hours of Operation (Subject to Change):
Monday - Thursday 7:30am – 8pm
Fridays 7:30am -5:30pm

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

The Early Childhood Program is licensed to service 114 preschool children between the ages of two and five years. It offers a free Universal Pre-K Program (UPK) and 3K program funded by the NYC Department of Education, for 6-1/2 hours a day.

The School-Age Program is licensed to serve children 6 to 12 years old. The program operates afternoons and evenings while the fall and spring semesters are in session. Enrollment is on a first-come, first-served basis.

We are currently accepting applications for our 2-year-old, 3k, and Pre-k programs. Please contact us for further details.

FINANCIAL AID

Director: David Woods, MS
Contact Email: david.woods@bcc.cuny.edu
Location: Colston Hall, 504 | 718.289.5700
Website: www.bcc.cuny.edu/admission-financial-aid/financial-aid/

The Office of Financial Aid administers federal, state and college funded aid programs and all students are encouraged to apply for assistance. Students should complete the **Free Application for Federal Student Aid (FAFSA) beginning October 1st of each year**. Please use APPLY FOR FAFSA to file your FAFSA online each year. The federal six-digit code for Bronx Community College is **002692. Don't forget to apply for TAP - link on conformation page. The state code for Bronx Community College is 1400.**

Once the FAFSA application has been processed, you will receive an email from the federal processor. If you have been chosen for *Verification*, your financial aid cannot be posted until all of the documentation has been submitted for additional review. The Financial Aid Office will contact you regarding this requirement. You may also review your financial aid information through your CUNYfirst account. Please note the federal government will notify you on your Student Aid Report (SAR). The Financial Aid Office will also communicate with you via your CUNYFirst account. We encourage all students to apply early in order to maximize your eligibility for financial aid. All students must reapply for financial aid every academic year and the information reported on the FAFSA may be subject to verification by the Financial Aid Office in any given year.

FINANCIAL AID - Scholarships

Manager: Chenae Dennis, MS
Contact Email: scholarships@bcc.cuny.edu | Location: Colston Hall, 504 | 718.289.5700 EXT. 3048
Website: www.bcc.cuny.edu/admission-financial-aid/financial-aid/scholarships/

The Scholarship Office serves students of all socio–economic backgrounds and levels of financial need. Students are encouraged to apply for the BCC Foundation Scholarships. The application is typically available every semester based on funding from various generous donors. Through the Scholarship Office students receive guidance in locating financial assistance that may pay for the cost of their higher education. The Scholarship Office provides students with the foundation and the tools needed to successfully continue their higher education.

Bronx Community College Foundation Scholarships
Our BCC Foundation offers many different scholarships from private donors who help our students succeed. Scholarship amount can range from $200 to $5,000. The application can be found online at: www.bcc.cuny.edu/scholarship.

External Scholarships
Jack Kent Cooke Undergraduate Transfer Scholarship Program
Must be a current student at an accredited U.S. community college or two-year institution with sophomore status OR a recent graduate (within the last five (5) years). Have a cumulative GPA of 3.5 or better. Plan to transfer to a four-year college or university to begin studies in the fall. Be nominated by his/her two-year institution and have an unmet financial need.

Kaplan Leadership Foundation Program
Must be enrolled in an accredited associate degree program in the New York City area; have a minimum GPA of 3.5 (on a 4.0 scale). Have earned 12 to 30 non-remedial college credits at time of application. Be a U.S. citizen or permanent resident. Be a current recipient of federal and/or state financial aid. Be a member of an underserved or underrepresented population. Have the desire to transfer to a bachelor's program immediately upon completion of an associate degree.

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

FIRST YEAR PROGRAM
Manager: Tica Frazer, MPA
Email: FYP@bcc.cuny.edu | Location: Nichols Hall, 105A | 718.289.5120

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

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

In FYP, Academic advisors work closely with FYS faculty and staff, embedded peer mentors, as well as student resource programs across the campus to monitor students' academic progress and social integration. FYP aims to foster student engagement, confidence, and academic success by:
- creating a sense of community for students, as they transition to BCC,
- empowering students to independently utilize services and develop a deeper understanding of their responsibilities for individual success,
- providing opportunities for students to develop and practice the following general education skills: critical thinking, research, and information literacy,
- promoting the use of effective and innovative teaching, and
- serving as a model for mentoring at all levels (faculty, student, and staff).

The First Year Program has designed and implemented a Pillars for Student Success model to provide students and advisors with an essential toolkit for navigating college and preparing for the future. These pillars are four key areas that students need to concentrate on to excel in their studies and build a robust foundation for their careers and life after graduation. They are:

1. **Academic Success:** Commit to Experience. Discovering your academic resources, developing strategies, and creating habits that lead to graduation and help you achieve your academic goals.

2. **Financial Literacy:** Because Money Matters! Learning and developing the set of skills needed and the resources available to help you make informed, effective financial decisions.

3. **Career & Transfer Readiness:** It All Begins from Day One! Understanding the importance of being proactive in your career and transfer planning starting from your very first semester.

4. **Mindset for Success:** Your Way of Thinking Matters. Identifying your purpose, developing a growth mindset and opening yourself up to new experiences.

OFFICE OF HEALTH SERVICES
Director: Alex Aboagye, FNP
Contact Email: healthservices@bcc.cuny.edu | Location: Loew Hall, 101 | 718.289.5858
Website: www.bcc.cuny.edu/Health-Services/

It is the mission of the Office of Health Services at Bronx Community College of the City University of New York to identify, address and provide accessible, health care to BCC's underserved students and to improve the health care status of the student body, as well as the surrounding community. This will support the college's mission and improve academic outcomes and subsequent professional outcomes.

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

The Office of Health Services provides health education and wellness activities to BCC's diverse campus community. Services for BCC students are provided on a walk-in basis and include physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as well as referrals to community-based healthcare providers. Over-the-counter medications are available upon request. Insurance navigators are on campus on a weekly basis.

Free and confidential HIV and STI testing is offered weekly. Free immunizations include measles, mumps, and rubella. Seasonal Flu vaccine may also be offered during flu season. Ongoing Health and Wellness programs are provided for the BCC community.

Lactation room
There is a Lactation Room available for students in need of expressing milk in Loew Hall, Room 105.

INTERNATIONAL STUDENTS' SERVICES
Advisor/DSO: Esteban Rodriguez, MA
Contact Email: Internationalstudents@bcc.cuny.edu | Location: Colston Hall, 512 | 718.289.5892
Website: www.bcc.cuny.edu/campus-resources/international-student-services/

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

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

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

- Visa applications and immigration related matters
- Cross-cultural orientation and adjustment
- Success in the U.S. academic environment
- Understanding and following academic regulations
- Using academic services
- Complying with federal law concerning temporary-visa holders
- Referrals to community resource

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

LEARNING COMMONS (TUTORING)

Manager: Sahidha Odige, MPA
Contact Email: learningcommons@bcc.cuny.edu | Location: Meister Hall, SB 003 | 929.314.3731
Website: www.bcc.cuny.edu/academics/learning-commons/

The Learning Commons (LC) provides free instructional support services to students, faculty, and staff with the aim of helping students achieve academic success at BCC. The Commons is home to centralized academic support services both on-campus and online, including group, peer, and individual tutoring, supplemental instruction, and exam review sessions. The Commons is comprised of multiple related services: the Math & Science Lab, the Writing Center, tutors in multiple academic departments, and virtual learning commons. Access the tutoring services by logging into your Blackboard page and clicking on the "Bronx CC Tutoring" located on the far-right.

Math and Science Lab

The Math and Science Lab offers all BCC students tutoring in the areas of Mathematics and the Sciences. There are no appointments needed; however, please refer to the BCC Learning Commons webpage for any schedule changes: http://www.bcc.cuny.edu/academics/learning-commons/

Writing Center

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

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

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

Policy on Proofreading

Sometimes students come to the Writing Center with the expectation of having their papers proofread or corrected. Proofreading implies co-authoring, which raises issues of academic integrity.

- The student should show that s/he has reviewed the work independently or will be given the opportunity to review, edit or revise independently.
- The tutor will not make any corrections on the paper but will suggest ways the student can identify errors.
- The tutor will supply instructional material to aid the student with error correction.
- The student should then rewrite the essay to submit to the instructor and return to the Writing Center for follow-up.

LIBRARY

Chief Librarian: Michael J. Miller, MLS, MS
Contact Email: LibMedia@bcc.cuny.edu | Location: North Hall & Library | 718 289-5439
Reference Desk (718) 289-5974
Circulation Desk (718) 289-5441
Website: www.bcc.cuny.edu/library/

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.

We look forward to welcoming all library users back to the library in the Fall 2022 semester!

The Information Commons in the library is a technology rich environment, hosting both Macs and PCs. Library users have access to seats in 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 on the third floor will be available via walk-ins and also the paging service this fall.

MATH START

Manager: Pamela V. Eatman-Skinner, EDD
Program Coordinator: Norma Valenzuela, MSED
Contact Email: mathstart@bcc.cuny.edu | Location: Brown Annex, 101 | 718.289.5226
Website: www.bcc.cuny.edu/academics/student-success-programs/math-start/

Math Start is an intensive eight-week program for incoming CUNY students. The program aims to increase students' math proficiency before starting credit classes. Modeled on CUNY Start's highly successful semester-long math program, Math Start provides intensive instruction and advisement to help students prepare to succeed in college and reduce or eliminate developmental math needs before matriculating at CUNY. The program also admits a limited number of matriculated students who are close to graduation but have not attained proficiency in Mathematics.

Math Start serves students who:
- Enter CUNY as first-time freshmen or matriculated students with a Math Proficiency Index of 59 and lower.

Math Start helps students:
- Eliminate or reduce developmental math needs and prepares students for success in college
- Prepare for campus life and make the most out of the college experience
- Save Financial Aid for credited courses –The cost of Math Start is only $35 (including materials)
- Connect to CUNY's Accelerated Study in Associate Programs (ASAP), if eligible

MALE EMPOWERMENT NETWORK PROGRAM (M.E.N.)
Manager: Clifford L. Marshall II, BA
Contact Email: Clifford.Marshall@bcc.cuny.edu | Location: BC, 102 | 718.289.5713
Website: www.bcc.cuny.edu/Student-Life/?p=MEN

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

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

PUBLIC SAFETY
Campus Security Director, Chief Saul Fraguada
Loew Hall, [LO], 507 | (718) 289-5876 | Emergency number | 718.289.5911
Non-Emergency number | 718.289.5390
Email: Public.Safety@bcc.cuny.edu
Website: www.bcc.cuny.edu/Public-Safety/

Public Safety provides comprehensive services to maintain a safe and secure campus environment that is conducive to learning, working, and visiting. These services are dispatched from a central command, communication and surveillance center that operates 24 hours a day, 7 days a week. Services include patrols, escort, emergency/medical response, transportation, investigation, domestic violence awareness, crime prevention, identification, and access services. At Bronx Community College, incidents of a criminal nature may be referred to the appropriate law enforcement agency, with the complainant's consent. The Public Safety Department also conducts administrative investigations involving CUNY policies, rules, and regulations. These investigations may involve students, staff, and visitors on college property. Appropriate referrals necessitating further review and action may be made to Student Affairs and/or Human Resources.

Public Safety also coordinates space use and conference planning through the Events Management Team and employs an All-Hazard Preparedness model though coordination with the Office of Environmental Safety and Health.   As per the Clery Act, an Annual Security Report including campus crime statistics is published yearly, a copy can be obtained from the department's website.   Copies may also be obtained at the Department of Public Safety and the Offices of Admissions, Human Resources and Continuing and Professional Studies.   The department's emergency # is 718-289-5911 and for non-emergencies / service the # is 718-289-5390.

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

REGISTRAR'S OFFICE

Registrar: Karen Thomas, MS
Colston Hall [CO], Room 513 | 718.289.5710
Website: www.bcc.cuny.edu/Registrar/

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

- Readmission
- Registration
    - Auditing Classes
    - Requests to Take Courses at Other Colleges
    - Students on Permit from Other Colleges
    - Program Allowances and Course Loads
- Matriculation
    - Classification and Categories (Definitions)
    - Senior Citizens
    - Change of Curriculum Plan
- Withdrawal from the College
    - Withdrawal Procedure
    - Medical Emergencies
    - Military Leave
    - Transcripts
- Access to Student Records

Access to Student Records

The Federal Education Rights and Privacy Act (FERPA) of 1974 and regulations grant students the right to be advised of:

- The types of student records and the information contained therein which are maintained by the College
- The name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records and the purposes for which they have access
- The policies of the College for reviewing and expunging those records
- The procedures for granting students access rights to their student records
- The procedures for challenging the content of their student records
- The cost, if any, which will be charged to students for reproducing copies of their records

A student must file a Directory Information Non- Disclosure Form with the Registrar's Office to prevent the disclosure of directory information such as name, address, telephone number, etc.

Auditing Classes

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

Change of Curriculum Plan

For a change of curriculum major (plan) and/or option (subplan), a student must contact the Registrar's Office and complete a Change of Major (plan) and Option (subplan) form. This form can also be downloaded from the Bronx Community College website. A student may change a curriculum no later than the 21st day of each semester. Once the change has been approved, a student must meet the prescribed requirements for the new curriculum. Credits taken and earned in the student's former curriculum may not necessarily be applicable to the new curriculum. A determination of the transferability of credits from one curriculum to another rests with the new Curriculum Coordinator. It is strongly recommended that students consult with a Financial Aid Counselor regarding TAP eligibility and conduct a preliminary degree audit (DegreeWorks) to understand the impact of the change in curriculum.

Classification and Categories (Definitions)

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

Matriculation

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

Program Allowances and Course Loads

Programs Exceeding Limits: A matriculated student may apply to the Provost and Senior Vice President for Academic and Student Success or designee for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. Taking more than 18 credits will incur additional costs.

Enrolled Student: A student who has paid all tuition and fees or has a payment plan through Nelnet and attending classes is considered enrolled. The College will bar from classes any student who has never attended during the first three weeks or did not attend for weeks four and five. The student will be given a grade of "WN" without academic penalty for the course. (See "Absence from Class" in the "Academic Policies and Procedures" section of this catalog.) A student maintains standing at the College as long as he or she is enrolled. A student on probation is considered to be warned that he or she is compiling a record that could lead to loss of matriculation and/or suspension. Students on probation have standing with the College.

Readmissions

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

Deadlines for the receipt of applications for readmission are Fall Semester, August 15; Spring Semester, January 15; Summer Session, May 15. Readmitted students who have been away from the College for more than a year must prove residency. For more information, visit: https://www.bcc.cuny.edu/registrar/residency/.

Registration

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

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

SPARC Training (Sexual and Interpersonal Violence Prevention And Response Course)
All new students must complete an on-line mandatory "SPARC" training session in order to register for their second semester at BCC. This free, short training is on the awareness and prevention of sexual misconduct.

To complete the online training:

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

Requests to Take Courses at Other Colleges (E-PERMIT)

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

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

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

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

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

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

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

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

Senior Citizen Fees

Residents of New York State sixty years of age or older can enroll and audit undergraduate courses as nonmatriculated students without tuition charge and without credit, on a space-available basis. Individuals who enroll shall be charged a Senior Citizen Tuition Fee of $65 plus the CUNY consolidated fee of $15 per semester/session (fees are non- refundable) as well as any other fees they may incur (i.e. change of program or late registration fee). Senior citizens are not charged a student activity fee or application fee. Individuals must satisfy New York City /State residency requirement. Interested individuals must present proof of age at the time of admission and specify that they wish to participate in the program. *Please note that senior citizens may enroll in degree programs identical to any other student and will be charged the applicable tuition and fees*.

Student Identification Card

Each student receives a CUNY ID card with his or her picture. This card must be carried and displayed at all times for purposes of identification. The ID card is also used as the College library card. A replacement fee is charged for lost or mutilated cards. ID cards must be validated every semester. To learn how to upload a new photo for your CUNY ID card, please click on the following link: http://www.bcc.cuny.edu/campus-resources/campus-id-card/photo-submission/.

Transcripts

Transcripts may be requested in the Registrar's Office or through the College's website at www.bcc.cuny.edu/ Registrar/Transcripts. Transcripts sent to colleges within The City University of New York are forwarded free of charge. For all other requests, there is a standard fee of $7. Official transcripts bear the College seal and the signature of the Registrar. Official transcripts to other institutions or agencies at the request of the student. For faster service, all transcripts (official and unofficial) may be ordered online using "Parchment, LLC" (formerly Credential Solutions Incorporated) from the Registrar's Office webpage. A student may print unofficial transcripts free of charge for personal use through CUNYfirst.

Withdrawal from the College

Students officially withdrawing from the College during the refund liability period may do so online using their CUNYfirst account. Students withdrawing for medical reasons may do so by mail or in person. All written documentation submitted within the refund liability period will be reviewed by the Registrar's Office. All written documentation submitted after the refund liability period should be forwarded to the Office of the Registrar [CO], Room 513. The date of the medical withdrawal will be determined by the date specified on the documentation submitted. The letter should include:

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

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

Withdrawal Procedure

Students wishing to officially withdraw from any course in which they are registered may do so at any time through to the 10th week of class. No grade will be assigned if the student withdraws during the Refund Liability period (usually through the third week of classes). After the third week of classes, a student will be assigned a "W" grade indicating that he/she officially withdrew from the course. To be eligible for a grade of "W", a student must initiate the official withdrawal process online through their CUNYfirst account. Official withdrawals will not be processed after the official withdrawal period has ended.

Medical Emergencies

A student who experiences a medical emergency during the semester should consider discussing alternatives with a counselor regarding current and future academic plans. Some of these alternatives are continuation of attendance, a leave of absence or a program adjustment. A recommendation from a physician will help in determining what options are feasible. This recommendation, which is filed in the Health Services Office, is useful information to the College and beneficial to the student should the student require any medical services while on campus.

Military Leave

Students who enlist in the armed forces or who are inducted or recalled into service must present and place on file at the College a copy of the official induction notice indicating the exact date on which they must report for duty. Additional information regarding special provisions for students in the military can be found in Appendix C.

ROSCOE C. BROWN STUDENT CENTER (BC)

The Roscoe C. Brown Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students, and provides for a variety of services and educational experiences. The facility includes a cafeteria, theatre, club programming space, meeting rooms and the Akademos bookstore. For information regarding use of the facilities for programs, meetings, or conferences, contact the Events Management office at 718.289.5993.

Akademos Virtual Bookstore

For students, the Akademos solution means the right book delivered on time. Akademos maintains a dedicated inventory of new and used books for each class in one of our regional warehouses to ensure prompt delivery. In addition to traditional textbooks, Akademos also offer ebooks, custom coursepacks, school supplies and insignia items. For those who wish to sell their books, we offer an on-campus and online buyback program. Akademos book pick up is located on the first floor of the Brown Student Center. Regular operating hours are Monday through Friday, 9:00am to 5:00pm, Extended Hours, Monday and Thursday 9:00 to 7:00. Please note that hours of operation may be subject to change. To confirm business hours, or for more information, please call (718) 289-5365. Students can order books at the following link: www.BCCBooks.com. For questions regarding book orders, please call: 888-286-8249.

Cafeteria | BC, Main Level

The cafeteria is located on the first floor of the Brown Student Center. In addition to meals and refreshments available for purchase, the cafeteria offers catering services for meetings and receptions throughout the campus.

Campus Ministry | BC, 301
Reverend: James Sheehan,
Contact Email: James.Sheehan@bcc.cuny.edu | Location: BC, 301 | 718.289.5954

Campus Ministry is here to serve and comfort the college community with an area for reflection and religious guidance offered by Reverend Sheehan. All are invited. Vengan Todos.

Campus Service Center | BC, Main Level

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

LGBTQI+ Resource Room | BC, 312

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

Muslim Prayer Room | BC, 2nd fl.

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

Quad Wi-fi

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

Student Government Association (SGA) | BC, 202

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

WOMXN UP! A Space to ReSource Room | RBSC, 203B

WOMXN UP! A Space to ReSource serves as an on-campus resource for outreach, support services, programs, and discussion groups addressing the needs of women and female identified students. We are a safe and welcoming space for connection, sisterhood, empowerment, leadership, growth and success.

STUDENT LIFE

Associate Dean for Student Development: Manny Lopez, PhD
Contact Email: studentlife@bcc.cuny.edu | Location: BC, 305 | 718.289.5194
Website: www.bcc.cuny.edu/campus-life/

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

Clubs and Organizations | BC, 309

There are over 30 student clubs and organizations at BCC with academic, cultural, and social themes. BCC students can join an existing club or start a new club with other BCC students of similar interests. Joining a BCC club is an excellent way to enhance the academic experience at BCC. Students who participate in BCC clubs can explore academic programs and majors, develop leadership skills, practice teamwork, build cross- cultural appreciation, and provide community service.

Civic Engagement | BC, 309

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

Leadership and Success | BC, 309

We offer a variety of leadership programs, workshops, mentorship, information sessions, and events to help support and develop leaders at Bronx Community College. We strive to help students engage, explore, and elevate their college experience so that they may flourish as individuals and become life-long contributors to strengthened communities.

STUDENT PARKING/PARKING PERMITS

The college operates a student parking lot on Hall of Fame Terrace, conveniently located by the entry gate. 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 Campus Services located in Roscoe Brown Center, room 111B. Student decals are sold on a semester basis at Campus Services beginning on the second week in August. There are three decal categories for students during the Fall/Spring semesters, one type of decal for the summer, and one decal for winter intersession:

Decal Type	Decal Cost	Parking Hours
Day and Evening Decal	$55	7:00am-10:30pm
Day Decal	$40	7:00am-3:30pm
Evening Decal	$35	3:30pm-10:30pm
Summer Decal	$25	7:00am-10:30pm
Winter Decal	$15	7:00am-10:30pm

Decal Purchases can be made in Campus Services by using your Bronco Card. You can load the funds on the card with two methods:
- One method is to deposit cash in any Cash Management Stations located in Campus Services, Meister Hall, Cafeteria First Floor, Cafeteria Second Floor, North Hall Building First Floor, North Hall Building Second Floor, Loew Hall, and Colston Hall Lobby. Use exact change, machines do not dispense change.
- Another method is to transfer funds on your Bronco Card from either your credit card or bank debit card on eAccounts.

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. The 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. Affix the decal immediately after the purchase. Lost decals will not be replaced. If your vehicle is in a repair shop, call Campus Services to obtain a temporary pass for the replacement vehicle.

Decals may not be transferred from one vehicle to another or from one person to another. In addition to the payment and a signed, completed parking application form, students requesting parking must provide the following validated, current documents.
- BCC registration receipt
- CUNYFIRST Account Summary
- 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, To obtain a replacement decal, they must:
  - Remove the decal to the best of their ability and return it to the Bursar's Office
  - Complete a new application form and pay a $10 fee. All parking fees are non-refundable.

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

TRANSFER SERVICES
Manager: Thomas Bracken, MA
Contact Email: Thomas.Bracken@bcc.cuny.edu | Location: Loew Hall, 313 | 718.289.5871
Website: www.bcc.cuny.edu/campus-resources/transfer-services/

0-12 Credits	13-24 Credits
• Read the College Catalog • Explore career and educational pathways • Select your degree program • Read articulation agreements	• Check for new articulation agreements • Visit college websites • 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+ 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 the school you have been accepted to

Transfer Planning

The primary reason for early and continuing transfer planning is to ensure that degree program and curriculum are consistent with future career or educational plans. Waiting until the last semester may limit options. Articulation agreements are excellent tools for transfer planning. They provide a course of action for students, including an outline of the most appropriate courses to schedule. Furthermore, some articulation agreements encourage students to continue in the same course of study they started at BCC, while others gear students toward a particular career or educational pathway. Transfer Services offers academic advisement and registration assistance for all students intending to transfer as well as transfer admission information and assistance regarding applications scholarships, and acceptance to all BCC students.

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

VETERANS AND MILITARY RESOURCES
Coordinator: John Rosa, MSED
Contact Email: veterans@bcc.cuny.edu | Location: Loew Hall, 326 | 718.289.5447
Website: www.bcc.cuny.edu/campus-resources/veteran-military-resources/

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

ACADEMIC ENRICHMENT OPPORTUNITIES

HONORS PROGRAM
Advisor: Professor Anthony Durante, PHD
Contact Email: Anthony.Durante@bcc.cuny.edu
Location: Guggenheim Hall [GU], Room 203
Website: www.bcc.cuny.edu/academics/college-success-programs/honors-program/

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

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

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

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

HONOR AND LEADERSHIP SOCIETIES

Alpha Beta Gamma
Advisor: Professor Thomas D'Arrigo
Contact Email: Thomas.Darrigo@bcc.cuny.edu | Location: Meister Hall, G05 | 718.289.5585

Alpha Beta Gamma is the international business honor society recognizing scholarship among community college students. To be eligible for membership with the BCC chapter, students must be enrolled as a business major, have completed 15 credit hours (with at least 12 credit hours taken in courses leading to a business degree), and have attained a 3.0 GPA both in business courses and overall.

Chi Alpha Epsilon
Advisor, Nathan Aiken, MA
Contact Email: Nathan.Aiken@bcc.cuny.edu | Location: Loew Hall, 403 | 718.289.3190

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 (PTK)
Advisor: Tiffany Dubon-Yard, MS
Contact email: Tiffany.Dubon@bcc.cuny.edu | Roscoe Brown Student Center [BC], Room 309 | 718.289.5421

Phi Theta Kappa is the international honors organization of two-year colleges. Membership is offered to students who have earned at least 12 credit hours at Bronc Community College and have achieved a cumulative GPA of at least 3.5. Phi Theta Kappa offers a variety of leadership opportunities for student involvement in community service activities and holds a bi-annual induction ceremony each Fall and Spring semesters.

Tau Alpha Pi
Advisor: Professor Ajaz Sana, PHD
Contact email: ajaz.sana@bcc.cuny.edu | Carl Polowczyk Hall [CPH], room 215 | 718.289.5393

Tau Alpha Pi is the national honor society recognizing top-performing students enrolled in engineering technology programs. To be eligible for membership, students must have earned at least 24 credit hours with a cumulative GPA of at least 3.5. The organization holds an annual induction ceremony each spring.

GLOBAL PROGRAMS AND STUDY ABROAD
Coordinador: Professor Andrew Rowan, PHD
Contact Email: Andrew.Rowan@bcc.cuny.edu | Location: Colston Hall, 612 | 718.289.5314
Website: www.bcc.cuny.edu/academics/study-abroad/

Bronx Community College and the City University of New York support the study abroad experience for our students. CUNY is currently relaunching in-person study abroad programs for fall 2023 and spring and summer 2024. For information on specific programs, please access the following link: https://www1.cuny.edu/sites/global/students/programs/
where you will find "Programs – Global CUNY – The City University of New York."

For results, use the search criteria below:

"Search by City or Country"
"Terms" (which semester)
"Program Types" (preferably "faculty-led")
"E-permit eligible?" (yes)
"Academic Subjects"
"Undergraduate"

Studying abroad enhances the educational experience of students, providing experiential learning and societal experiences that prepare participants for living and working in an intercultural world. If you have questions or concerns, please feel free to email Professor Rowan: andrew.rowan@bcc.cuny.edu.

TECHNOLOGY

TECHNOLOGY SUPPORT SERVICES FOR STUDENTS
Location: Roscoe Brown Student Center [BC], Room 308
For support services or questions related to technology, students can click on the following link:
https://www.bcc.cuny.edu/information-technology/technology-support-services-students/

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

INSTRUCTIONAL TECHNOLOGY/COMPUTER LABS
The Instructional Technology Center is open to all students, faculty and staff to make maximum use of its facilities. Instructional Technology consists of 13.5 technical instructional facilities located throughout the campus that are equipped with networked microcomputers. All of the locations have Internet access. The mission of the instructional technology labs is to provide services to meet instructional and research needs, for both experts and novices. Listed below are the locations and telephone numbers of the Instructional technology rooms.

Computer Labs	Platform	Phone
Colston Hall 602/603	Windows	718.289.5733
Carl Polowczyk Hall 320	Windows	718.289.5417
Meister Hall G01	Mac OS	718.289.5578
Meister Hall G02	Windows	718.289.5578
Meister Hall G16	Windows	718.289.5592
Meister Hall G17	Windows	718.289.5592
Meister Hall 224	Windows	718.289.5424
Meister Hall 225	Mac OS	718.289.5424
Meister Hall 302	Windows	718.289.5492
Meister Hall 318	Windows	718.289.5500
Meister Hall 320	Windows	718.289.5376
New Hall 23	Windows	718.289.5005
Nichols Hall 101	Windows	718.289.5350
Roscoe Brown 308	Mac OS	718.289.5970

DISTANCE AND REMOTE ONLINE LEARNING

At BCC, students can choose to pursue a number of degree and certificate programs in fully online modality. If you are interested in this option, please contact your advisor for more information. Even if you wish to take most of your courses in-person, you still have the option of taking courses online or hybrid. Please see the definitions of course modalities as follows.

Value	Modality	Definition
P	In-Person/	In-person classes require all contact hours to take place **on campus or a designated location during scheduled times**. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Student complete readings, assignments, projects etc. outside of class time. An In-Person class where material is provided online, via a learning management system or website, does not displace any of the required contact hours that would normally occur in a scheduled In-Person class. **All class meeting days/times must be listed in the schedule of classes for students at the time of enrollment.**
OA	Online Asynchronous	Online Asynchronous classes **require all contact hours be held online asynchronously**. Instruction takes place online asynchronously. The modality allows students to access materials and assignments on a **flexible** schedule in accordance with deadlines set by the professor. All required instructional hours are online. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All the class work, examinations, quizzes, writing assignments, lab work etc. are fully online. **With the permission of and in consultation with Chief Academic Officer/Provost, assessment activities/exams can be conducted in-person. This information must be made available to the students in the schedule of classes at the time of enrollment. Class must be tagged with In Person Exam Only attribute for students.**
OS	Online Synchronous	Online Synchronous courses resemble on-campus In-Person ones in that students must be (virtually) present at the same time. **All required instructional hours are online**. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All the class work, examinations, quizzes, writing assignments, lab work etc. are fully online. **All Synchronous class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. With the permission of and in consultation with Chief Academic Officer/Provost, assessment activities/exams can be conducted in-person. This information must be made available to the students in the schedule of classes at the time of enrollment. Class must be tagged with In Person Exam Only attribute for students.**
OM	Online Mix	Online Mix classes offer a **combination of online synchronous meetings and asynchronous online work**. It is recommended that at least 25% and at most 75% of classes in Online Mix courses are scheduled to meet at a set time online. Students attend some classes on designated online synchronous days, with the remainder of the course being delivered

via asynchronous, deadline-based instruction and assignments. **All required instructional hours are online**. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). All the class work, examinations, quizzes, writing assignments, lab work etc. are fully online.

All Synchronous class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. With the permission of and in consultation with Chief Academic Officer/Provost, assessment activities/exams can be conducted in-person. This information must be made available to the students in the schedule of classes at the time of enrollment. Class must be tagged with In Person Exam Only attribute for students.

HA	Hybrid Asynchronous	Hybrid classes offer a **combination of in-person and online instruction/contact hours**. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Exclusive of exams, it is recommended that at least 25% and at most 75% of classes in hybrid courses are scheduled to meet at a set time on campus, in-person and campuses may set their own meeting schedules and guidelines within these parameters. Online portions of the course are offered asynchronously. Students participate in online portions of the course via asynchronous, deadline-based assignments. **All In-Person Class meeting days/times must be listed in the schedule of classes for students at the time of enrollment.**
HF	HyField	HyField classes offer a combination of in-person instruction hours that occur off campus doing field-based experiential learning (e.g., primary research, museum visits, local or international team-based projects for a nonprofit or company) during scheduled times and online instruction hours that may be asynchronous and/or synchronous. **HyField classes do not require classroom access—all in-person instruction occurs off-campus**. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). Synchronous class sessions will always take place at the assigned class time(s). **All class meeting days/times/location must be listed in the schedule of classes for students at the time of enrollment.**
HX	HyFlex	A HyFlex course provides students multiple learning paths and is distinguished from other mixed modality courses by relying on individual student choice from session to session, rather than having the instructor determine the modality for any given lesson. **The number of formats available to students will vary from course to course. HyFlex courses are in-person with the option of synchronous online, and/or asynchronous online contact hours.** Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). **All class meeting days/times must be listed in the schedule of classes for students at the time of enrollment. Class must be tagged with all available HyFlex modalities attributes for students.**

REQUEST FOR LOANER MOBILE DEVICE

In preparation for students and staff to move effectively to online learning and teaching, CUNY and BCC have purchased and will be distributing some loaner laptops to those who either do not already have a BCC issued device, or do not have access to a personal computer.

New, readmits and transfer students: You must complete the New Student Orientation via your Blackboard before you can request and receive a device.

Continuing students: You can request a device on our Device Loaner Application. Please note that there is a limited number of these additional loaner devices.

DISTANCE LEARNING PLATFORMS, TOOLS & RESOURCES

Along with the BCC Mobile App, CUNYFirst and Cleared4, currently enrolled students will have access to the following technological distance learning platforms, tools, and resources to assist with attaining educational goals:

Blackboard Collaborate

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Students can access Blackboard Collaborate via Blackboard by logging into CUNYFirst.

https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/

Dropbox

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

ePortfolio

ePortfolios are a unique online tool - a kind of personal web site - that allow you to merge your personal and professional goals, putting your education into a larger context and allowing you to represent yourself in a powerful and effective way for many different purposes and audiences.For **students,** eportfolios allow you to go beyond simply listing what you've achieved in a course to include deeper reflections on what you've learned and how it contributes to your personal and professional preparation.

Google Drive

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

Labster

Labster is a web based virtual learning laboratory solution to provide an alternative experiential learning environment for activities that would normally take place in campus science labs.

Microsoft Office 365

Free to all CUNY students, provides access to Office 365 online apps and services, as well as the option to download Microsoft Office Suite directly from your CUNY email account.

For more information about Remote Technology Resources, please visit the BCC website.

GENERAL POLICIES AND PROCEDURES

ACADEMIC APPEALS

Students may appeal their probationary or suspension status by contacting the Appeals Agent of the Committee on Academic Standing (CAS) located in Sage Hall, 2nd Floor, or online by login at http://site.bcc.cuny.edu/BCCCASForm/Logon.aspx?ReturnUrl=%2fBCCCASForm%2f. These appeals are intended for students who have WU grades (prior to fall 2021) 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 subsequent to those grades were earned, or who are requesting First Year Freshman Forgiveness. FINs grades are resolved with the instructor who issued the grades. A student has up to the last day of the semester following the semester in which the grade was given to resolve the INC grade, but an instructor may file an extension form to allow a student more time.

ACADEMIC FREEDOM

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

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

BCC PREAMBLE TO CUNY ACADEMIC INTEGRITY POLICY

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

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

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

ACADEMIC INTEGRITY

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

1. Definitions and Examples of Academic Dishonesty

1.1. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.

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

1.2. Plagiarism is the act of presenting another person's ideas, research or writing as your own. Examples of plagiarism include:

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

1.3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:
- Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using, or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

1.4. Falsification of Records and Official Documents
- Examples of falsification include Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.

CHANGE OF STUDENT ADDRESS/CONTACT INFORMATION
Each student is responsible for ensuring the College has the most recent contact information (address, phone numbers and preferred email address) on record. To update any part of your contact information you can log into CUNYfirst, click on Student Center, then the Profile tab, and edit accordingly. Students can also visit the Registrar's office in-person, in Colston Hall [CO], Room 513.

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

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

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

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

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

AFFIRMATIVE ACTION, COMPLIANCE AND DIVERSITY

Chief Diversity Officer: Jessenia Paoli, ESQ.
Contact Email: Jessenia.Paoli@bcc.cuny.edu | | **Location: Language Hall, 31A | 718.289.5288**
Website: www.bcc.cuny.edu/about-bcc/affirmative-action-compliance-diversity/

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

The BCC Office of Affirmative Action, Compliance and Diversity is responsible for:
- Developing and disseminating the college's Affirmative Action Plan;
- Recommend and monitor the attainment of faculty and staff employment goals;
- Handling both informal resolutions and internal charge of discrimination complaints;
- Train the college community on equal opportunity, diversity and affirmative action issues; and lastly,
- Fosters a diverse and inclusive learning and working environment.

The Office of Affirmative Action, Compliance and Diversity is responsible for upholding the college's commitment to equal opportunity for all members of the campus. It is the policy of the College to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the policy of the College to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

We envision the college as an inclusive community where equal opportunity is afforded to all, and individual contributions are valued and supported in the college's pursuit to become a top public institution within the City University of New York.

Student Conduct

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

- Possession of a rifle, shotgun, firearm, or any other weapon, dangerous instrument, or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University or College, absent a written authorization of the educational institution.
- Sale, manufacture, use, dispensation, possession, or distribution of drugs or controlled substances, absent use as per a valid prescription (marijuana may not be used, regardless of the possession of a valid prescription1)
- 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 Success
- Hazing via any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of any item for initiation into or affiliation with any organization 6. Disorderly or indecent conduct on University or College-owned or -controlled property
- Trespassing via failure to present a Bronx Community College identification card following a legitimate request; for being present on campus with no legitimate reason for presence
- Intentionally obstructing and/or forcibly preventing others from exercising their rights (i.e. interference with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services)
- Failure to comply with lawful directions issued by representatives of the University or College when those representatives are acting in an official capacity
- Occupying University or College facilities or blocking access to or from such areas without authorization; permission from appropriate college authorities must be obtained for removal, relocation, and use of University or College equipment or supplies
- Theft from or damage to University or College premises or property or the property of any person on the University or College premises
- Physical, verbal, or other abuse of a member of the academic community or invited guest
- Use of language or taking action reasonably likely to provoke or encourage physical violence by demonstrators, those being demonstrated against, or spectators of a demonstration.

To read the Campus Behavior Code in its entirety please access the BCC College catalog at the following website. http://www.bcc.cuny.edu/academics/college-catalog/

BCC Mobile App

Please note that the safety of all members of the college community is the highest priority and the utmost importance to BCC. Inappropriate and/or threatening remarks on our mobile or social media platforms will not be tolerated and will result in the suspension of these privileges and application of a Judicial Affairs review. We hope that you continue to enjoy the information and discussions that come with these platforms, and approach them with the integrity in which they were intended.

COMPUTER RESOURCES ACCEPTABLE USE POLICY

CUNY's computer resources are dedicated to the support of the university's mission of education, research, and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry. This policy supersedes the CUNY policy titled "CUNY Computer User Responsibilities" and any college policies that are inconsistent with this policy. "CUNY Computer resources" refers to all computer and information technology hardware, software, data, access, and other resources owned, operated, or contracted by CUNY. The full policy is available at:

https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/information-security/security-policies-procedures/ComputerUsePolicy.pdf

ACCEPTABLE USE OF MICROSOFT OFFICE 365 FOR EDUCATION POLICY

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

http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/technology-services/microsoft-office-365-for-education/Acceptable-Use-of-Microsoft-Office-365-for-Education-Policy-2018-7-26-1.pdf

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

A Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record. Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. To read FERPA in its entirety please access the U.S. Department of Education website at the following web address: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

FIRE POLICY

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

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

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

GAINFUL EMPLOYMENT

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

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

GENDER NEUTRAL BATHROOM LOCATIONS

Building	Room #	Building	Room #
Altschul Hall	BT02	Language Hall	1T02
Alumni Gym	401C & 113	Loew Hall	1 T03 & C 30C
Bliss Hall	WT01	Meister Hall	217 & 10 B
Butler Hall	2T02	New Hall	102C
Carl Polowczyk Hall	104B	Nichols Hall	110
Children's Center	129	North Hall	111 & 3A
Colston Hall	543	Brown Center	1T01
Community Hall	2018	Receiving Building	1 T01
Gould Hall	1 T01 & 2 T06	Sage Hall	1T01
Gould Memorial Library	B6	South Hall	1T02
Guggenheim Hall	3T01 & 3T02	Snow Hall	109 & 110
Havemeyer Annex	108 & 109		

ACCESSIBLE BATHROOMS

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

Alumni Gym	114	Gould Memorial Library	B4
Alumni Gym	125B (1MT02)	Loew Hall	2T01
Carl Polowcyzk Hall	104B	Loew Hall	2T02
Childrens Center	114	Meister Hall	217
Childrens Center	115	North Hall	102
Childrens Center	128	North Hall	110
Childrens Center	129	North Hall	111
Colston Hall	251	North Hall	144
Colston Hall	353	North Hall	202
Colston Hall	443	North Hall	203
Colston Hall	543	North Hall	301
Colston Hall	652	North Hall	302
Colston Hall	745	Roscoe Brown Student Center	103A
Colston Hall	842	Roscoe Brown Student Center	2T03
Gould Residence Hall	2T06	Snow Hall	109
Gould Residence Hall	2T07B4	Snow Hall	110

IDENTIFICATION

Your Bronx Community College ID card is the first step to a safe campus. Display it upon entering the campus and when requested by any College official. Showing your BCC identification is mandatory, not an inconvenience. If you require a new identification card, please visit the ID room in the Campus Service Center located on the first floor in Roscoe Brown Student Center. Students can also access their BCC ID card via the BCC Mobile APP, download for free from the Apple App Sore or Google Play Store.

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

PREFFERED NAME PROTOCOL

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

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. If a student has any concern about not obtaining an accommodation and wants to appeal, such student can contact the Office of Affirmative Action, Compliance and Diversity at (718) 289-5154. To read the CUNY policy in its entirety, please access the Office of Affirmative Action, Compliance and Diversity webpage. http://www.bcc.cuny.edu/Affirmative-Action/?p=Pregnancy-Related- Medical-Condition. Please note that the lactation room is located in the Office of Health Services in Loew Hall, room 105.

SERVICE ANIMAL POLICY

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

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

CUNY may not require documentation relating to a person's disability or a dog's training before allowing entry to one of its facilities. When a dog's function is not readily apparent, a university employee may ask if the dog is a service animal required due to a disability and may also ask what task the dog is trained to perform.

But for dogs whose use is obvious, such as a guide dog for a blind person, even asking those two questions is illegal. There are only two situations in which access or use may be denied to an otherwise qualified dog: when the owner cannot control the dog, and when the dog is not housebroken. A failure to stop a dog from constantly barking counts as being unable to control it and would justify a denial of access or use.

Beyond allowing access, all university facilities must make "reasonable accommodations" for persons using service dogs.   This is a vague phrase, but a "reasonable accommodation" generally means allowing a disabled person to bring a service dog throughout a building and removing obstacles that may prevent the dog from accompanying its owner and performing its duties. Once a dog has been allowed in a building, it must be allowed to go anywhere with its owner, and reasonable accommodations must be made to ensure that no obstacles prevent it from doing so.

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

STUDENT COMPLAINT PROCEDURE

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

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

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

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

- Discrimination: https://www.bcc.cuny.edu/affirmative-action/?p=AA-Contact-Us
- Safety concerns: http://www.bcc.cuny.edu/Public-Safety/
- Sexual Assault: http://www1.cuny.edu/sites/title-ix/campus/bronx-community-college/
- Information Technology: http://www.bcc.cuny.edu/Information-Technology/?p=IT-Technology-Service-Center
- Faculty Conduct in Academic Settings: https://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf

STUDENT OMBUDSPERSON/STUDENT ADVOCATE

Ombudsman: Stephen Powers, PhD
Contact Email: Stephen.Powers@bcc.cuny.edu | Location: Colston, 431 | 718. 289.5469

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

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

TITLE IX

Chief Diversity Officer/Title IX Coordinator: Jessenia Paoli, ESQ.
Contact Email: Jessenia.Paoli@bcc.cuny.edu | Location: Language Hall, 31A | 718.289.5288
Website: www.bcc.cuny.edu/about-bcc/affirmative-action-compliance-diversity/

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

Students' Bill of Rights

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

1. Make a report to local law enforcement and/or state police;

2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;

8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;

9. Have access to at least one level of appeal of a determination;

10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This Student Bill of Rights was established by the "Enough is Enough" Law, New York State Education Law Article 129-B, effective October 7, 2015.

New CUNY Policy on Sexual Misconduct

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

In May 2020, the United States Department of Education ("USDOE") issued regulations related to Title IX Sexual Misconduct. Each time there is a change in the law, CUNY must review and revise the CUNY Policy on Sexual Misconduct.

Accordingly, please find the revised CUNY Policy on Sexual Misconduct at the following link - https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Sexual-Misconduct-Policy.pdf

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

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

Information about filing a report, seeking a response, and options for confidential disclosure is available on CUNY's Title IX web page at http://www1.cuny.edu/sites/title-ix/campus/university/ .

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

SPARC Training
Sexual and Interpersonal Violence Prevention And Response Course
All new students must complete an on-line mandatory "SPARC" training session in order to register for their second semester at BCC. This free, short training is on the awareness and prevention of sexual misconduct.

To complete the online training: Login to your CUNYfirst account then click "SPARC Training" under your To Do List. Twenty-Four (24) hours after the completion of your training, you will be able to register for your second semester. For more information on SPARC see http://www.bcc.cuny.edu/campus-life/student-life/sparc/.

VENDING MACHINES

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

Colston Hall Lower Level	Meister Hall 5th Floor
Colston Hall Rear Lobby	Meister Hall 6th Floor
Colston Lobby	Meister Hall 7th Floor
Colston Lobby Alcove	Meister Hall 8th Floor
Gould Hall Lobby	Meister Hall Lobby
Gym	Meister Hall Sub Basement
Language Bldg.	Meister-2nd fl. Southside
Loew Hall 2nd Floor	North Hall Library
Loew Hall 4th Floor	Polowczk Hall Lobby
Meister Hall 1st Floor	Roscoe 2nd fl. above Cafe
Meister Hall 2nd Floor	Roscoe Brown Cafe
Meister Hall 3rd Floor	Roscoe Brown Lobby 1st fl.
Meister Hall 4th Floor	

ACADEMIC POLICIES AND PROCEDURES

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

Step 1: Read the entire Academic and Financial Aid (SAP) Appeals page and contact your advisor. Ask them if you need to submit an appeal. You can also find this information on your CUNYFirst "To Do List".

Step 2: Fill out an Academic Appeal (Administrative Appeal, First Year Freshman Forgiveness Policy Appeal, Waiver of Dismissal, or Statute of Limitations) by going to the BCC appeals site on the college website, and login using your Bronco. Follow the instructions for submitting personal statement, documentation, and an academic plan as required.

For a financial aid or Satisfactory Academic Progress (SAP) Appeal, go to CUNYFIRST > Student Center > Tasks > Academic Progress Issue > Student Forms. You are required to upload an academic plan from your advisor, type in your personal statement, and upload required supporting documentation

Step 3: Upload supporting documents for the academic appeal through CUNYfirst Self-Service under "Appeals Document Upload". Head directly to **CUNYfirst** to upload your documents under "Document Upload (Appeal)". Here are further instructions on how to **upload the documents.**

After you submit your application and supporting documents, you **do not** need to submit another application to submit more supporting documents.

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

A decision can take two (2) weeks to be decided. Be sure to check your BCC E-mail regularly for updates. If you have any questions, please e-mail the Academic Appeals Agent at AppealsAgent@bcc.cuny.edu. If you have questions about the SAP Appeal, please contact the SAP Appeal agent at SAPAppealsagent@bcc.cuny.edu.

CLASS ATTENDANCE
Class attendance and participation are significant components of the learning process and play a major role in determining overall student academic achievement. Therefore, students are strongly encouraged to attend and participate in all class sessions of the courses in which they are registered. For further details, please refer to course syllabi. In the event of excessive absences, faculty have the option to lower the grade, request completion of additional assignments, or assign a failing grade.

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

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

COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing formulates policy on matters regarding the maintenance of matriculation, grading structure, satisfaction of requirements for degrees and certificates, and advanced standing. It adjudicates and takes final action on waivers of suspension, statute of limitation and administrative grade appeals. Communications with the Committee should be made through the Registrar, who serves as its Executive Secretary. The College Community may review a copy of the Codification of Academic Rules and Regulations on the College website at http://www.bcc.cuny.edu/academics/academic-rules-regulations/

DISMISSAL GUIDELINES

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

Credits Attempted	Probation must be assigned if cumulative index is lower than that listed.	Dismissal if cumulative index is lower than that listed, and the student has been on probation (see section 4.5).
.5-12	1.50	1.50
13-24	1.75	1.75
25 - upward	2.00	2.00

GRADING POLICY

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

GRADE	% EQUIVALANT	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).

First-Year Freshmen Forgiveness Policy

On the basis of authority granted by CUNY, BCC has instituted a "First-Year Freshmen Forgiveness Policy." The BCC policy limits students to 12 credits of F, WU, FIN grades that may be forgiven (converted to a nonGPA "NC" grade) for a First-Year Freshmen in their first year at the college level. This forgiveness is not automatic: It must be requested of the Committee on Academic Standing with appropriate documentation of an academic plan completed by an advisor or faculty member. Note that this policy is available only for courses taken in Fall 2019 or later.

Pass/No Pass Policy

This BCC policy allows for course-level, pass/no pass grading: An earned letter grade of A, B, C, D is recorded as a "P" and a failing F grade is recorded as an "NC" (no credit). With a P grade, a student earns credit for the course, but with no effect on GPA. With an NC grade, a student does not earn credit, but there is also no effect on GPA. There are limitations on this policy, including (1) professor and student agreeing to this grading and filing the appropriate form with Registrar by the last day to withdraw from classes, (2) certain courses are excluded due to minimum grade and/or accreditation requirements, and (3) the policy can be used a maximum of two times by each student at BCC.

**F Grade Policy

When a student receives the grade of "F" or an administrative (WU - prior to fall 2021) 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 "exclude credit, exclude GPA." The number of failing credits that can be deleted from the Grade Point Average is limited to 16 for the duration of the student's undergraduate enrollment in The City University of New York. All 16 credits may be used at the associate degree level, but once used; they are unavailable at the CUNY senior college level. For this reason, students should be advised of the desirability of holding some or the entire credit bank for later studies at the senior college

Administrative Grades*

W	Withdrew officially between the end of the registration period and up until the last day of classes, excluding final exam week. No impact on GPA. Student participated in an academically related activity at least once.
WA	Administrative Withdrawal – non-punitive grade assigned to students who had registered for class at the beginning of the term but did not provide proof of immunization by compliance date. No impact on GPA.
WD	Withdrew Drop – Assigned by Registrar's Office for Drops after the financial aid certification date during the program adjustment period. Student attended at least one class s. session or one academically related activity.
WN	Withdrew Never Attended
WU	**Withdrew Unofficially. Student participated at least once in an academically related activity. No impact on GPA.** (Counts as a failure in GPA if received prior to Fall 2021. No GPA penalty from Fall 2021 onward.)

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

Special Grades

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

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

Pass/No Pass Policy

The grade of "P" or "NC" may be given as part of a 'Pass/No Pass' agreement between a student and instructor. The instructor is not obligated to grant this request. In order to receive this grade, a student needs to continue attending the class, complete all assignments, and take the final exam.

This option must be requested prior to the last day a student can withdraw and receive a grade of "W" via an agreement with the Office of the Registrar.

GRADUATION

To be considered for graduation at Bronx Community College, students must meet five requirements. They must have:
- Completed all the required courses in the curriculum
- Met program-specific academic requirements, if applicable.
- An overall academic index of at least C (2.0).
- Completed the minimum degree credits required, including 30 credits in residency at BCC for an associate degree
- Completed two designated Writing Intensive (WI) courses (students who entered BCC in Fall 2004 or later).

Participation in Graduation Ceremony

Students can request approval to participate in the 2024 Commencement Ceremony when **they have no more than one (1) course outstanding and are registered for the outstanding course during the summer of 2024**. Please consult with the Office of Student Life and the Office of the Registrar for more information.

Application for Graduation

Students are required to apply for graduation via the CUNYfirst Student Center at the beginning of their final semester. Applying for graduation is not a guarantee that degree or certificate requirements are met. Students who fail to apply for graduation may not be evaluated for graduation purposes. If all requirements are not met by the end of the final semester of attendance, the student must reapply for graduation in order to be considered for a subsequent semester.

In addition, 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 periodically review their DegreeWorks - Online Advisement System degree audit and meet with their Advisors regarding degree requirements and academic progress.

Instructions on Applying for Graduation

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

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

Students may use View Graduation Status to track the progress of their graduation application.

For graduation-related information, please refer to the Office of the Registrar's graduation website (www.bcc.cuny.edu/registrar/graduation).

TUITION AND FEES

OFFICE OF THE BURSAR

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

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

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

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

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

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

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

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

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

PAYMENT PLANS FOR TUITION AND FEES

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

The payment plans are normally available prior to the start of classes and up to a week of the start of classes for the fall and spring semesters. The summer plan has a different schedule please check with the Office of the Bursar for information. The payment plans are designed based on a number of payments (example 6

pay plan, 5 pay plan …) but the plan (one plan only) that will be offered to the student will be based on when the student signs-up for the payment plan.

The Enrollment Fee is $25.00 if you link your payments to your checking/savings account via eCheck, which will automatically deduct from your account on a schedule. We accept the following credit or debit cards (American Express, Discover, Visa and MasterCard). The enrollment fee will be added to your first payment. There will be a $30 return payment fee charged for each return payment.

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

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

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

TUITION AND FEES [1]

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

Part-Time Degree Students | $210 per credit/hour[1]
(Fewer than 12 credit weight)
New York City resident or New York State resident with Certificate of Residence.

Non-degree Students | $265 per credit/hour[2]
New York City resident

Non-degree Students
Non-resident, including international student **|** $420 per credit/hour[3]

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

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

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

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

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

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

Student Activity Fees[4]

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

Full-time students: $77.60 per semester[5]
(12 or more credits/hours)

Part-time students: $52.60 per semester[5]
(fewer than 12 credits/hours)

Technology Fee[4]

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

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

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

[4] Subject to change.

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

Senior Citizen Fees

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

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

NON-INSTRUCTIONAL FEES

These non-refundable fees are subject to change:

a. Application for Admission
  Freshman Student[6] $65.00
  Transfer Student[6] $70.00
  Non-Degree Student[6] $70.00
b. Transcript $7.00
  (There is no charge for transcripts sent to other CUNY colleges)
c. Make-up and special examinations
  First examination per semester $25.00

	Each additional examination	$5.00
d.	Commitment Deposit New student	$100.00
e.	Late registration	$25.00
f.	Late payment	$15.00
g.	Change of program	$18.00

(Charged after the 1st day of classes for adding a course or changing from one course to another course; changing from one section of a course to another section of the same course.)

| h. | Duplicate ID card | $10.00 |
| i. | Senior Citizen Fee | $80.00 per semester |

(Administrative fee of $65 plus Consolidated fee of $15. See senior Citizen fees heading for more details)

| j. | Duplicate Record | $1.00 |

(i.e., grade report, registration receipt)

k.	Duplicate Bursar's Receipt	$5.00
l.	Readmission application	$20.00
m.	Diploma	$30.00
n.	Return check	$20.00

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

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

[6] Money order payable to Bronx Community College.

REFUNDS

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

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

Refund Schedule for Fall and Spring Semesters	Tuition Refund	Tuition Obligations
Drop course(s) before 1 Official Day of the Semester	100%	-0-
Drop course(s) within 7 calendar days of opening date	75%	25%
Drop course(s) between 8 & 14 calendar days of opening date	50%	50%

Refund Schedule for Fall and Spring Semesters	Tuition Refund	Tuition Obligations
Drop course(s) between 15 & 21 calendar days of opening date	25%	75%
Drop course(s) beyond 21 calendar days after opening date	None	100%

For summer and winter session(s), the refund period is the first 20% of the total days (including Saturday, Sunday & Holidays) in the session. The refund period is divided into two equal segments corresponding to a 50% and 25% refund period. BCC has multiple summer sessions. Please check with the Office of the Bursar for the refund dates related to each term/session or visit: http://www.bcc.cuny.edu/Student-Financial-Services/?p=sfs-Refund-Policy#degTop2

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

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

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

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

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

Permit Students Refund
Bronx Community College students, on permit to other colleges, who have classes cancelled or are otherwise not able to complete registration, must obtain a written statement from the Registrar's Office at the permit college stating what course they are registered for or not registered for at that college.

Upon obtaining this information, bring the written statement and all registration receipts to Bronx Community College Office of the Registrar so your records will be updated which will initiate the process for a refund if eligible.