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DEGREES AND CERTIFICATES

Associate in Arts degrees

Transfer programs listed in this catalog generally lead to the Associate in Arts (A.A.) degree and prepare students for transfer to a four-year college or university. These programs are designed to meet most senior institution requirements. However, students are responsible to make sure that their program will transfer to the institution of their choice. The BCC Transfer office works with students by appointment to design programs for transfer. Refer to the catalog section "Transferring" for more information.

Associate in Science degrees

Courses of study leading to an Associate in Science (A.S.) degree are generally described in this catalog as career programs. Successfully completing one of these programs prepares students for technical or professional entry-level positions. Many A.S. programs also allow students to transfer to four-year institutions.

Associate in Applied Science degree

Courses of study leading to the Associate in Applied Science (A.A.S.) degree are designed to lead directly to employment in a specific occupational area. The career courses in these programs are linked to current practices in the work world.

Certificate programs

The College also offers a number of certificate programs that can be completed in one year if the prerequisites are met. Three levels of certificates are offered:

- Certificate of Achievement 24-29 credits*
- Certificate of Accomplishment 15-23 credits*
- Certificate of Recognition less than 15 credits*

Graduates earning the Certificate of Achievement will be recognized at Commencement.

General education requirements

Entering a degree or certificate program at Bristol Community College means that you are committed both to expanding your general education and pursuing a career.

At BCC, General Education is a core of courses that helps students strengthen their skills in reading, writing, and mathematics while increasing their awareness and appreciation of historical thinking, important social issues, and the role of languages, literature, science, and the arts in our society.

1.0	Critical Analysis	0 credits
2.1	Written Communication	6 credits
2.2	Oral Communication	0-3 credits
3.0	Scientific Reasoning and Discovery	3-4 credits
4.0	Quantitative/Symbolic Reasoning	3-4 credits
5.1	Historical Awareness	3 credits
5.2	Global Awareness AS 0-3; AA	3 credits
5.3	Multicultural Perspective	0-3 credits
5.4	Social Phenomenon	3 credits
6.0	Humanities	3 credits
7.0	Ethical Dimensions	0-3 credits
8.0	Technical Literacy	0-3 credits

The core courses for degree programs include:

Foreign language requirement

In those programs that require foreign language, students may elect to enroll in any foreign language offered at Bristol Community College, including American Sign Language. Under Massachusetts law, ASL is recognized as the equivalent of a spoken language for the purpose of foreign language study and course credit. Students may also receive transfer credit for foreign languages not offered at BCC.

GRADING POLICIES

Grades

Letter grades (A, B, C, D, F, L, N, S, W) are typically assigned. Pluses (+) and minuses (-) may be given at the discretion of the instructor.

In the absence of a stated policy on grading in the course syllabus, the following guidelines will be used to determine the final course grade.

A+=97-100	A=93-96	A-=90-92
B+=87-89	B=83-86	B-=80-82
C+=77-79	C=73-76	C-=70-72
D+=67-69	D=63-66	D-=60-62
F=0-59		

Note: Individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus.

The grades shown below are assigned point values for the purpose of calculating the Grade Point Average (G.P.A.).

Grade Plus (+) Minus (-)			
A	4	4	3.7
B	3.3	3	2.7
C	2.3	2	1.7
D	1.3	1	0.7
F	--	0	--

Prior to the 1999-00, academic year differential point values (as shown above) were not assigned to plus (+) or minus (-) grades.

Point values assigned to grades prior to Fall 1999 were:

Grade			
A+	A	A-	Superior 4.0
B+	B	B-	Above Average 3.0
C+	C	C-	Average 2.0
D+	D	D-	Below Average 1.0
F			Failure 0.0
N Course Continuing --			

The grade L (given for auditing a course) and S (given by the Division of Developmental Education) carry no points and are not figured into the grade point average. Refer to the section on the following page, "Center for Developmental Education grading policy," for more details on the S.

Refer to "Dropping a course" for the W grade, and to "Auditing a course" for the L grade under "Planning and Managing Course Load."

Mid-semester progress reports

Faculty report mid-semester grades for students in day courses doing "C-" or less work at that time. Those students may view their warning grades online and are advised to see a counselor.

Incomplete course work

The mark of an Incomplete "I" is given to a student if work in a class is unfinished because of illness, accident, or other unavoidable absence, unless otherwise noted. An incomplete grade may be assigned to a student who has attended at least 75% of the semester.

An Instructor must submit a "Report of Incomplete Grade" Form for each "I" grade assigned. The student must arrange with the Instructor or Academic Divisional Dean in the Instructor's absence to make up the deficiency. The arrangements should be made no later than the end of the third week of the semester following the receipt of the Incomplete.

To receive credit for the course, the student must complete and turn in the missing work by the last day of class of the semester which follows the semester in which the "I" was received, unless other arrangements have been agreed upon by the student and Instructor. This policy will be applied regardless of whether the student is then enrolled at BCC.

If the work is not completed, the "I" grade will convert to the grade specified by the Instructor on the "Report of Incomplete Grade Form." If no form has been submitted, the grade will be converted to an "F."

Grade Point Average

Letter grades are assigned the point values discussed in the section above, "Grades." The Grade Point Average (G.P.A.) is calculated as follows:

- The grade points earned for each course are calculated by multiplying the point value of the grade (from "grades," previous column) by the number of credits for the course. For example, a "B+" (point value = 3.3) earned in a 4-credit course in Fall '99 or later earns 13.2 grade points (3.3 points x 4 credits).

- The semester's Grade Point Average (G.P.A.) is calculated by adding the grade points earned in all courses that semester and then dividing by the total credits involved in those course. See example below.

- The cumulative G.P.A. is found by adding grade points so far earned in courses taken for the student's program and dividing by the total credits. Courses with grades of "I," "L," "S," "U," and "W" are not considered.

Student Completion Rate

Students must complete their academic program within 150% of normal time frame as measured by credit hours. This sets a credit attempt limit on each student. (NOT A TIME LIMIT). Students therefore have to maintain a "pace" or "completion rate" of about 67% success of attempted credits. Transfer credits are included in the student's 150% credit frame.

Students in certificate programs must maintain the same standard for Student Completion Rate (successfully completing greater than 66% of the attempted credits). ***[There is no warning for certificate programs. Certificate students who do not maintain an adequate S.C.R. will be dismissed from that program.]**

All students will have their Student Academic Progress (both G.P.A. and S.C.R.) reviewed all 3 semesters (fall, spring and summer).

Calculating your G.P.A.

A student who receives these grades in 3 courses would calculate G.P.A. as follows:

	Credits	Grade	Grade Point	Value Points
1st Course	4	B	3	12
2nd Course	3	C	2	6
3rd Course	3	W	0	0

To calculate the G.P.A. for the example given, add grade points earned (12 + 6) and divide by credits for the courses in which they were earned (4 + 3).

$$\text{G.P.A.} = \frac{\text{grade points earned in all courses}}{\text{total credits in those courses}} = \frac{18}{7} = 2.57 \text{ G.P.A.}$$

Calculating your S.C.R.

For example, if a program requires 60 credits, students must complete the program within 90 attempted credits. Students who reach a point where it is mathematically impossible for them to complete their program in 90 credits will also lose their financial aid eligibility. For example, it becomes mathematically impossible for a student to complete a 60 credit program when they have NOT successfully completed 30 credits after 60 attempted credits.

Dean's List

The Dean's List recognizes students who achieve a semester G.P.A. (grade point average) of 3.2 or better with a load of 12 credits or more and no grade below "C."

Special grade requirements

Students in Occupational Therapy Assistant, Nursing, Medical Assisting, Dental Hygiene, Early Childhood Education, Phlebotomy, Healthcare Information, Clinical Laboratory Science, Complementary Healthcare, Therapeutic Massage, Histology, and Office Administration career programs must meet the special grade requirements of their programs as described in the respective program description.

Students failing to meet these requirements in subject area courses are reviewed at the end of the semester by the program director and faculty teaching the courses. The program director will make recommendations to those students regarding their future course of study and give those recommendations to the vice president of Academic Affairs, the chair of the Academic Standing Committee, and the vice president of Enrollment Services.

Division of Developmental Education grading policy

To successfully complete a course in the individualized learning lab (self-paced mode), students must earn a grade of "C-" or better for the three-credit course.

Those who do not complete the learning lab in one semester and who maintain satisfactory progress receive an "S" grade for the non-degree credit developmental course. The "S" grade does not apply toward a degree, and the student must re-enroll in the developmental course.

Students who do not complete a learning lab course in one academic year (two semesters) receive a "F" for the course and do not receive

credit. For more information on the Center for Developmental Education, refer to that section in the Quest for Success program listing.

Some courses offered by the Division have additional exit requirements, including demonstration of competency on college tests. Refer to course descriptions for RDG 080, 090; ESL 122, 123, 124, 125.

Developmental coursework will not be computed into the student's cumulative G.P.A. The credits are also not included in the Student Completion Rate (S.C.R.). A student should meet with an advisor each semester, but especially before attempting to take the same developmental course more than twice.

A two letter grade designation will be used for developmental courses based on the following scale:

AA=A+	A= 4.0	AB=A-	=3.7
BA=B+	=3.3	BB=B	=3.0
BC=B-	= 2.7	CB=C+	=2.3
CC=C	=2.0	CD=C-	=1.7
DC=D+	=1.3	DD=D	=1.0
DF=D-	=0.7	FF=F	=0.0

Official grades

Official grades are kept by the Registrar. No grade can be changed without the written approval of the course instructor.

ACADEMIC STANDING

Satisfactory academic progress

Effective July 1, 2011, the U. S. Department of Education revised rules related to Satisfactory Academic Progress (S.A.P.) to include both a qualitative component or Grade Point Average (G.P.A.) and a quantitative component or Student Completion Rate (S.C.R.). S.C.R. replaces what Bristol Community College previously called Satisfactory Progress Index (S.P.I.).

All matriculated students attending the College are expected to make satisfactory academic progress toward a degree or certificate. Students who do not maintain Satisfactory Academic Progress will be given one S.A.P. Warning per degree program. If they do not maintain the required Satisfactory Academic Progress, they will be dismissed from that program or certificate. Students who do not maintain Satisfactory Academic Progress cannot hold elected or appointed positions in any College activity and lose financial aid eligibility.

Change of program

If a student changes their program, then the Student Completion Rate will be recalculated with the change of program.

Warning

Students in degree programs get one and only one Warning if they fall below Satisfactory Academic Progress in a program. Students do not have to appeal a Warning; however, if in the next semester the student is still falling below the minimum S.A.P., they are recommended for dismissal.

Full-time students will have a maximum of four years to complete their degree requirements. The time frame for part-time students will be prorated. Students will be required to attain a minimum G.P.A. of 2.0 for graduation.

Dismissal appeals process

Dismissed students may appeal to the vice president of Academic Affairs within one (1) week of the date of their dismissal letter for a hearing to request reinstatement.

Dismissed students may appeal ONE TIME. Their appeal must demonstrate:

1. What went wrong.
2. What they are doing differently for the next time, and why it won't happen again.
3. A written education plan – Signed off on by the College and the Student.

Reinstatement

If the student completes the three items above, they may be reinstated ONE TIME. Failure beyond the one reinstatement means that they are no longer eligible for financial aid for that program of study.

Students who appeal must come before the Academic Standing Committee with a written statement explaining the reasons why they should be reinstated. Appeals are heard in September, January, and June. The Committee will review each student's entire academic record and any documented special circumstances the student provides. The Committee will make its recommendations to the Vice President for Academic Affairs. If the Vice President does not receive a request for a hearing within one week of the date of the letter of dismissal, s/he will conclude that the student has accepted dismissal.

Dismissed students

Students who do not attend an appeal hearing or whose appeal is denied by the Academic Standing Committee may take classes only as nondegree students. Nondegree students are not eligible for financial aid. These students may apply for admission to a different College program. Students wishing to apply for readmission to the College must do so through the Admissions office.

Withdrawal Policy

Students withdrawing from any course must complete a course withdrawal form and forward it to the Enrollment Center. Students may also obtain forms in Advisement and Counseling Services. Students who plan to withdraw from all courses should arrange for an exit interview with a counselor. Those who want to withdraw from Clinical Laboratory Science, Complementary Health Care, Culinary Arts, Dental Hygiene, General Studies Prep/QUEST, Healthcare Information, Histology, Medical Assisting, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, or Therapeutic Massage should talk with the program's director. Failure to follow the withdrawal policy may result in failing grades, academic probation, or academic dismissal. Students who must withdraw for personal, medical, or financial reasons should meet with a counselor to complete the withdrawal process.

Continuous Enrollment Policy

Except for competitive admissions programs, matriculated and registered students in good standing will be allowed to retain their program of study throughout three consecutive semesters (including fall, spring, and summer semesters) with no academic progress. Subsequently, after the fourth semester, the students will be moved to a non-degree status unless they make academic progress by registering and completing at least one course with a grade of D- or higher. Students in competitive

admissions programs Complementary Healthcare, Dental Hygiene, Clinical Laboratory Science, Culinary Arts, Healthcare Information, Histology, Medical Assisting, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage students must reapply after a break in fall or spring semester attendance. Readmission to these programs will be subject to space availability and the specific readmission policies of individual programs.

International students are cautioned that USCIS (U.S. Customs and Immigration Services) policies regarding nonenrollment supersede College policies. For information about this policy, contact the Registrar.

Readmittance to the College

A student who has withdrawn and desires to reenter the College must reapply to the Admissions office. Readmittance to a program is not guaranteed.

ACADEMIC FORGIVENESS

Academic Forgiveness provides a second chance to students who had an unsuccessful start in an academic degree, certificate, or program. It provides an opportunity for students who have demonstrated academic success in at least 12 credits during one semester or more to have grades removed from their Grade Point Average while retaining credit for grades of C- or better.

A student may request Academic Forgiveness one time under the academic performance option or one time under the change of program option.

In order to be eligible for Academic Forgiveness, the student must be matriculated into a program, have completed at least one semester, and earned at least 12 credits with a G.P.A. of 2.5 or better, met the requirements for either of the following options, and must be seeking his/her first certificate or degree from Bristol Community College.

Past Academic Performance:

- A student must have been absent with no recorded grades at Bristol for a minimum of three years. A student must be seeking his/her first degree from Bristol Community College.
- Courses taken before the three-year absence will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or better. These credits are subject to the maximum number allowed for transfer credits.
- Courses taken before the three-year absence for which a student received a grade lower than C- will not count toward the degree or certificate.
- Grades for courses taken before the three-year absence are still listed on the transcript but are excluded from the calculation of the student's cumulative grade point average (G.P.A.) and student completion rate (S.C.R.).

Change of Program

Courses taken before the change of program will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or better. These credits are subject to the maximum number allowed for transfer credits.

Courses taken before change of program for which a student received a grade lower than C- will not count toward the degree or certificate.

Grades for courses taken before change of program are still listed on the transcript but are

excluded from the calculation of the student's cumulative grade point average (G.P.A.) and student completion rate (S.C.R.).

GRADUATION

To be eligible for the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), or Associate in Applied Science degree (A.A.S.), students are recommended by the faculty if they:

- Complete at least 60 credits (excluding developmental courses) of passing work.
- Fulfill course requirements established in the selected program of study.
- Earn a G.P.A. of at least 2.0 in work taken at the College applicable to their program.
- Complete at least 30 semester hours at the College.
- File an application for graduation. Intent to graduate forms are available in the Enrollment Center and at the administrative offices in New Bedford and Attleboro.
- Students may transfer back up to 34 credits with approval of the pertinent academic program/department in order to complete a degree, the Continuous Enrollment Policy notwithstanding.

Graduation Cum Laude

Associate degree students who maintain a cumulative G.P.A. of 3.2 to 3.49 will graduate "Cum Laude," a G.P.A. of 3.5 to 3.79 "Magna Cum Laude," and a G.P.A. of 3.8 or higher "Summa Cum Laude." "Cum Laude" designations at graduation are based on academic performance through the Fall semester prior to the June graduation ceremony. Final "Cum Laude" designations include all coursework and are printed on the student's official College transcript.

Graduation as a Commonwealth Honors Scholar

Students who successfully complete the Commonwealth Honors Program will be designated a "Commonwealth Honors Scholar" at graduation and will be recognized by the president at Commencement. Students will be distinguished by the wearing of the gold honors cord. "Commonwealth Honors Scholar" will be printed on the student's transcript.

Community Service Leaders

Students who participate in service-learning or community service, attend leadership training, plan a community service project that meets a real need in the community, and recruit, help train, mentor, and supervise peers performing service for the project are designated as Community Service Leaders. They wear a red cord and are publicly recognized at Commencement.

Academic Achievement Awards

Students who maintain a cumulative G.P.A. of 4.0 will receive an Academic Achievement Award when all program requirements are met.

Phi Theta Kappa Honor Society

Phi Theta Kappa is the national honor society of American community and junior colleges. BCC's chapter is known as Beta Eta Phi. The purpose of this society is to recognize and encourage scholarship among community college students. Candidates are selected in the fall and spring of each academic year. They must be currently enrolled in a degree program at the College and have accumulated 12 or more BCC credits with a 3.5 or better cumulative average. Membership

qualifies students to apply for special scholarships at many four-year institutions.

These area colleges and universities offer PTK scholarships to transfer students:

Boston University	Mount Holyoke College
Bryant University	Mount Ida College
Clark University	Northeastern University
Endicott College	Regis College
Harvard University Extension School	Roger Williams University
Johnson & Wales University	Smith College
Lasell College	Suffolk University
Lesley College	Wellesley College
Massachusetts College of Liberal Arts	Western New England College

Planning and managing course load

Placement tests

All students entering a degree or certificate program are required by the Massachusetts Board of Higher Education to take assessment tests in order to ensure appropriate placement in classes. The tests assess students' skill levels in reading, writing, and mathematics. The results of the assessment, in conjunction with academic background information, are used by College advisors to help students choose courses prior to registration. Should developmental work be necessary, you'll receive help to select the courses you need.

Writing

Satisfactory performance on the English placement test or in ENG 090, Basic Writing Skills, is necessary to enroll in ENG 101, College Writing. Those students whose scores indicate that they need additional work in writing will be placed in ENG 090.

Reading

Students who perform below the required level on the reading skills test must successfully complete RDG 080, Fundamentals of Reading Development; and/or RDG 090, College Reading and Learning Strategies; before the end of their second semester.

Mathematics

Students who perform below the required level on the arithmetic test must successfully complete MTH 011, Foundations of Mathematics. Students who score below the required level on the elementary algebra test must successfully complete MTH 021 or MTH 031, depending on their math background and academic program.

English as a Second Language

Students who enter the College through the English as a Second Language program must complete appropriate placement tests administered by the director of placement testing upon completion of the ESL program. Those who perform below the required level on the assessment tests will be required to complete ENG 090 and/or RDG 090 as appropriate.

Attendance

Attending every class meeting is important to your success in college. Guidelines for attendance are established by the faculty within a department or program, with the approval of the divisional dean. Instructors provide students with that attendance policy in writing by the end of the first week of

classes, including how excused and unexcused absences will affect grades. In the absence of an individual attendance policy stated on the syllabus, the following will be enforced:

Any absences in excess of six hours from a face-to-face course may result in withdrawal from the course, unless otherwise specified in the current course syllabus. In an eLearning course, the lack of any email contact, postings, or assignments for a one-week period may also be considered a three-hour absence, and will usually be handled the same way as the face-to-face class.

Please note that individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus. Faculty members take attendance for each class session. It is the student's responsibility to know the attendance policy in each class and laboratory.

Unless an announcement is made to the contrary, a class is considered dismissed if the instructor does not appear within fifteen minutes of the beginning of a class period. Students who expect to be absent for an extended period due to illness, accident, or other unavoidable problem should notify the vice president of Enrollment Services.

Students who attend a field trip should make arrangements with their other course instructors to make up any assignments missed on that day. Those who cannot attend classes, take an exam, study, or fulfill class assignments on a particular day because of their religious beliefs will be given an opportunity to make up their work at the convenience of the instructor. Students cannot be penalized for taking advantage of this right.

Course load

A full-time course load is 12 credit hours or more a semester. Students on academic probation can register for no more than 13 credits. A load of five courses (15 to 17 credit hours) is considered to be the normal load, although in some programs more credits may be required in some semesters to complete the program within two years. Honor students (3.2 or higher average) may register for six courses (18-20 credit hours). Requests for exceptions may be made in writing to the Academic Standing Committee.

Plan for at least two to three hours of study for each class hour. A student carrying 15 credits, for example, should schedule 30 to 45 hours for study each week.

Final examinations

Final examinations, including projects and other evaluation activities, are given during the week following the end of classes each semester. Final examinations can be made up only for compelling reasons, such as accidents or sickness, and with the permission of the instructor.

A physician's certificate may be required if the reason is medical. A student who misses a final examination is responsible for contacting the instructor and arranging to take the exam during the scheduled make-up and conflict period or at another time. If the instructor is not available, the student should contact the appropriate divisional dean.

Registering for courses

Students may register for classes at any time during the registration period. All students are to be registered in courses by the end of the first week of classes. No course changes will be permitted

after that time, except with written approval of the faculty member concerned. Course change forms may be obtained in the Advisement Center or the Enrollment Center.

Dropping a course

Students who need to adjust their schedules due to a change in program or other reason may do so during the registration period and through the first week of classes. After the first week of classes, students cannot add a class without instructor authorization. Students may drop any course through the second week of classes without penalty. After the second week of classes, any student who drops a class will receive a grade of "W" (see "Withdrawal Policy").

To receive a "W," students must consult a counselor and the instructor by or before the tenth week of classes.

The counselor and instructor sign a withdrawal form signifying that the consultations have occurred. Withdrawal forms also are available in the Advisement/Counseling Center. A grade of either "W" or "F" may be assigned at the discretion of the instructor to any student who withdraws from a course or from the College after the tenth week of classes. Forms must be forwarded to the Enrollment Center.

Auditing a course

A student may audit a single course for no credit with the consent of the instructor. A student may register for audit one week prior to the start of class through the Drop/Add period. No grade is given, but the notation of "L" is made on the permanent record.

A student may repeat a course for credit the next semester after auditing a course. An audited class is not eligible for financial aid. Students may change from audit status to a credit status with approval of the instructor/department chair/divisional dean. Students would be responsible for the difference in cost from the audit status to the credit status.

Repeating a course

Students receiving a "C-" or below for a course may repeat the course once. The grade received on the second attempt becomes official. Courses in which the student receives a "C" or higher cannot be repeated for credit. Students who wish to repeat clinical courses must apply for readmission to the program.

Planning an academic program

Length of program

Full-time students with appropriate high school credits can complete the requirements for an associate degree in two years. However, some students may need to make up deficiencies in certain areas. Others change their concentration or major or withdraw from one or more courses. Students who work may take fewer courses per semester. Any of these reasons may make it necessary for a student to spend more than four semesters at BCC. Courses may be taken in the summer for students who wish to shorten their time at BCC.

Changes of program

Students may change their program or areas of concentration by completing a change of program through the Enrollment Center or at the administrative offices at the other campuses. International students attending BCC on an F-1 visa must receive approval for program changes from the Registrar's office.

Grades already received in courses not applicable to the new program remain when computing the student's G.P.A. on the permanent record and stay. Students may request Academic Forgiveness (see page 140).

Transferring into certain programs, such as Culinary Arts, Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Medical Assisting, Healthcare Information, Histology, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage may be limited by space available as well as by the competitive nature of these programs. Please refer to the description of the program of interest for additional information on admission requirements and the academic background of competitive applicants. All programs will be filled on a space-available basis.

Transferring from a certificate program

Students who complete a certificate program and who wish to enroll in a degree program must complete a change of program form available in the Enrollment Center and administrative offices at the New Bedford Campus and Attleboro Center. Transferring credits into BCC programs

Students who transfer into BCC from another regionally accredited college or university usually receive credit for courses that apply to their program with a grade of "C-" or better. Students may meet up to 34 credits of degree program requirements with credits transferred from another accredited college or university and/or credits earned through Prior Experiential Learning. (See page 142.)

To qualify for a BCC degree, a transfer student must complete at least 30 credits required at the College and fulfill graduation requirements in the selected curriculum. Exceptions may be granted by petition. For certificate programs, half the required credits must be earned at BCC.

To receive credit for courses taken at any other institution while enrolled at BCC, students must obtain approval in advance. Forms are available in the Enrollment Center. Completed forms should be accompanied by the catalog from the other institution. The student must arrange to have transcripts of approved courses sent to the Registrar's office within six weeks of completing the course(s).

Earning a second degree from BCC

To qualify for a second associate degree, a student must complete a minimum of 15 credit hours beyond the first degree and meet all specific degree requirements of the second program. Service-Learning

The Service-Learning program at BCC offers students a unique opportunity to combine classroom theory in any discipline with community practice in a non-profit agency and, at the same time, to develop a sense of social responsibility. While some community colleges require a minimum of 20 hours per service-learning experience over a semester, BCC requires a minimum of 10 hours.

Along with performing the service itself, students complete one or more reflective exercises chosen by their instructor to enhance understanding of course content, appreciation of the discipline, and sense of civic engagement. Some BCC faculty incorporate service-learning into their syllabi as a requirement; others offer it as an option.

If a student has a particular service-learning experience in mind but cannot find a course for it, s/he may be able to do it via Contract Learning (see Contract Learning on the next page). Many four-year colleges and universities require or strongly encourage service-learning, and prospective employers also look favorably on service-learning and other experiential learning activities.

Students who successfully complete service-learning will receive recognition of the activity on their academic transcripts by the notation "Service-Learning Component Course" following the course title and grade.

Commonwealth Honors Program

The Commonwealth Honors Program at BCC offers intellectually challenging experiences to highly motivated and gifted students in every discipline. It allows students to customize their experience in the Honors Program to their own individual needs and desires. The honors student works one-on-one with dedicated faculty members crafting intellectually stimulating experiences appropriate for the individual student. This independent work and the experience of one-on-one work with a faculty member will better prepare the honors student to continue his or her education at a four-year institution. The Honors Program also engages students in activities that will encourage them to become independent thinkers and lifelong learners.

Graduation requirements for Commonwealth Honors Scholars

To graduate with an associate degree as a Commonwealth Honors Scholar, a student must:

- Meet all requirements for an associate degree in major/program.
- Earn a minimum 3.5 cumulative G.P.A. while at BCC.
- Earn a minimum of 30 credits completed at BCC.
- Participate in a minimum of four honors experiences (10 honors credits), with a grade of at least "B." These honors experiences could either be honors courses or honors component courses. At least two of these honors experiences (6 honors credits) must be taken at BCC.

In the honors credits, a student must:

- Take at least one interdisciplinary honors course (3 credits), for honors-level students only.
- Take a minimum of one writing-intensive honors experience (3 credits).
- Complete an honors project (or possibly a thesis), directed by a faculty member, involving independent research.
- This one-credit culminating experience could grow from one of the three honors experiences, but it does not have to follow that path. Students may be required to present their projects as part of an honors day seminar.
- Earning credit outside the classroom

Cooperative Education

Cooperative Education combines classroom learning and work-based learning related to the student's field of study. Students enroll in classes, work at their co-op jobs at least 15 hours per week, and earn 3 credits for their work. Students may also participate in co-op in the summer. To enroll in co-op, students must be at the sophomore level and participate in a weekly co-op seminar.

The Cooperative Education office will help students find appropriate positions. Those currently working in a job related to their program of study may apply to convert that job to a co-op work experience. Each co-op student and his/her faculty advisor and employer will develop a learning agreement with specific objectives to assess the student's performance on co-op. This agreement will relate classroom theory and personal career goals to the co-op experience.

Contract Learning

For students who want to investigate personal academic interests or pursue more experimental methods of learning, the College offers a flexible credit format where students can create part of their own study program. Advisors work with the student to determine plans, identify appropriate resource people, and write a learning contract. The contract includes the student's goals, how and when s/he intends to accomplish them, and how that work will be evaluated. The credits earned are determined by the work proposed and may not total more than one-eighth of total credit hours required for graduation.

Students register with the Enrollment Center. Tuition is based on the number of credits determined through the learning contract. Proposals must be signed by the student, the advisor, the appropriate divisional dean, and the associate vice president of Academic Affairs. Credit will be awarded only if approval is granted before the student starts the project.

Directed study

A directed study is an independent study or group study course, under the sponsorship of a faculty member, that meets the objectives of a regular course offering. If a required course or its equivalent is not available, directed study permits a matriculated student to enroll in a course needed to graduate or to complete a prerequisite for another required course. The Academic Affairs office may also approve other requests based on special student and/or programmatic needs.

A directed study course requires the approval of the instructor, the appropriate divisional dean, and the associate vice president of Academic Affairs. Credit for a directed study course is equivalent to credit for a regular course offering. Approval forms are available in the Enrollment Center. Students with approved directed study forms must register through the Enrollment Center. Tuition based on the number of credits approved will be charged at that time.

PRIOR EXPERIENTIAL LEARNING

Students may meet up to 30 credits of degree program requirements with credits earned through Prior Experiential Learning and/or credits transferred from another accredited college or university. For more information on the Prior Experiential Learning (PEL) process, contact the PEL administrator at ext. 2185 or the department chair, program coordinator, or divisional dean for the discipline in which you seek PEL credit. Each of these individuals, or a faculty or professional staff member, may serve as a PEL advisor.

There are three PEL Options:

Credit by Examination, Credit by Credential, and Credit by Experience.

Credit by Examination

College Level Examination Program and Advanced Placement Program

The College Level Examination Program (CLEP) and Advanced Placement (AP) program offer students an opportunity to receive college credit for subject matter learned through means other than formal college work. The CLEP Subject Matter, CLEP General, and AP Examinations are applicable for credit. Students may obtain information regarding CLEP and AP examinations through the vice president of Academic Affairs. Bridgewater State College is a CLEP examination center. Official AP and CLEP score reports must be sent to the Office of Admission in order to be evaluated for credit.

Credit by department/program examination

A student may receive credit for some BCC courses by passing a comprehensive examination prepared by the department or program in which the course is being offered. Any student who has been formally accepted into a degree program at Bristol Community College and has completed the course prerequisites or received permission from the program director/department chairperson may take the examinations. Students must request these exams if they want to take them.

Credit granted for comprehensive examinations will not have a letter grade assigned. The credit earned cannot be used to raise grades or remove failures in courses already taken.

Students must meet department criteria in the taking of these exams. They are responsible to discuss these criteria with the department chair or program director. Arrangements and registration for credit by examination must be made through the appropriate PEL advisor, department chair, program coordinator or divisional dean. Additional information concerning the complete credit by examination policy and fees can be obtained by contacting the Enrollment Services office or the PEL Administrator at ext. 2185.

The AP program periodically conducts college score comparability studies in all AP subjects. These studies compare the performance of AP students with that of college students in the courses for which successful AP students will receive credit. In general, the AP composite score cut points are set so that the lowest composite score for an AP score of 5 is equivalent to the average score for college students earning scores of A. Similarly, the lowest composite scores for AP scores of 4, 3, and 2 are equivalent to the average scores for students with college scores of "B," "C," and "D," respectively.

Students who earn AP Exam scores of 3 or above are generally considered to be qualified to receive college credit and/or placement into advanced courses due to the fact that their AP Exam scores are equivalent to a college course score of "middle C" or above.

Credit by Evaluation

Students may earn equivalent course credit for prior experiences, including instruction sponsored by the military, business and industry, public and private agencies, associations and educational institutions, and licensure preparation by regulatory agencies and associations.

National Guides

Credit for noncollegiate courses and educational experiences in the armed services may be awarded according to the recommendations in the National Guide to Credit Recommendations for Non-collegiate Courses, the Guide to the Evaluation of Educational Experiences in the Armed Services, the Directory of the National Program of Noncollegiate Sponsored Instruction (PONSI), and the National Guide to Educational Credit for Training Programs of the American Council on Education. A student who submits official documentation attesting to the completion of a course(s) listed in one of these publications will be awarded appropriate elective credit by the dean of admissions or the Registrar. If the credit award involves course equivalent credit, approval of the appropriate divisional dean and department chair is required.

Credit by Credential Programs Approved by BCC Students may earn course credit for programs listed in the PEL Manual, available in the Enrollment Center, all division offices, and in the main office at the New Bedford Campus and the Attleboro Center. Equivalent course credit(s) may be granted for Credit by Credential programs in fields such as computer technology and programming, manufacturing methods and processes, electronics, public speaking, income tax preparation, healthcare, management, fire fighting, and environmental technology. Contact the Prior Experiential Learning administrator for information.

The Police Career Incentive Pay Program (PCIPP), an Amendment to section 18L of chapter 41 of the Massachusetts General Laws, delegated to the Board of Higher Education (BHE) the authority to establish guidelines for programs pursued for police career incentive pay increases.

The BHE has subsequently adopted new standards which DO NOT allow for:

- Academic credit to be granted for life experience or military, police academy, or other training
 - Academic credit for knowledge-based testing (CLEP, DANTES, etc.) to exceed 6 credit hours
- or
- CVTE

Credit by Experience

In order to obtain an award of Credit by Experience, students present a written portfolio documenting college-level competencies acquired through educational, vocational, or personal experiences.

The Prior Experiential Learning Coordinator initially evaluates the portfolio to determine comparability to required or elective courses in the student's program of study. All credit is evaluated on a course-by-course basis and must be approved by the department chair/program director in consultation with the dean of the appropriate division and the associate vice president of Academic Affairs. Contact the Prior Experiential Learning administrator at ext. 2185 or the appropriate department chair, program coordinator, or divisional dean for information.

STUDENT ACADEMIC RIGHTS AND RESPONSIBILITIES

All BCC students are expected to conduct themselves as mature college students seriously interested in obtaining the best possible education. This includes observing the College's academic rules and regulations, respecting

the rights of others, and practicing academic integrity. In return, the College seeks to provide an environment where the freedom to learn and interact can be nurtured and encouraged. To do that, the College respects and defends the rights of free speech and assembly and will protect such rights for all its members.

Appealing academic regulations

Matriculated students (those enrolled in a degree or certificate program) have the right to petition for exceptions to the academic regulations of the College. This right, however, does not mean automatic approval of the exception. When appropriate, faculty members may petition on behalf of the student. To appeal a regulation, a petition with appropriate documentation, including a student's transcript, signed by the student's advisor, the appropriate department chairperson, and the program director, should be submitted to the vice president of Academic Affairs. Replies can be expected within approximately 45 days. Petitions should be submitted by April 1 to guarantee action by the end of the academic year. Petition forms may be obtained from the Advisement/Counseling Center.

Academic integrity

Academic integrity is the keystone of teaching, learning, and assessment. Bristol Community College is committed to promoting and supporting this ideal. In fact, it is fundamental to our mission. All students, faculty, staff, and administrators are expected to maintain a high standard of academic honesty and integrity.

College students must assume responsibility for maintaining academic integrity in their work and in the work of others. Students, as colleagues in learning, have a responsibility to document their own work and to report other incidents of academic dishonesty or negligence.

Faculty and staff cooperation is necessary to ensure academic integrity, and they should serve as a model for their students. Syllabi should include their expectations and the college policy, course materials should be cited, and incidents of academic dishonesty should be addressed and reported in a timely fashion.

The administrators at Bristol Community College also share in demonstrating and ensuring academic honesty and integrity. While recognizing that academic freedom is a fundamental right of higher education, it must be supported by academic integrity and honesty. For that reason, the College will not tolerate academic dishonesty or negligence and has established policies and procedures to ensure academic honesty and integrity is maintained and supported.

Academic dishonesty

A college community must be established on a foundation of truth and academic integrity. Bristol Community College has an obligation not only to promote these high standards of academic honesty, but also to address academic dishonesty. Academic dishonesty is demonstrated by cheating, plagiarism, and facilitating academic dishonesty. Cheating – Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Cheating shall also include the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, taking credit for work done by another person or doing work for which another person will receive credit, and copying or purchasing other's work or arranging for others to do work under a false name. (Student Handbook)

Plagiarism

Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. This would also include material that is obtained from the computer. (Student Handbook)

Facilitating academic dishonesty

Students who allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

Evaluation and reporting

When faculty members have reason to believe and evidence to document that a student is being academically dishonest, the faculty members may handle the matter at the course level. They may also want to discuss the issue with your department chair and/or division dean.

If the faculty member wants to document and report an incident of academic dishonesty, the faculty member is responsible to take the following steps:

- Consult with the department chair and/or divisional dean.
- Arrange for a meeting with the student to advise the student of the allegations, to present the evidence, and to make the student aware of the consequences.
- Allow the student to present evidence of innocence, explain extenuating circumstances, and/or provide relevant information.
- Report the incident to your divisional dean using the Academic Dishonesty Report.
- The dean will send a copy of the report to the vice president for Academic Affairs who will keep it on file until the student graduates. A copy of the report and a letter explaining the due process procedures will be sent to the student.

Academic penalties

If the faculty member determines that the student did commit an act of academic dishonesty, the faculty member has the authority to impose any of the following:

- Warning
- Failing grade in the exam, paper, or other assessment. A grade of zero is recommended
- Revision of work
- Reduction in grade
- Withdrawal from course
- Failing grade in course
- Due Process

The above action does not negate the student's right to due process in accordance with the Code of Conduct Disciplinary Process as outlined in the Student Handbook and Academic Calendar.

Academic negligence

Academic Negligence is demonstrated by failure to do assigned work or by excessive absences. A student guilty of academic negligence may be dropped from a course with a grade of "W" or "F" by the faculty member.

Classroom conduct

Disruptive or distracting classroom behavior is a violation of the College's student Code of Conduct. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the vice president of Enrollment Services. Any faculty member may, at any time, refer a student to the vice president of Enrollment Services if the student is in violation of the Code of Conduct. The vice president of Enrollment Services may impose disciplinary sanctions against the offending student consistent with the rules and regulations of the Code of Conduct. Please refer to the Code of Conduct section in the Student Handbook for additional information.

Disciplinary action

The College may take disciplinary action ranging from a warning to suspension or expulsion from the College if a student is determined to have violated College rules and regulations. Refer to the "Disciplinary Sanctions" section of the Student Handbook.

Underage Student Policy

Academic Policy on Underage Students Without a High School Diploma

Students under 16 years of age at the time of registration may take credit courses at Bristol Community College. The purpose of this policy is to support underage students and ensure their success.

Requirements

An underage prospective student must:

- Complete the Underage Request to Enroll Application, available through the Enrollment Center, attach all necessary documentation, and obtain the signature of a parent/guardian.
- Submit the completed application to the Academic Vice president or his/her designee.
- Meet each semester with the designated Advisor of Underage Students who will interview, advise, and monitor the academic progress of students.
- Additional Recommendations

The College strongly recommends the following guidelines. To ensure the most positive and successful experience at BCC, students should:

- Be 12 years of age or older.
- Complete placement testing to ensure appropriate placement in courses.
- Contact the Tutoring and Academic Support Center for assistance if enrolled in developmental classes as a result of placement testing.
- Ordinarily, attend class by him/herself.

Faculty members (or the department chair in a faculty member's absence) will be notified of any underage student who has registered for their class and have the right to express concern if they feel course content may not be appropriate for the student. This concern must be communicated in writing to the vice president of Academic Affairs. If the vice president determines that the reasons given constitute a compelling factor to limit (with specific parameters) or deny enrollment of the student in the course by the College, that decision

will be communicated to the faculty member and the student. Faculty will also be requested to complete and submit a mid-semester and end-of-semester grade check to the designated Advisor of Underage Students.

The College reserves the right to limit or deny enrollment of a student in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, and prior education, or the course content, instructional methodology, and risks associated with a particular course or program. Appeals of the College's decisions should be submitted to the vice president of Academic Affairs.

Students with disabilities are encouraged to contact the Office of Disability Services (ODS) early in the registration process. The ODS will clarify the rights and responsibilities of the student, his/her parent or guardian, and the College. (See "Office of Disability Services" in the college catalog.)

Note: For more information, students should contact the Office of Admissions, by accessing the College's Website (www.BristolCC.edu), sending an email to admissions@BristolCC.edu, or calling 508.678.2811, ext. 2516.

Home Schooling Policy

All home-schooled students without a high school diploma or GED are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home-school program in accordance with Massachusetts General Laws or the laws of their home state. If a home-schooled student has not completed an approved home-school program, the student will not be eligible to enroll in a degree or certificate program until he/she has taken and passed a federally approved Ability-to-Benefit Test. As high school students may self-certify their completion of a public or private high school program, home-schooled students may self-certify their completion of an approved home-school program.

So that the College may determine whether a student has participated in an approved home-school program, the student shall submit, with the application for admission, evidence that the home-school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

ACCREDITATION, STUDENT INFORMATION, AND LEGAL STATEMENTS

Notice of College regulations

The regulations and policies listed throughout this catalog and in other official statements of the College are binding on all students. The College reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum. Any changes made shall be applicable to all students in the College, including former students who reenroll. Proper notification will be made of any changes through official channels and/or notices posted on the bulletin boards.

College accreditation

Bristol Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

Commission of Higher Education; New England Association of Schools and Colleges; 209 Burlington Road, Bedford, MA 01730, (781) 271-0022.

Catalog of Record

The catalog year for a student's program (General Education and major curriculum) is the catalog year in effect at the time of matriculation as a degree or certificate-seeking student. Matriculation is when a student has been admitted and begins taking classes. Students normally are entitled to graduate under the degree or certificate provisions of the catalog in effect at the time of their enrollment or the catalog in effect at the time of graduation.

Students who change their majors after their initial enrollment have the option of following the major degree program outlined in the catalog in effect at the time of the change of major or the catalog in effect at the time of graduation.

Release of student information

Bristol Community College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I

Name, address, telephone number, dates of attendance, class

Category II

Previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates).

Category III

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, students must submit written notification to the Registrar's Office prior to the tenth day in a given semester. Forms requesting the withholding of "Directory Information" are available in the Enrollment Center.

Bristol Community College assumes that failure on the part of any student to specifically request the withholding of categories on "Directory Information" indicates individual approval for disclosure.

The Department of Defense identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students' ages, levels of education, and majors. If a student chooses not to exercise his/her right to refuse to permit the College to disclose the student's record information, the College will release upon request to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. When student information is released pursuant to a Department of Defense request, notice of the request and the release of student information will be posted in a conspicuous location in the Registrar's office for the period of one academic year.

Student Right-to-Know and Campus Security Act

Information and statistics regarding incidence of crime on campus are updated regularly in accordance with the law. Information is available upon request in the Campus Security office and published each year in the Safety, Security, and Crime Prevention Handbook.

Student rights

Refer to the Student Rights, Responsibilities, Conduct, Disciplinary Due Process, and Related Policies and Procedures section of the Student Handbook.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Depending on the contents of a student's CORI or SORI reports, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 178C. For more information, please contact the Director of Human Resources.