

Bunker Hill Community College

Student Handbook

& Planning Calendar

2008-2009



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Message from the President

Dear Student,

On behalf of our entire College community, I extend a warm and enthusiastic welcome to you. Whether you are returning to continue your studies or just beginning your student life, you are invited to join us at our Charlestown or Chelsea Campus, one of our satellites or take a course online through our eCollege. You are now a part of an outstanding institution with excellent faculty members who are among the most dynamic professors in the field of higher education. Equally important, our faculty care about you and will help you reach your academic goals. Similarly, our support staff members are experienced and dedicated professionals who will provide you with the support to help you succeed.



Bunker Hill Community College takes pride in the diversity of its student body, faculty and staff, as well as its programs of study. You will find many opportunities to broaden your horizons, both academically and personally, through your participation in a wide variety of programs and activities available on campus. The rich culture of our College community represents more than 75 different languages with students from more than 94 countries. And all of us, whether students or staff, share and believe in the same dream of achieving a better life through higher education.

I urge you to take advantage of the many resources available to you at our College. Whether you intend to transfer and pursue a baccalaureate degree, seek to upgrade job skills or contemplate a career change, I believe you will find that Bunker Hill Community College is not only a College of opportunity, but also a place you can call home.

On behalf of the Board of Trustees, faculty, staff and administration, please accept my best wishes for an exceptional College experience.

Warm regards,

A handwritten signature in black ink that reads "Mary L. Fittfield". The signature is written in a cursive style with a large, stylized initial "M".

Mary L. Fittfield, Ph.D.
President

BHCC Locations and Transportation



BHCC Locations and Transportation

BHCC Campuses

Charlestown Campus

250 New Rutherford Avenue

Boston, MA 02129-2925

617-228-2000 TTY: 617-228-2051

Since its founding in 1973, Bunker Hill Community College has grown to become an institution recognized worldwide for its innovative approach to learning. Through its associate degree and certificate programs, Bunker Hill Community College offers more than 8,500 day, evening and online students exposure to a comprehensive educational environment. BHCC incorporates classroom experience, individualized and independent study and prior learning experience with the support of a dedicated faculty and staff and a complementary array of student services.

BHCC is a multi-campus urban institution. The main campus is situated on 42 acres in the historic Charlestown section of Boston, Massachusetts. The campus is within sight of the famed Bunker Hill Monument and the permanent berth of the U.S.S. Constitution. The Charlestown Campus is located on the MBTA Orange Line at the Community College Station.

Chelsea Campus

175 Hawthorne St.

Chelsea, MA 02150-2917

617-228-2101 TTY: 617-228-3377

The College has a branch campus in Chelsea, Massachusetts, in what was once the historic Old Post Office Building in Bellingham Square. Established in 1987, the Chelsea Campus plays a key role in the social and economic development of the greater Chelsea area.

The campus provides the opportunity for higher education and job training to the residents of Chelsea, Revere, Everett, East Boston, Malden and Winthrop. Comprehensive services are provided to students who enroll at the Chelsea Campus. Prospective students may come directly to the Chelsea Campus to apply to the College and to complete the enrollment process including registering for classes.

The Charlestown and Chelsea Campus facilities are open:

Monday - Friday: 7 a.m. - 10 p.m.

Saturday - Sunday: 9 a.m. - 3 p.m.

Satellite Locations

BHCC operates satellite locations in several Massachusetts communities. These include Cambridge at the Cambridge Rindge and Latin School, Revere at Revere High School, Somerville at the Mystic Activity Center and the South End at I.B.A.Villa Victoria.

Cambridge Satellite

Cambridge Rindge and Latin School
459 Broadway
Cambridge, MA 02138-4192
617-228-2420 TTY: 617-228-2051

Revere Satellite

Revere High School
101 School Street
Revere, MA 02151
617-228-2420 TTY: 617-228-2051

Somerville Satellite

Mystic Activity Center
530 Mystic Avenue
Somerville, MA 02145
617-228-2420 TTY: 617-228-2051

South End Satellite

I.B.A./Villa Victoria
405 Shawmut Avenue
Boston, MA 02111
617-228-2420 TTY: 617-228-2051

Parking/Parking Permits

Parking permits for student lots are required for all Bunker Hill Community College students at all times. Space available for student parking is very limited. The College strongly urges you to use the MBTA and car pools. See page 8 for public transportation to and from the College. Vehicles parked in the student parking lot without a current valid permit will be ticketed and/or towed as appropriate. There are no warning notices given. All violations are ticketed and towed from the first offense.

Parking on the Charlestown Campus

Student parking is permitted on campus for those vehicles with a valid student parking permit and only in the Student Parking Lots 1 and 2 located on the opposite side of the Gilmore Bridge from the College. This area is accessible from the campus perimeter road or from New Rutherford Avenue between the Gilmore Bridge and City Square. See the map on page 83 for designated student parking areas. Overnight parking is expressly prohibited. Vehicles left after midnight will be towed at the vehicle owner's expense. Students are not allowed to park in reserved parking spaces, areas designated for faculty and staff or in the visitor parking spaces.

Day Student Permit

Parking lots 1 and 2 are available for day student permit parking from 7 a.m. through 11 p.m.

Evening Student Permit

Parking lots 1 and 2 are available for evening student parking by permit from 1 p.m. through 11 p.m.

Parking for the Chelsea Campus

There is no student parking at the Chelsea Campus. Parking is allowed on adjoining streets around the Chelsea Campus using public parking meters. Parking is also available Monday thru Friday from 5:30 p.m. -11p.m. in the parking lot on the corner of Fifth Street (which is directly across from the Chelsea Campus) and Poplar Street. The parking lot is on the left side of the street under the bridge.

Where to Get a Parking Permit

Permits may be purchased online, and will be mailed to the address entered on the on-line form immediately after the schedule adjustment period. This will save you time waiting in line. Checks and credit cards are accepted online. Go to onlineservices.bhcc.mass.edu and follow the links under financial profile.

Students may also purchase permit stickers in the Student Payment Office, located in room B219 on the Charlestown Campus, during the following hours:

Monday - Wednesday: 8:30 a.m. - 7 p.m.

Thursday: 11 a.m. - 7 p.m.

Friday: 8:30 a.m. - 4 p.m.

Permits may also be purchased online, and will be mailed to the address entered. This will save you time waiting in line. Checks and credit cards are accepted online.

Students with disabilities should contact the Health Services Office in room E154 or call 617-228-2273 for a special area permit. This must be done before parking in the "Handicapped Permit Parking Only" spaces.

Permits will be issued to students upon presentation of:

1. A current Bunker Hill Community College Student ID card, a current course registration receipt for students who are not officially enrolled in a degree program; and
2. A current driver's license; and
3. The current registration for the vehicle to be parked; and
4. A completed student parking permit application; and
5. Payment of the permit fee of \$30.00 payable by money order, personal check, MasterCard, VISA, American Express or Discover. Only one permit per student will be issued per semester.

Students with disabilities should contact the Health Services Office in room E154 or call 617-228-2273 for a special area permit. This must be done before parking in the "Handicapped Permit Parking Only" spaces.

The issuance of a permit does not guarantee a parking space. The permit is a license to park if a space is available. Fees collected for permits are applied to the cost of insurance, snow clearance, parking lot personnel, record keeping, limited lot repair and maintenance.

Replacement Permits

The charge for a replacement vehicle permit is \$50.00.

The charge for a replacement vehicle permit is \$30.00, provided one of the following is presented:

1. Remainder/remnant of originally issued permit; or
2. Proof of sale or theft of the vehicle; or
3. Proof of replacement of the vehicle's front window. In the absence of one of the above, the replacement permit fee is \$50.00.

Public Transportation

To the Charlestown and Chelsea Campuses:

The Charlestown Campus of Bunker Hill Community College is located directly on the MBTA Orange Line at the Community College Station. See the MBTA map on page 75.

The following MBTA bus routes listed below stop right in front of the BHCC Chelsea Campus in Bellingham Square, Chelsea:

- BUS ROUTE 111 runs between Haymarket Station (Green/Orange Lines) and Woodlawn.
- BUS ROUTE 112 runs between Maverick Station (Blue Line) and Wellington Station (Orange Line).
- BUS ROUTES 116/117 run between Maverick Station (Blue Line) and Wonderland Station (Blue Line).
- The MBTA Commuter Rail has a Chelsea stop at the corner of Arlington and Sixth Streets.

For more information on transit schedules, contact the MBTA at 617-222-3200. The use of the MBTA is strongly encouraged by the College.

Charlestown/Chelsea Campus Shuttle Service

BHCC also provides a shuttle service that transports students between the Charlestown Campus and Chelsea Campus. Students may park at the Charlestown Campus and use the shuttle. Students, using our shuttle buses and vans, will be picked up and dropped at the designated areas at the Charlestown Campus and Chelsea Campus. Please observe the BHCC shuttle schedules posted at each campus.

Student Services



Student Services

Office of the Dean of Student Affairs

The Office of the Dean of Student Affairs, located in room B308 on the Charlestown Campus, serves as the primary area for student advocacy at the College. The Dean may be reached at 617-228-2408.

Offices located on the Charlestown Campus that provide services to students are listed below. For specific questions regarding student services, please contact the appropriate office. Detailed descriptions on the services are provided below.

Advising/Counseling Center: Room B108, Phone: 617-228-2230

Assessment Center: Room B109, Phone: 617-228-2468

Enrollment Services Center: Main Lobby, Phone: 617-228-2420

Financial Aid: Room B213, Phone: 617-228-2275

Health Services: Room E154, Phone: 617-228-2274

Office for Students with Disabilities: Room D106A, Phone: 617-228-2234
or 617-228-3415; TTY 617-228-2051

Student Activities and Athletics: Room D106H, Phone: 617-228-2260

Student Payment Office: Room B219, Phone: 617-228-2150

Transfer Counseling: Room B202, Phone: 617-228-2299

Advising/Counseling Center

All BHCC students have the opportunity to consult academic advisors.

Depending on academic status, students may make appointments with an assigned faculty advisor, access online advising or drop in to talk to an advisor in the Advising/Counseling Center, room B109, Charlestown Campus, and on the Chelsea Campus. The advisor's role includes, but is not limited to, helping students plan their academic course load, monitoring students' academic progress and assisting students as a resource in career planning and academic and student support services.

The Advising/Counseling Center on the Charlestown Campus is open Monday - Wednesday, 8:30 a.m. - 7 p.m., Thursday, 11 a.m. - 7 p.m. and Friday, 8:30 a.m. - 4 p.m. During peak registration times, the Center extends its hours of operation. During the Fall and Spring semesters, the Center also is open every Saturday 8:30 a.m. - 4 p.m. Students may reach the Advising/Counseling Center at 617-228-2230. Chelsea hours vary. Contact 617-228-2101 for current hours. For questions regarding the College's academic programs and related advising information, students may e-mail onlineadvising@bhcc.mass.edu.

Students matriculating in Allied Health, Respiratory Therapy, Nursing, Medical Imaging, Criminal Justice, Early Childhood Education and Human Services may attend group orientations and advising sessions, available throughout the academic year.

Assessment Center

All degree- and certificate-seeking students and all those who intend to take math or English courses, or courses that have a mathematics, reading or English prerequisite, may be required to take the computerized placement tests (CPTs) before registering. Students who test below the tenth-grade reading level on the placement examination must enroll in an appropriate level reading course. Students may not register for English or mathematics courses at a higher level than indicated by their performance on the placement tests. Students can prepare for the CPTs by using review books and practice questions on various websites - search for "Accuplacer practice" via any Internet search engine. The College reserves the right to determine placement into courses, including English as a Second Language and developmental courses, based on the placement test results. The Assessment Center is located in room B118, Charlestown Campus.

Students whose first language is not English and who have not earned a high school diploma or GED in the United States may be required to take the English placement test (LOEP). International students may be required to take the LOEP if they have not scored at least 500 on the TOEFL paper test or 173 on the computerized version or 60 on the Internet-based TOEFL. The LOEP places students into an appropriate level in noncredit Basic English as a Second Language (BESL) courses or Academic English as a Second Language (ESL) courses. For more information, call 617-228-2468 or visit room B118, Charlestown Campus.

Transfer students who meet math and English requirements at the time of admission and whose transcripts have been received and evaluated by the Admissions Office may not need to take placement exams.

Enrollment Services Center

The Enrollment Services Center provides a variety of services to students. Prospective students may obtain information regarding applying to a degree program, registration, graduation, specialized programs and course schedules through the Enrollment Services Center or via the College website at www.bhcc.mass.edu. The Enrollment Services Center also provides registration services for all new and currently enrolled students, degree- or non-degree-seeking and those taking noncredit courses. Registration services include course scheduling, course and College withdrawal and schedule adjustment. The Enrollment Services Center processes transcript and verification requests, the graduation application process, changes of programs and changes to personal information.

The Enrollment Services Center is located in the Main Lobby on the Charlestown Campus and may be reached at 617-228-2420.

Evening Services

In order to address evening students' needs, the College offers support services Monday through Friday evenings and coordinates student support services for evening students with other divisions of the College.

An Academic Dean is available on the Charlestown Campus, Monday through Friday evenings until 7 p.m., during the Fall and Spring semester. Students may

consult the academic deans to seek information regarding their programs of study, specific courses or for other academic issues. On weekends during the Fall and Spring semesters, the Dean of BHCCOnline and Weekend College or his representative is available to address academic issues. Academic Computing, Audio-Visual, the Center for Self-Directed Learning, Library and Learning Commons, Language Lab, Math Lab, Tutoring and Academic Support Center and BHCCOnline are open during the evenings on the Charlestown Campus during the Fall and Spring semesters, and evenings Monday through Thursday during Summer sessions, to support the academic needs of evening and weekend students.

The College schedules evening workshops such as Test-Taking Strategies, Choosing Your Major, Stress Reduction and a College Transfer Evening each semester. In addition, the college offers evening student cultural activities, including a poetry series and musical entertainment.

The Enrollment Services Center in the Main Lobby of both campuses is open evenings and weekends on the Charlestown Campus during the Fall and Spring semesters, to provide students with program information, assistance with transcript requests, change of program forms, and registration. In addition, students may speak with enrollment staff and admissions personnel concerning admission to the College or specific program requirements.

The Student Payment Office is open Monday through Thursday evenings, and also some Saturday hours during the Fall and Spring semesters, to assist students with account information and the purchase of parking permits.

The Bookstore is open several evenings at the beginning of each semester with extended Bookstore hours in the evenings and on Saturdays.

A café is located in the Main Lobby of the Charlestown Campus.

Students may access their Online Services/Web Advisor account at the Self-Service Counter in the Main Lobby of the B Building. Through Online Services, students can access their unofficial transcript, class schedule, perform a program evaluation, view financial aid information, view their account summary, waive health insurance, make payments, and so much more.

Financial Aid

The Financial Aid Office at Bunker Hill Community College assists students and their families meet the costs of a college education. Bunker Hill Community College participates in a wide variety of federal, state and private financial aid programs. Students must be aware that all institutions, including Bunker Hill Community College, are subject to changes in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

For specific information regarding Financial Aid, please refer to the BHCC College Catalog or the website at www.bhcc.mass.edu/FA.

Employment

Bunker Hill Community College is a participant in the Federal College Work-Study Program. Funds for this program are awarded to eligible students as part of the financial aid application process. Federal program regulations require that a percentage of these funds be earmarked to community service-related

work. A listing of community service positions is available at the Financial Aid counter. The Financial Aid Office assigns all other work-study positions to various departments in the College at the beginning of each semester.

Health Services

The College believes that everyone has the right to quality health care that is culturally sensitive and growth promoting. The Health Services Office provides emergency care, treatment of minor injuries and common illness, health promotion and maintenance and education and health counseling to the College community. Information and assistance with multicultural health concerns and educational materials are available.

For students enrolled in Health Career Programs, the required student medical records must be sent to the Health Services Office for review and clearance before a student can attend any clinical site.

Students with disabilities should contact the Health Services Office in E154 or call 617-228-2274 **BEFORE PARKING** in the "Handicapped Permit Parking Only" spaces.

Students, faculty or staff with minor illnesses and injuries may be cared for in the Health Services Office. Those with major health problems will be referred to their primary care provider or evaluated and referred to an appropriate agency for medical care. Individuals with continuing medical problems such as seizure disorders, asthma, heart disease, pregnancy and other conditions who may need care while on campus should notify the Health Services Office early in the semester. If you contact the Health Services Office regarding continuing medical problems, please include a list of your current medications, emergency contact person's name and phone number and any drug allergies.

The Health Services Clinic is staffed by a registered nurse and is located in room E154 on the Charlestown Campus. Walk-in service and urgent care are available during clinic hours only.

The **Nurse and Clinic Hours** of operation are:

Monday, Wednesday, Friday: 8:30 a.m. - 3:30 p.m.

Tuesday: 11 a.m. - 6 p.m.

Office Hours are:

Monday - Friday: 9 a.m. - 5 p.m.

All Health Services Office contact is confidential. In the event of an emergency, dial the Emergency Phone Extension, 2222, from the nearest College phone.

Health Promotion and Public Health Programs

Awareness and responsible action are necessary components to maintain maximum health. To encourage people to be responsible for their own health, the Health Services Office provides, but is not limited to, the following:

- Information on substance abuse, Hepatitis B, HIV/AIDS awareness
- Health prevention programs on topics such as cardiovascular health, domestic violence, cancer, smoking cessation, exercise and nutrition
- Adult immunization referral
- Blood pressure screening

- Men's health issues counseling and referral
- Nutrition counseling and referral
- HIV/AIDS prevention and referral
- STD counseling and referral
- Tuberculosis testing referral
- Wellness promotion
- Women's health issues counseling and referral
- Other employee health/injury concerns

Office for Students with Disabilities

The College provides support services for students with documented disabilities. Services for students with disabilities may include assistance with academic-related activities such as classroom accommodations, test modifications and assistive technology utilization. In addition, the Office for Students with Disabilities offers academic advising, supportive counseling and study and support groups.

The services are designed to promote interaction among several existing campus resources and personnel. Students are actively involved in decision making regarding their specific needs and are encouraged to work toward increased independence and self-sufficiency.

Eligibility

Eligibility for services is dependent upon documentation of the individual's specific disability. Consistent with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (ADA), students are responsible for identifying themselves and providing appropriate documentation of their disability and need for accommodations. After records are received, students meet with staff to discuss resources and reasonable accommodations.

Students who suspect the possibility of a learning disability may request referral for screening and assessment through the Office for Students with Disabilities. Referrals are made to area agencies and specialists depending upon student needs.

Available Support Services

Depending upon the student's disability, the following services are available:

- Pre-admission advising
- Assistance with advising/registration
- Referral for academic support services
- Peer advising
- Support groups
- Readers
- Note takers
- Modified examination conditions
- Referrals for diagnostic testing
- Consultation with professors

- Career assessment and advising
- Supportive counseling
- Literary Specialist
- Educational Coach

Policy for Individuals with a Disability

Bunker Hill Community College is committed to providing equal access to the educational experience for all students in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and to provide all reasonable academic accommodations, aids and adjustments.

Students with a documented disability requiring an accommodation, aid or adjustment should speak to their instructors and contact the Office for Students with Disabilities to obtain appropriate services. The Office for Students with Disabilities is located on the Charlestown Campus, room D106A, and can be reached by calling 617-228-3415 or 617-228-2234, TTY: 617-228-2051.

Online Services

The College offers all students secure, easy online access to academic/financial records and course availability information. Using a Personal Identification Number (PIN), students access this information directly at <https://onlineservices.bhcc.mass.edu>. The College provides information online for students regarding semester grades, unofficial transcript, placement test summary, account summary, financial aid status, search for classes and course schedules. For information regarding obtaining a PIN number or accessing online services, call the student helpline at 617-228-3441.

Student Payment Office

The Student Payment Office, located in room B219 on the Charlestown Campus, is responsible for processing student bills and payments. Charges include, but are not limited to: tuition, fees, health insurance, liability insurance (for students enrolled in Health Programs), photo ID card replacement fees, parking permit fees and returned check fees.

Students who have any outstanding financial obligations to the College will not be admitted, readmitted or permitted to register. If already registered, these students will not be permitted to receive grade reports, attendance reports or transcripts of grades and will not be eligible for graduation until their financial obligations to the College are satisfied.

Students must drop classes in which they are registered by completing and submitting the appropriate schedule adjustment form during the published schedule adjustment period in order to receive a refund or not be responsible for the charge. Please refer to the current course schedule booklet for schedule adjustment periods. Lack of attendance does not constitute withdrawal and students will still be responsible for the charges as well as applicable collections costs. Please be advised, your debt may be discharged through the intercept of any other Commonwealth payments that are due to you or scheduled to be paid to you.

Student Success Program

The United States Department of Education TRIO grant-funded Student Success Program identifies the academic needs for learners with potential who are academically underprepared, economically disadvantaged, first generation in college and/or individuals with a disability (learning/physical/behavioral). Its goal is to provide a strong and supportive environment based on best practices, to support retention, academic success, graduation and transfer to a baccalaureate college/university. Through academic support and services the Student Success Program provides students with the tools they need to excel academically. Through involvement with a successful community of learners, students develop the skills and confidence to:

- Achieve academic and personal goals
- Provide campus and community leadership
- Graduate and transfer to four-year institutions of higher learning

This highly competitive program provides comprehensive services include tutoring, mentoring, transfer counseling, college transfer tours in and out of state, cultural enrichment events, academic counseling and a variety of unique programs and workshops. The services provided by the Success Program offer learners every opportunity needed to increase the likelihood of successful academic achievement while attending Bunker Hill Community College and beyond.

You must apply and be selected for this program. Once accepted all services are free to the participants.

We are located on the Charlestown Campus, room E145.

Fall and Spring Hours:

Monday - Thursday: 8:30 a.m. - 7 p.m.

Friday: 8:30 a.m. - 4:30 p.m.

Phone: 617-228-2303

Summer Hours:

Monday - Thursday: 8:30 a.m. - 4:30 p.m.

Friday: 8:30 a.m. - 12:30 p.m.

e-mail: mbhawkins@bhcc.mass.edu

Transfer Counseling

Students are encouraged to meet with the transfer counselor to discuss the selection of a major and a transfer college, as well as assistance with procedures to facilitate the transfer process. Transfer information is available in the Admissions and Transfer Counseling Office, room B202 on the Charlestown Campus, or by calling 617-228-2299.

Student Involvement



Student Involvement

Student Activities and Athletics

Bunker Hill Community College offers a variety of co-curricular activities that provide students with opportunities to develop leadership skills and to engage in social interaction. Students can serve as leaders of a wide array of clubs and organizations.

Activities coordinated through the Student Activities and Athletics Office provide students with the opportunity to have more fun, meet more people and make a difference in campus life at the College. We celebrate cultural diversity and encourage cultural interaction. There are more than 20 student organizations and athletic teams at Bunker Hill Community College, which provide the campus with social, cultural and educational programs as well as competitive sports, recreational programs and leisure-time activities. New members are always welcome!

Getting involved in campus life enhances the education that students receive in the classroom by giving students hands-on experience with program planning, individual leadership and group development.

A variety of activities are planned throughout the day and into the evening that provide opportunities for students of various cultural and/or ethnic backgrounds to learn, socialize and share their life experiences.

Information concerning all aspects of co-curricular life at BHCC may be obtained by calling 617-228-2260, stopping by room D106H on the Charlestown Campus, or through e-mail: studentactivities@bhcc.mass.edu.

Office Hours are:

Monday - Thursday: 8 a.m. - 6:30 p.m.

Friday: 8 a.m. - 5 p.m.

The Student Activities and Athletics Office offers several services to the College community, including:

- Mentoring for new students through the New Student Orientation Program
- Training for student leaders through workshops and retreats, in areas including program planning, individual leadership and group development
- Lost and found service
- Posting of materials on College bulletin boards
- Message center for student clubs and organizations
- Textbook Assistance Program (TAP)
- Locker rentals

Student Activity Hours

The College sets aside certain hours for student activities, athletics and club meeting times. Generally, no classes are held at these times. Contact the Student Activities and Athletics Office for a schedule of events.

The Activity Hours for 2008 - 2009 will be:
Tuesday and Thursday: 1 p.m. - 2:15 p.m.

Textbook Assistance Program (TAP)

The Textbook Assistance Program (TAP) is designed to help students meet the rising costs of textbooks for classes at BHCC. All BHCC students with a valid Student ID qualify to participate in this program. Students may borrow new and/or used textbooks free of charge for one semester.

To borrow textbooks, here is what you need to do:

1. Register for classes and take the printout of your registration to the BHCC Bookstore, 4th floor of E-Building. The Bookstore is arranged by subject and is organized by course number and section number. For example, if you registered for:
MAT 090-01
MAT = subject; 090 = course number; 01 = section number
Write down the following: name of book, author of book and edition of book.
2. Go to Student Activities and Athletics, D106H and get a TAP application. Complete the application and identify the book you need the most. Students must be registered for the semester in which they are borrowing textbooks, and must submit proof of their registration at the time of application. Students may only put in one application per semester and may only apply for books needed for their coursework at BHCC. We will make every effort to distribute books to students within one week after an application is received. We will try to lend out one book per student.
3. Once your application is submitted, we will need one week to process it. If we have the book in stock, we will lend you a used book. If we do not have the book in stock, we will put you on a waiting list and try to purchase that book and loan it to you.
4. Textbooks are lent out on a first-come, first-served basis.
5. Please remember that books are distributed to you as a loan. At the end of the semester, by the last day of finals, all used and new textbooks that have been borrowed must be returned to Student Activities and Athletics, D106H.

If the textbook is not returned, a Bursar Hold will be placed on your student account, which will prevent you from registering for classes and/or getting transcripts.

The Textbook Assistance Program (TAP) was developed by the BHCC Alumni Association and is made possible by the generous support of the BHCC Student Government Association and the BHCC Foundation.

Semester T-Pass Program

Semester T-Passes are sold to students at a discount of 11% through the BHCC Business Office, room B325. Passes can be purchased with cash, credit card or by cashier's check made payable to Bunker Hill Community College.

No personal checks will be accepted. The deadline for purchasing a T-Pass is typically one month before the start of each semester. Please contact the Business Office for specific deadlines and prices. Students must present a BHCC OneCard Student I.D. and current registration.

Student Association

All registered students at Bunker Hill Community College automatically become members of the Student Association by paying the required College fees. A portion of these fees funds all of the Student Activities and Athletics programs presented annually on campus. Student Association members are encouraged to participate in various athletic programs, clubs organizations and Student Association sponsored events.

The Student Association Constitution was voted on and approved by the Bunker Hill Community College Student Government Association and was ratified by the student body in a referendum in May 2005. The constitution empowers the Student Government Association to represent all members of the student body. See page 85 for the full text of the Student Association Constitution.

Student Government Association (SGA)

The Student Government Association (SGA) is an elected body of Bunker Hill Community College students that provides the opportunity for students to develop leadership skills. Student Government Association members work in collaboration with the College administration to enhance the quality of student life on campus. Their meetings are open and all students are encouraged to take part in the decision-making process. The College requires any student holding or seeking an elected or appointed position in the SGA to continue to make satisfactory academic progress. The SGA develops a proposed annual budget with the Coordinator of Student Activities. The Dean of Student Affairs reviews the budget proposal. The College President approves the final SGA budget, which is funded with income derived from student fees.

Recognition of Student Groups/Clubs

The Student Activities and Athletics Office and the Student Government Association (SGA) encourage the formation of new student groups. In order for a student group or club to use the College name and facilities, students must submit and have approved by the SGA an Application for Recognition form, a Club Advisor Agreement form, a Proposed Charter for the organization and a minimum number of students interested in being members of the club. Every club must have a faculty or staff advisor, must be open to all members of the Student Association and must not be in conflict with the policies of the College or the Student Association Constitution. Student groups meeting outside of this policy will be subject to disciplinary action. Recognition of a student group by the SGA does not necessarily imply approval or endorsement of the group by the SGA or by BHCC. For a complete description of the policies and procedures for forming a student club or for additional information about the active student clubs listed below, contact the Student Activities and Athletics Office at 617-228-2260 or stop by room D106H.

Student Clubs and Organizations

African American Cultural Society—formed for all students who are interested in exploring, sharing and celebrating African American culture. The AACCS annually presents the Words of Passion Poetry Slam, Kwanzaa Celebration and Black Love Day as well as a comprehensive series of programs for Black History Month. Their newsletter, *Black Voices*, is published monthly.

Alpha Kappa Mu Honor Society—our chapter of the Phi Theta Kappa International Honor Society of two-year colleges. The honor society inducts members in the Fall and Spring of each year. They co-sponsor the annual BHCC Day of Dialogue program as well as organize Blood Drives and community service activities that benefit the quality of life on campus and in the surrounding community. Membership in AKM is a distinction that qualifies students for transfer scholarships at colleges and universities throughout the country.

Amnesty International at BHCC—an organization devoted to protecting human rights around the world. Membership is open to all BHCC students.

Arab Student Association—for all students interested in exploring, sharing and celebrating the culture of Arab people. The Arab Students Association annually presents celebrations for Ramadan and Eid-Al-Adha as well as a video and discussion program. Their events bring the cultural dress, foods and music of the Arab culture to campus each semester.

Art Club—open to any student interested in exploring the visual arts and appreciating how art can communicate ideas and develop bonds between people.

Asian Students Association—open to all students and formed to celebrate the Asian culture and educate the campus on Asian customs and celebrations. They annually present a Lunar New Year Festival as well as a series of programs for Asian Heritage Week.

Brazilian Cultural Club—formed to educate the BHCC Community about Brazilian culture through educational and cultural programs that highlight the arts, history and celebrations of Brazilian people.

Business Club—open to Business majors and anyone with an interest in the Business Field. The club will present guest speakers, forums and a Dress for Success fashion show.

Campus Activities Board—presents major campus social, cultural and educational events for the entire College community. Annual events include concerts, novelty events and special events, such as the Holiday Stroll, Family Day and Spring Day.

Cape Verdean Club—open to all students to explore and celebrate the history and traditions of Cape Verdean people through cultural celebrations.

Criminal Justice Society—open to all CJ majors and anyone with an interest in learning the key essential components of the criminal justice system, its functions and operations.

Evening Students Association—formed to give students taking classes at night the opportunity to get to know each other and plan programs and activities for the evening student population on campus.

Gay, Lesbian, Bisexual and Transgender Student Union—formed to celebrate and educate the College community on GLBT issues and concerns. This group

has presented celebrations for National Coming Out Day as well as cultural festivals highlighting the works of GLBT artists.

Gospel Choir—open to any student interested in developing their vocal skills and performing as part of an ensemble.

Haitian Club—open to all students interested in exploring and celebrating the history and traditions of Haitian people. They annually present a Battle of Vertieres Celebration as well as a Haitian Flag Day Festival.

Hillel Club—formed to provide a forum to promote an understanding of the tenets and diversity of Jewish culture. Open to everyone.

Hospitality Club—formed by students in the Hospitality program, this club attends food shows and presents cooking demonstrations.

Islamic Students Association—formed to educate the College about the Muslim religion, this club is open to those who observe and are interested in learning about the religion of Islam.

Italian American Society—open to all students with an interest in learning about and celebrating the culture of Italy. In the past this club has presented cultural festivals highlighting the diversity within the different regions of Italy.

Latinos Unidos Club—open to all students interested in celebrating and sharing the energy and vitality of Latino people. In addition to presenting a Cinco de Mayo Festival, this group presents forums and programs to celebrate Latinos culture.

Math Club—open to all students interested in increasing their knowledge of mathematical concepts and theories.

Multicultural Club—made up of students from all over the world, including the United States. Every semester, they present a cultural festival highlighting the countries of its members as well as forums and social events to promote unity among all people.

Parents' Association—formed to assist BHCC students who are parents in connecting with community resources as well as sharing experiences and exchanging information on parenting and family-related concerns.

The Real Life Club—dedicated to sharing the message of Christianity. This club annually presents programs to educate the College community on the meaning of Easter and Christmas and conducts fundraisers to benefit those in need.

S.H.O.C.W.A.V.E.S. (Students Helping Our Communities with Active Volunteer Experiences and Service)—formed to provide opportunities for BHCC students to experience service learning and volunteerism in the communities served by BHCC. S.H.O.C.W.A.V.E.S. promotes the importance of giving back to the community and serving those in need.

Stage and Screen Club—explores the craft of designing and developing material for performance and giving BHCC students the opportunity to express themselves creatively. This club has presented full-length productions as well as one-acts and scene studies for the College community.

Student Government Association—an elected body of students that works collaboratively with the College administration to enhance the quality of student life on campus. The SGA meets every week and is open to all students who want

to work to help improve the quality of student life on campus.

Upsidedown Club—presents forums and discussion groups to address the relevance of Christianity to everyday life. This club annually presents educational programs as well as social events and fundraisers to benefit local and national causes.

Veterans of All Nations Club—brings together veterans from all over the world and educates the campus on issues facing veterans today.

WBCC Radio Station—as the only community college radio station in the greater Boston area, WBCC provides students with musical entertainment in C-Lounge. Students who join the station are trained in the proper use of station equipment as well as in how to present shows on the air.

Writers Block—dedicated to helping student writers of fiction, non-fiction, poetry, music, screenplays or other original written works with their process.

Athletic Programs

Bunker Hill Community College offers a variety of varsity and intramural athletic programs for the student body. Athletic programs provide opportunities for students to participate in competitive or recreational activities at the intercollegiate level. The Athletic Department encourages all students to come in and participate in one or several programs, whether you are a beginner or experienced athlete.

The **Intercollegiate Athletic Program** consists of:

- Coed Golf
- Men's Soccer
- Men's Baseball
- Men's Basketball
- Women's Soccer
- Women's Softball
- Women's Basketball

The **Intramural Athletic Program** consists of activities and/or instruction in:

- Basketball (outdoor 3 on 3)
- Table Tennis
- Tennis
- Chess
- Checkers

Memberships include:

- National Junior College Athletic Association (NJCAA, Div. III)
- Massachusetts Community College Athletic Conference (MCCAC, Div. III)

The College has a jogging track with fitness stations and tennis courts. Equipment is also available in the Student Activities and Athletics Office for students who wish to play table tennis. Students are required to leave their valid BHCC Student ID card to use the equipment and are responsible for its safe return. See page 46 for information on how to obtain a Student ID.

Student Code of Conduct



Student Code of Conduct

Behavior Policies, Discipline and Grievance Procedures

Bunker Hill Community College expects students to behave in a manner that is appropriate to a collegiate environment. Students are expected to assume responsibility for their own behavior and learning and to respect the learning environment of others. Bunker Hill Community College advocates a learning environment that enhances the academic, intellectual, cultural and social enrichment of its students, faculty, staff and the community at large. To guarantee that no member of the College community is deprived of this collegiate environment, student rights and responsibilities are clearly stated and behavior and discipline codes have been established.

Student Rights

- A. The right to pursue a high-quality education, including the right to competent instruction, clearly stated course objectives and assistance in overcoming educational, cultural, emotional and economic disadvantages that hinder the educational process.
- B. The right to fair and equal treatment without discrimination on the basis of race, ethnicity, religious beliefs, age, gender, sexual orientation or disability.
- C. The right to privacy and confidentiality.
- D. The right to be represented by peers on matters of concern regarding aspects of the College community.
- E. The right to procedural due process in disciplinary or grievance matters.

Student Responsibilities

- A. To be knowledgeable of and to comply with laws, all civic and College regulations and the directives, policies and procedures of the federal government, Commonwealth, the Massachusetts Board of Higher Education, Bunker Hill Community College and the Student Government Association.
- B. To behave in a manner that is respectful of all individuals including faculty members, College staff and administrators and students.
- C. To behave in a manner that is respectful of the property of individuals, groups and the College.
- D. To maintain a high standard of honesty.
- E. To behave in a manner that does not interfere with the educational goals of the College and with the individual rights of the members of the College community.
- F. To behave in a manner that does not disrupt or interfere with the learning environment of others inside and outside of the classroom including at College events.

Student Code of Conduct— Massachusetts Community Colleges

Judicial Process



Definitions

Accused Student – The student who is alleged to have violated the College’s Student Code of Conduct.

Appeals Officer – The person designated by the College’s President to hear student appeals of a judicial board finding.

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. Copying or purchasing other's work or arranging for others to do work under a false name.

College – This term refers to Bunker Hill Community College.

College Official – Includes any person employed by the College, performing assigned administrative or professional responsibilities.

College Premises – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – The informal, often unwritten stage of an allegation of a violation of the Student Code of Conduct.

Day – As used in this policy, shall mean a calendar day.

Faculty or Staff Member – Any person hired by the College to conduct classroom, instructional, administrative or support activities.

Complaining Party – The individual bringing a complaint against an accused student.

Judicial Board – A panel of College Officials designated by the Vice President/Senior Student Affairs Officer to conduct a hearing after the Vice President/Senior Student Affairs Officer has determined that a violation of the Student Code of Conduct has occurred and an Administrative Remedy cannot be reached. All Judicial Board members shall act in an impartial, unbiased manner.

Member of the College Community – Includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Director of Human Resources or the Registrar.

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 – Includes all persons taking courses at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered "students."

Student Organization – Any number of students who have complied with the formal requirements for the College's organization recognition process.

Time – The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the Vice President/Senior Student Affairs Officer or designee may extend the time limits at their discretion with notice to both parties in writing.

Vice President/Senior Student Affairs Officer or Designee – The College Official designated by the College's President to be responsible for the administration of the Student Code of Conduct.

Disciplinary Offenses

The College's jurisdiction under this policy shall extend to student conduct occurring on College property, property under the management and/or control of the College, and/or off College property when such conduct adversely affects the College Community, poses a risk of harm or the threat of harm to the College Community and/or interferes with the College's pursuit of its objectives and mission.

A student shall be subject to the disciplinary sanctions outlined in this policy for acts including, but not limited to:

1. Physical violence or the threat thereof and/or any conduct that threatens or endangers the health or safety of any person.
2. Creating or false reporting of bombs.
3. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
4. Unauthorized use of fire alarm or fire equipment.
5. Unauthorized or illegal gambling.
6. Hate Crimes as defined under state or federal law.
7. Hazing as defined under state or federal law.
8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
9. Conduct resulting in a violation of the College's Computer/Technology Acceptable Use and/or Email Policies.
10. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon request of a College official acting in the performance of his/her duties.
12. Use, possession, or distribution of alcoholic beverages or public intoxication except as expressly permitted by law and/or College regulations.
13. Use, possession, or distribution of illegal drugs or other controlled substances.
14. Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.

15. Defacement or destruction of College materials or College property. Attempted or actual theft, or unauthorized use of and/or damage to property of the College or property of a member of the College community or other personal or public property.
16. Acting in a manner or participating in an event which disrupts the normal operations of the College and the learning environment and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which interferes with freedom of movement, either pedestrian or vehicular, on campus.
17. Harassment (verbal or physical) and or intimidation of a member of the College Community.
18. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, including use of unauthorized books or notes, plagiarism, or other forms of academic dishonesty, as defined by College policy.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification. Alteration of college records, documents, or identification instruments or the use of the same with the intent to defraud.
 - c. Furnishing false information to any College official, faculty member or office.
 - d. Disrupting or tampering with the election of any College recognized student organization.
19. Abuse of the Disciplinary process, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
 - b. Disruption or interference with the orderly conduct of a judicial proceeding.
 - c. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - d. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
 - e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
 - f. Failure to comply with the sanction(s) imposed under the Student Code.
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
20. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
21. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
22. Unauthorized activity that constitutes forgery.
23. Violation of State or Federal Laws not otherwise enumerated herein.
24. Violation of published College policies, rules, or regulations not otherwise enumerated herein.

Discipline in the Classroom

Disrupting or disturbing the classroom 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/Senior Student Affairs Officer or designee. Any faculty member may, at any time, refer a student to the Vice President/Senior Student Affairs Officer or designee, if the student is in violation of the Student Code of Conduct. The Vice President/Senior Student Affairs Officer or designee may impose disciplinary sanctions against the offending student consistent with the rules and regulations of the Student Code of Conduct. At the discretion of the Vice President/Senior Student Affairs Officer or designee, a student may be allowed to attend class during the disciplinary review process. In making this determination the Vice President/Senior Student Affairs Officer or designee will consider the severity of the disruptive behavior and may consult with the Chief Academic Officer.

Complaints Alleging Sexual Harassment or Discrimination

Claims of discrimination or sexual harassment shall be pursued under the College's Affirmative Action Plan. For more information, please contact Dr. Pelonomi Khumoetsile-Taylor, the College's Affirmative Action Officer, at 617 228-3311.

Off Campus Behavior

If a student is charged only with an off-campus violation of federal, state, or local laws, the College reserves the right to take disciplinary action and impose sanctions against the student. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a formal complaint is filed against a student by a member of the College community or by the Vice President/Senior Student Affairs Officer. This policy is not intended to prevent members of the College Community from attempting to resolve matters mutually and informally. For example, if a student engages in disruptive conduct in the classroom, a faculty member may confront the student and resolve the matter without resorting to filing a complaint under the Code. Where, however, a matter cannot be resolved mutually and informally, the Code of Conduct Process shall be followed.

1. Disciplinary Process
 - a. All complaints under the Code of Conduct shall be filed with or by the Vice President/Senior Student Affairs Officer or designee. In cases of disciplinary complaints resulting from inappropriate behavior occurring in the classroom, the respective supervising Academic Dean will serve as designee; in cases of disciplinary complaints resulting from inappropriate behavior occurring outside the classroom, the Dean of Student Affairs will serve as designee.
 - b. When the VP/SSAO receives a complaint that a student has acted in a manner which may be in violation of the Code, the VP/SSAO or designee initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an

opportunity to respond to the allegations. Thereafter, the VP/SSAO or designee may conduct an investigation.

- c. If the Vice President/Senior Student Affairs Officer or designee determines that a violation exists, two procedural options are available. One, the violation may be resolved through an administrative disposition conducted by the VP/SSAO or designee. In this case, the student may accept the administrative remedy proposed by the VP/SSAO or designee and in doing so waives in writing his/her right to a disciplinary hearing or appeal. Alternatively, if the Accused Student does not accept the proposed administrative remedy, then the student may receive a hearing before a Judicial Board, to which a right of appeal exists.
- d. If the student chooses a hearing with the Judicial Board, the VP/SSAO or designee will schedule a hearing.
- e. The Judicial Board will hear the case and issue a written decision and/or sanction within ten (10) days of the hearing.
- f. The student may appeal the Judicial Board decision to the College's Appeals Officer. A right of appeal exists only if based on new evidence or information.

Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

2. Sanctions

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions:

- a. Verbal Warning
- b. Written Warning
- c. Restrictions/Loss of Privileges
- d. Probation
- e. Community/Educational Service
- f. Restitution
- g. Suspension
- h. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of the student's violation the College reserves the right to impose any of the above-referenced sanctions at any time. The College also reserves the right to issue an interim suspension where a student's conduct: (a) poses a threat to him/herself or others; (b) poses a threat to or results in damage to College property; or (c) poses a threat to or results in disruption or interference with the normal operations of the College. During an interim suspension, a student is prohibited from entering the College's premises or participating in any College activities until further notice from the VP/SSAO.

3. Charges and Hearing

- a. When an Accused Student is to appear before a Judicial Board, all charges shall be presented to the accused student in written form. A notice of charges shall be presented to the student no less than five (5) days prior to the hearing. A hearing shall be scheduled no later than thirty (30) days following the accused student's request for a hearing.
- b. Hearing rules are as follows:
 - Hearings normally shall be conducted in private.
 - Admission of any person to the hearing shall be at the discretion of the VP/SSAO or designee.
 - In hearings involving more than one Accused Student, the VP/SSAO or designee may permit at his/her discretion individual hearings for each Accused Student.
 - The Accused Party has the right to be assisted by any advisor he/she may choose, at their own expense. The advisor may be an attorney. An advisor is not permitted to speak or to participate directly in any hearing before a Judicial Board.
 - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Judicial Board at the Board's discretion.
 - All procedural questions are subject to the final decision of the VP/SSAO or designee.
 - After the hearing, the Judicial Board shall determine by majority vote whether the student has violated each section of the Student Code which the student is charged with violating.
 - The Judicial Board's determination shall be based on whether it is more likely than not that the Accused Student violated the Student Code.
- c. There shall be a record created of all hearings before a Judicial Board. The record shall be the property of the College subject to state and federal student record laws.
- d. A hearing before a Judicial Board is an administrative hearing. The rules of evidence do not apply. Direct cross-examination is not permitted. All questions must be directed through the Board, as indicated below.

4. Conduct of Hearing

A hearing shall proceed as follows:

- The VP/SSAO or designee presents the complaint with supporting investigatory materials and/or witnesses.
- Accused Student presents statement, materials and/or witnesses in opposition to the complaint.
- Once the parties have presented their respective positions, the Judicial Board may question each party, their witnesses and review all documentary evidence presented.
- After the Board has questioned the parties and/or witnesses, each party will be given the opportunity to question the other. All questions must be

directed through the Board. If the Board determines that the question is relevant to the matter, the other party will be asked to respond.

- Following the parties' questioning period, the Board will have another opportunity to question the parties.
- Following the hearing's conclusion, the Judicial Board shall deliberate and issue a written recommendation to the VP/SSAO or designee, within two days. The VP/SSAO shall accept, reject, or modify the Board's recommendation. The VP/SSAO shall issue his/her decision to the Accused Student within five (5) business days of receiving the Board's recommendation.

5. Appeal

An Appeal of the VP/SSAO's decision is permitted only to consider new evidence, which was not brought out in the original hearing because such evidence was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the VP/SSAO's decision.

An Appeal must be filed in writing with the Appeals Officer within five (5) days of the Accused Student's receipt of the VP/SSAO's decision.

Upon considering an appeal, the Appeals Officer may:

- a. confirm the original decision and sanction; or
- b. modify the original decision and/or sanction.

The Appeals Officer's decision shall be final.

Community Notification of Where to Access Sex Offender Information

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4647, 978-740-6400, or the BHCC Campus Police Department, located in room E127 on the Charlestown Campus.

If you have any questions regarding access to this type of information, please feel free to contact the College's Chief of Police/Security, located in room E127 on the Charlestown Campus. Information is also available online at: www.mass.gov/sorb.

STUDENT GRIEVANCE PROCEDURE MASSACHUSETTS COMMUNITY COLLEGES

POLICY GOAL: CONFLICT RESOLUTION

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should

the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

DEFINITIONS

1. **COMPLAINT:** the informal, unwritten stage of an allegation of mistreatment.
2. **GRIEVANCE:** a written complaint filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.
3. **GRIEVANT:** the student or students filing the complaint or grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
4. **RESPONDING PARTY:** the person against whom a complaint or grievance is directed.
5. **STUDENT GRIEVANCE OFFICER:** a College employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Affairs Officer. If this individual is the person against whom the grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.
6. **TIME:** the number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing or by mutual written agreement between the Grievant and the Responding Party.
7. **DAY:** as used in this policy, shall mean a calendar day.
8. **SENIOR OFFICER:** senior level employee who reports to the President for the Responding Party's work area.
9. **INSTRUCTIONAL PERIOD:** the academic semester, Summer session or intersession when a Grievant knows or should have known of a grievable act or inaction. The Instructional Period shall end on the last day of final exams.

UTILIZING THE STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure may be used by a student to address complaints concerning the alleged abridgment of the student's rights, as stated in the College's *Student Handbook* and/or Policy Guide. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is the Dean of Student Affairs with the following exception: complaints or grievances filed in connection with assigned grades or with faculty are directed to the respective Academic Dean.

The Student Grievance Procedure may not be used for complaints alleging sexual harassment or discrimination. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the College's Affirmative Action Grievance Procedure is a mechanism for resolution. The College's Affirmative Action Grievance Procedure is contained in the College's Affirmative Action Plan. The College's Affirmative Action Officer is the Director of Diversity and Inclusion.

If a complaint involves a grade dispute, a student shall process the complaint in accordance with the Student Grievance Procedure, even if the student alleges that a grade was improper because of discrimination.

At any level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, who will make the arrangements, determine the timetable for the mediation process and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than 30 days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a resolution cannot be achieved, the Grievant may proceed with the Grievance Process.

A claim of physical or sexual assault shall not proceed under the Student Grievance Procedure. A student claiming physical or sexual assault by an employee of the College shall report the incident to the College's Security Department and/or the Director of Human Resources. A student claiming physical or sexual assault by another student or an employee claiming physical or sexual assault by a student shall report the incident to the College's Security Department and/or the Dean/Vice President of Student Affairs.

Further, in matters involving physical assault, students and employees are strongly encouraged to report the incident to the local authorities.

Except for under extenuating circumstances, as determined by the President or his/her designee, failure by either party to comply with the Student Grievance Procedure during the course of a grievance shall result in the waiving of the noncompliant party's rights under the Procedure.

LEVEL ONE (L1) - INFORMAL PROCEDURE

This is the informal stage where most complaints are resolved. The Grievant and the Responding Party should consult with the Student Grievance Officer at this time.

A student Grievant initiates the informal phase of the grievance process. The Grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding 30 calendar days following the instructional period when the Grievant knew or should have known of the grievable act or inaction.

The Responding Party must respond to the Grievant's complaint within 10 days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within 10 calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

LEVEL TWO (L2) - FORMAL PROCEDURE

Prior to filing a written grievance at Level Two, a Grievant must consult with the Student Grievance Officer. The Responding Party should also consult with the Student Grievance Officer at this phase of the process.

L2 - STEP ONE

The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

The Grievant may, within 10 calendar days after receipt of the Student Grievance Officer's written notice, file with the Student Grievance Officer a formal written grievance. The grievance shall contain the following information: the name and title of the person(s) against whom the grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the grievance as part of the grievance. The grievance shall also state the date it is filed and that it is being filed at Level Two - Step One.

The grievance may be filed with the Student Grievance Officer by regular mail, certified mail or in hand. Thereafter, the Student Grievance Officer shall deliver the grievance and all supporting documents, if any, to the Responding Party within five calendar days. If the Responding Party is unavailable at the time the grievance is filed, the Student Grievance Officer shall use reasonable means to deliver the grievance within a reasonable period of time.

The Responding Party shall forward a written Level Two - Step One response to the Student Grievance Officer within 10 calendar days of his/her receipt of the grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five calendar days of receipt.

L2 - STEP TWO (Supervisor Level)

If the grievance is not resolved to the satisfaction of the Grievant within 10 calendar days after his/her receipt of the Step One response, or if no written response is submitted, the Grievant may within 10 calendar days after the written response was received or due, request the Student Grievance Officer to forward the written grievance and response, if any, to the supervisor of the Responding Party, with a copy to the Senior Officer of the work area of the Responding Party.

The supervisor shall investigate the grievance and confer with the Senior Officer. The supervisor shall forward his/her written decision to the Student Grievance Officer, within 10 calendar days after receipt of the Step Two grievance.

Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five calendar days.

At any time before the issuance of the Supervisor's Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade appeals do not go beyond this Step (Level Two - Step Two) per the section on Grade Appeals.

Either party to a grievance may raise no new issues or allegations after Step Two.

L2 - STEP THREE (Student Grievance Committee Level)

If the grievance is not resolved to the satisfaction of the Grievant within the period allowed at Level Two - Step Two, the Grievant may request a hearing before a Student Grievance Committee. Such a request must be in writing and presented to the Student Grievance Officer within 10 calendar days from the issuance of the Supervisor's Level Two - Step Two decision.

Within 10 calendar days of the Student Grievance Officer's receipt of the Grievant's request for a hearing, the Student Grievance Officer shall arrange a hearing before a Student Grievance Committee. The Student Grievance Officer shall use reasonable efforts to schedule the hearing at a time mutually convenient to the parties. At least 24 hours prior to the hearing, the Student Grievance Officer shall provide each member of the Committee and all parties to the grievance with copies of the grievance, responses to the grievance, decisions issued and all relevant supporting documentation and materials. The Committee's make-up and hearing rules are discussed later in this policy.

The Committee shall deliver its findings and recommendations to the Student Grievance Officer within 10 calendar days following the hearing. A copy of the Committee's findings and recommendations shall be delivered to the Grievant, the Responding Party and the President or his/her designee, within five calendar days of receipt.

Within 10 calendar days of the President's receipt of the Committee's findings and recommendations, the President or his/her designee shall issue a written statement accepting, modifying or rejecting the Committee's recommendations. The decision of the President, or his/her designee, shall be final and binding on all parties.

GRADE APPEALS

Complaints or grievances filed in connection with assigned grades represent a special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s). As such, decisions are necessarily judgmental; the substance of those decisions may not be delegated to the grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by separate appeals procedures for clinical programs as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a grievance under the Student Grievance Procedure. A grade appeal grievance shall proceed no further than Level Two - Step Two.

For purposes of a grade appeal, the Senior Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timelines specified (see "Time" definition), the student may initiate his/her Level One complaint with the chief administrator of the appropriate instructional division (who shall be identified by the Senior Academic Officer).

If, at any level, substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the chief administrator of the appropriate instructional division or his/her designee shall instead reassess the grading process.

MEMBERSHIP OF THE STUDENT GRIEVANCE COMMITTEE

The composition of the College's Student Grievance Committee shall consist of five members: one student, one unit professional, one faculty member, one non-unit professional and one unit classified employee. The President or his/her designee shall appoint each member from among the recommendations submitted by the Student Grievance Officer.

Service on a Committee shall be voluntary, provided that a member who has a personal interest in the particular grievance shall be ineligible to serve on a Grievance Committee. All College employees serving on a Student Grievance Committee and acting within the scope of their official duties on the Committee shall be covered to the full extent provided under Massachusetts General Laws, Chapter 258, including, the indemnification provision contained in M.G.L., Chapter 258, Section 9.

All Student Grievance Committee members, as well as all others in attendance at a student grievance proceeding, shall maintain the confidentiality of the proceedings. The Student Grievance Officer shall attend all Committee hearings but shall not vote.

GUIDELINES FOR COMMITTEE HEARINGS

The following guidelines provide the framework for conducting a Student Grievance Committee Hearing:

1. Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee Chairperson. The Chairperson shall be selected by a simple majority vote.
2. The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee, but shall vote only in the event of a tie.
3. All hearings shall be closed and deliberations of the Committee shall be confidential and conducted in private.
4. The Grievant and the Responding Party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at any time during a hearing consult in private with his/her advisor.
5. Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify.
6. The Grievant will address the Committee first. The Grievant will state the nature of his/her grievance and may present relevant evidence and/or witnesses in support of the grievance.
7. The Responding Party may respond to the Grievant's complaint and present relevant evidence and/or witnesses in opposition to the grievance.
8. Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses.
9. After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the grievance, the party or witness to whom it is addressed will be asked to respond.

10. Following the parties' questioning of each other, the Committee will have another opportunity to question the parties and witnesses.
11. Hearings before the Committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.
12. If a party to a grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party's absence.
13. The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses and the findings of the Committee and its recommendations. Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer to the Grievant, the Responding Party and the President or his/her designee.
14. When deciding upon a grievance, the Committee shall consider whether a finding against the Responding Party is fundamentally fair and reasonable under the circumstances and in accordance with applicable College rules and procedures.

WITHDRAWAL

A student may withdraw his/her complaint or grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

REPRISALS

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or his/her participation in any grievance proceedings.

COLLATERAL RIGHTS OF PERSON GRIEVED BY STUDENT

If the recommendations made at any level of the grievance procedure result in sanctions against a College employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

ALTERNATIVE FORUMS

Filing a grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

Substance Abuse Policies

In compliance with the final regulations of the Department of Education, 34 CFR, Part 86, regarding drug-free schools and campuses, the following information is presented:

A. Purpose

The use of illicit drugs and alcohol at the College workplace, on College property or at College activities impairs the safety and health of students, inhibits the personal and academic growth of students and undermines the public's confidence in the College. Only in an environment free of substance

abuse can the College fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community.

For these reasons, it shall be the policy of Bunker Hill Community College that all shall be free of drugs and alcohol. This substance abuse policy shall be provided annually to every student of the College. Every two years, the College shall evaluate the effectiveness of this policy and shall make any necessary amendments to enhance and to improve the environment of the College.

B. Prohibited Conduct

The students of Bunker Hill Community College shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on College property, in conjunction with any College activity or in the College workplace. Any individual who violates this prohibition is subject to disciplinary action in accordance with the College's Behavior Policies. Disciplinary action may include expulsion from the College, mandatory participation in an alcohol/drug abuse assistance program or referral to an external rehabilitation program as well as referral of the matter for prosecution to an appropriate law enforcement agency.

Any student who is employed in any capacity by the College, as a condition of such employment, will abide by this policy. Student employees will notify the College's Director of Human Resources within five days of being convicted of violating a criminal drug statute in the workplace. The College will notify a grantor agency within 10 days that a student employee has been convicted of a drug-related offense.

C. Substance Abuse Prevention and Awareness Program

Professional College staff members are available to assist students with substance abuse issues by making referral to appropriate related external resources.

Health Risks Associated with Drug and Alcohol Use

The use of drugs and alcohol, even infrequently, may damage one's health. The College's Coordinator of Health Services can inform you of the effects specific substances have upon your health. Excessive use of alcohol is associated with liver damage, hypertension, brain damage and a weakened immune system. Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression. Tranquilizers and sedatives are also highly addictive, even at low dosages.

Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose. The intravenous use of drugs carries the additional risk of infection due to shared needles. AIDS and hepatitis are transmitted this way.

Criminal and Legal Sanctions Associated with Drug and Alcohol Abuse

The Office of the Dean of Student Affairs maintains a complete list of the legal sanctions associated with alcohol and drug abuse. In general, severe sanctions may be imposed upon an individual who manufactures, distributes or possesses controlled substances such as marijuana, cocaine, crack or prescription drugs. The penalties may be doubled for offenses occurring on or near the College. These penalties include fines and imprisonment. The

illegal purchasing of alcohol, the illegal possession of alcohol or the providing of alcohol to minors carries penalties including fines and imprisonment.

D. If You Need Assistance

Help concerning drug and alcohol-related problems is available from several sources. If you need assistance, or know of someone who needs help, or have questions concerning alcohol and drug abuse, you may contact in confidence any of the following:

Director of Human Resources
Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129
617-228-2456

Coordinator of Health Services
Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129
617-228-2274

Department of Public Health, Substance Abuse Division
Information and Referrals
1-800-327-5050

Alcoholics Anonymous, Self-Help Support Group
368 Congress Street
Boston, MA
617-426-9444

General Information



General Information

Child Care/Child Focus Center

The Child Care/Child Focus Center, with locations on both the Charlestown and Chelsea Campuses, is a preschool licensed by the Massachusetts Department of Early Education and Care and accredited by the National Association for the Education of the Young Child (NAEYC). The preschool provides an environment where children, ages 15 months to 6 years old, can flourish as individuals, be actively involved in their learning experiences and engage in activities that encourage individual growth. The Centers are open to the children of the students, staff and faculty of BHCC. Children of students may attend while their parents are attending classes, studying or participating in school-related activities. A minimum of two days (either full- or half-time) attendance is required. Childcare vouchers are welcome as payment. For more information regarding registration and tuition at the Charlestown location, parents may stop by room E234 or call 617-241-5464 to schedule an appointment. For information regarding the Chelsea location, parents may call 617-228-3374 or stop by the Main Lobby of the Chelsea Campus.

The **Child Focus Center** follows the BHCC academic calendar.

Hours of Operation are:

Charlestown Campus:

Monday - Friday: 7:30 a.m. - 5:30 p.m.

Chelsea Campus:

Monday - Friday: 8 a.m. - 4 p.m.

Class Cancellations Due To Weather

The criteria used to determine the cancellation of classes during periods of adverse weather are: the availability of MBTA services, the safety of travel on area roads and the parking situation on and around the campuses. These factors are verified through contact with public agencies and by on-site evaluation.

In the event of weather conditions severe enough to cause cancellation or a delayed opening of classes at any of the BHCC campuses or satellites, an announcement will be recorded on the BHCC outgoing phone message at 617-228-2000. An announcement will also be posted on the College's online home page at www.bhcc.mass.edu, as well as on the College News & Events page on the website. Students may also tune into any of the radio and television stations listed below, after 6:30 a.m., for closing announcements regarding BHCC campuses and satellites:

WBZ	1030 AM
WBUR	90.9 FM
WBZ-TV	Channel 4
WCVB-TV	Channel 5
WFXT-TV	Channel 25
WHDH-TV	Channel 7

WILD	1090 AM
WLVI-TV	Channel 56
WRKO	680 AM

Announcements of a general nature citing “all state colleges, all state offices,” etc., do not apply to the College unless they are in connection with a State of Emergency declared by the Governor of Massachusetts or the Mayor of the City of Boston.

Emergency Messages

In the event of an off-campus emergency requiring the attention of a student, efforts will be made by the Office of the Dean of Student Affairs to contact the student. You may reach the office by calling 617-228-2408 between the hours of 9 a.m. and 5 p.m. and by calling the Enrollment Services Center at 617-228-2420 after 5 p.m. The College does not have a public address system. Only emergency messages can be relayed to students and only a serious emergency can justify interrupting a class. If a student is not in class, it is not possible to locate and notify the student.

Emergencies/Security Incidents

Please be sure to report all definite, apparent, alleged or possible incidents of theft, breaking and entering, damage, unauthorized entry, etc., to Campus Police officials as soon as possible after discovery. On campus, calls may be made to extension 2053 or 2241. If you cannot reach anyone at either extension, contact the Security Supervisor at extension 2250.

In emergencies only, dial extension 2222 on any College phone. It is very important that any incident—real or imagined—be reported immediately so that the facts can be investigated, reports submitted and possible recovery, disciplinary action or arrests be initiated in a timely and effective manner.

Food Service

A full-service cafeteria is located on the fourth floor of E-Building on the Charlestown Campus. Hot entrees, vegetarian chili, soups and grill items along with pizza and a deli are available.

A café located in the Main Lobby on the Charlestown Campus serves snacks, sandwiches, salads and hot and cold beverages. Fame Food Service operates both the cafeteria and the café under agreement with the College.

Cafeteria hours (Fall and Spring semesters only):

Monday - Thursday: 8 a.m. - 2:30 p.m.

Friday: 8 a.m. - 2 p.m.

Café hours (Fall and Spring semesters):

Monday - Thursday: 6:30 a.m. - 7 p.m.

Friday: 7 a.m. - 2 p.m.

Saturday: 7 a.m. - 1 p.m.

Café hours (Summer)

Monday - Thursday: 7 a.m. - 4 p.m.

Friday: 7 a.m. - 2 p.m.

Vending Machines

Vending machines are located in the first floor of C and D Buildings on the Charlestown Campus. Additional vending machines are located on the second floor of C Building outside the Lecture Hall and in the Main Lobby of the B Building. On the Chelsea Campus, vending machines are located in the Student Lounge. These machines offer candy, soda, coffee, soups and snacks.

Food and Beverage Consumption

The consumption of food and beverages is prohibited in all classrooms, laboratories, auditoriums and lecture halls.

Lockers

Lockers are available for students to rent each semester. To rent a locker, students must fill out and sign a Locker Agreement Form in the Student Activities Office, room D106H. Lockers are rented on a first-come, first-served basis. Locker agreements will be made available on the first day of classes each semester. The following guidelines and policies apply to renting lockers at BHCC:

1. Students will pay a \$10 cash deposit for use of one locker for one semester. Locks are provided by Student Activities.
2. Students must present a copy of their current Bunker Hill Community College course schedule and Student ID at the time the locker is requested.
3. No dangerous or illegal substances are to be stored in lockers.
4. Locks attached to lockers other than the ones provided will be removed by the College.
5. The College is not responsible for loss of or damage to goods stored in student lockers.
6. The College reserves the right to open lockers for reasons of health or safety and will make reasonable attempts to contact the holder of the locker before or in emergencies, after doing so.
7. The \$10.00 cash deposit will be returned to the student when the lock is returned to D106H by the last day of the semester. The \$10.00 deposit cannot be claimed after that date even if the lock is returned. The student will lose his/her eligibility to rent a locker for the following semester if the lock is not returned by the deadline.
8. The \$10.00 cash deposit will only be returned to the student when the following conditions are met:
 - Lock must be returned to Student Activities, room D106H
 - Locker must be completely emptied and cleaned
 - Locker must not be damaged in any way

Items left in lockers will be stored for two weeks. Any items unclaimed will be disposed of or donated to charity.

9. If the locker is damaged and it is determined that this damage was caused by the student, said student will be responsible for the cost of repair and may be subject to disciplinary proceedings.

Lost and Found

Lost and Found is located in the Student Activities and Athletics Office, room D106H, on the Charlestown Campus. If the Office is closed, found articles should be left at the Security Office, in the lower lobby of B Building or on the Chelsea Campus in the Dean's Office.

Lounges

Student lounges are located in four areas on the Charlestown Campus: third floor of A-Building, second floor of B-Building (Main Lobby), second floor of D-Building and first floor of C-Building. These lounges are not meant to be study areas but are for you to relax and spend time with fellow students. On the Chelsea Campus, the Student Lounge is located on the first floor.

A Silent Study Lounge is also available on the second floor of D-Building, on the tier adjacent to classrooms D214-D219.

Mail

There are no facilities for forwarding a student's mail from outside the College. Letters and packages that are received for students will be returned to the sender with the notification "No Student Mail Service." Officially recognized student organizations may have mail sent to them in care of the Student Activities and Athletics Office.

Quiet Room

A Quiet Room (E233) is available to students who wish to engage in meditation or other reflective practices.

Radios

Personal radios, portable stereos and/or cassette/disc players may be played in campus buildings only with the use of headphones or earphones. Other types of amplification are not allowed unless special permission is obtained from the Coordinator of Student Activities.

Smoking

As per Massachusetts State Law, smoking is not allowed in any College building.

Student Identification Cards

The BHCC student identification card is the BHCC Library card. All students must have a current BHCC identification card while on campus; the BHCC identification must be presented to any college official upon request. The initial BHCC identification card is free; replacement cards are \$15.00.

To obtain a BHCC ID, bring your computer-generated BHCC class schedule for the current semester and a government-issued photo ID card to the Charlestown or Chelsea campus ID stations. Examples of acceptable government-issued photo ID cards include: state driver's license, state ID card, United States passport, foreign passport. Employer ID cards and ID cards from high schools or other educational institutions are NOT acceptable. You can obtain your current class schedule at the Enrollment Services Center on the Charlestown and Chelsea campuses. Students may also be able to print out their class registration using online services/registration; for more details about

how to access online services/registration, please visit:

www.bhcc.mass.edu/ES/OnlineServices.php. For more details about ID issuance, please visit: www.noblenet.org/bhcc/idcard.htm.

OPERATION HOURS

1. Charlestown Campus ID station at the Library's Lending Services Desk on the third floor of E Building (E300). The Charlestown Campus ID station hours for the first five weeks of Fall 2008 and Spring 2009 semesters are:*

Monday - Thursday 9 a.m. - 8 p.m.

Friday 9 a.m. - 5 p.m.

Saturday & Sunday Noon - 3 p.m.

2. Chelsea Campus ID station on second floor of the Chelsea Campus (Room 202). The Chelsea Campus ID station hours for the first five weeks of the Fall 2008 and Spring 2009 semesters are:*

Monday 5 - 7 p.m.

Tuesday 5 - 7 p.m.

Wednesday 9 - 11 a.m.

Thursday 9 - 11 a.m. and 5 - 7 p.m.

Friday 9 - 11 a.m.

Saturday 9 - 11 a.m.

*After the first five weeks of the Spring and Fall semesters, the ID stations operate at reduced schedules. Call the Library's Lending Services Desk, the Charlestown Campus, at 617-228-2213 for ID station operating hours; or visit: www.noblenet.org/bhcc/idcard.htm.

Telephones

College telephones are reserved for employee use and only for College business. On the Charlestown Campus, coin-operated telephones are in the B-Building (second floor lobby, to the right of the Student Payment Office), first floor of C Building (C-Lounge) and at the stairwell entrances on all floors of E Building. On the Chelsea Campus, coin-operated telephones are located on the main floor.

General Policies



General Policies

Bulletin Board Posting Policy

Bulletin Boards are placed throughout the College buildings. Boards should be checked frequently for announcements of events, notices regarding academic matters and information from the Student Government Association. College offices and committees appointed by the President of the College may post and remove materials that are directly related to their functional purpose on College bulletin boards.

Recognized student groups may request that up to 20 letter-size copies (8 1/2" x 11") and/or 20 poster-size copies (11" x 17") of a printed item be posted for a period of two weeks or longer where appropriate. Items posted for clubs must relate directly to on-campus information and events sponsored by the club or College. Items for posting in languages other than English should be accompanied by an English translation. All postings for club and organization activities must be approved and stamped by the Student Activities and Athletics Office, room D106H. All posting and removal of information pertaining to Student Activities events and programs is done by the Student Activities and Athletics Office or their designee.

Posted materials must bear the name of the sponsoring office or committee. All postings must include a removal date in the upper right hand corner.

Posting of materials by outside agencies for employment opportunities are handled through the Career Center, M101, and are limited to the bulletin boards outside this office. All other posting by outside agencies is prohibited. Posting of materials for the purpose of solicitation is strictly prohibited.

All posted items that do not adhere to this policy will be removed.

Distribution of Printed Materials

College offices and committees appointed by the President of the College may distribute materials that are directly related to their functional purpose. Distributed materials must bear the name of the sponsoring office or committee. Recognized student groups may request that up to one hundred letter-size copies (8 1/2" x 11") of a printed item be distributed to students when appropriate. Items distributed by clubs must relate directly to on-campus information and events sponsored by the club or College. All distributed promotional materials must bear the name of the sponsoring organization and date of removal. Items for distribution in languages other than English should be accompanied by an English translation. Distribution of materials by outside agencies is prohibited on College property. The distribution of materials for the purpose of solicitation is strictly prohibited. Advisors to recognized student groups or any individual interested in distributing materials should schedule an appointment with the Coordinator of Student Activities by calling 617-228-2260.

Fundraising and Solicitation Policy

Commercial ventures are not permitted to operate or solicit on College property. Prohibited solicitation includes the posting of advertisements on College property. Sale of items or services by individuals or companies for private gain is prohibited. College offices and committees appointed by the President of the College may conduct fundraising activities, that are directly related to their functional purpose. Materials produced for the promotion of the event must bear the name of the sponsoring office or committee. Recognized student groups may conduct fundraising activities or request permission to have an outside agency to solicit during their event after receiving written approval from the Coordinator of Student Activities. These activities must relate directly to on-campus events sponsored by the club or College and must follow the guidelines established by the Student Activities and Athletics Office, room D106H. Contact the Coordinator of Student Activities at 617-228-2260 for more information.

Guest Speaker Policy

College offices and committees appointed by the President of the College may invite speakers or guest presenters to campus who directly contribute to their function. Promotional materials for the event must bear the name of the sponsoring office or committee and the removal date for the materials. Recognized student groups may also request that a speaker be invited on campus. Such requests must be made to the Coordinator of Student Activities at least two weeks prior to the scheduled event and prior to inviting the speaker to appear on the campus.

The Coordinator of Student Activities will issue approval according to the following general guidelines: Guest speakers are authorized to present views relative to their area of expertise. Speakers requested by clubs are limited to presenting their views only during the scheduled club activity hours on Thursdays from 1 - 2:15 p.m. unless written approval from the Coordinator of Student Activities is received to present the program on an alternative date and time. The Coordinator of Student Activities will ensure an orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to the academic community.

A club's sponsorship of a guest speaker does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or BHCC.

Hazing

In 1985, the Massachusetts House of Representatives passed legislation that prohibits any form of "hazing" on campuses throughout the Commonwealth.

Portions of that bill read as follows:

"Whoever is a principle organizer or participant in the crime of hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term 'hazing' . . . shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating,

branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

Copies of the Hazing Act, Chapter 269, sections 17-19 are available at the Student Activities and Athletics Office, D106H, on the Charlestown Campus.

Publications Policy

Student publications at BHCC serve a valuable and necessary function. One of the primary reasons for their existence rests in the educational value for editors, staff and the student body at large. They should be used as a tool for the establishment and maintenance of free and responsible discussion and intellectual exploration on campus. In the tradition of liberty of the press, students should be free, individually and collectively, to express their views on issues concerning institutional policy and on other matters of general interest to the student body.

The institution must guarantee sufficient editorial freedom for the student publications to maintain their integrity of purposes as vehicles for free expression in an academic community. Student publications should be free of censorship and their editors and managers should be protected from arbitrary suspension and removal because of student, faculty, administration or public disapproval of editorial policy or content.

At the same time, since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism in the avoidance of libel, indecency and undocumented allegations or personal attacks and in fair representation of the student body and the College. Similarly, the editorial boards of these publications must reflect the diversity of the College. In an attempt to ensure this responsibility, all publication copy must be previewed by the advisor and the respective editorial board prior to publication.

Religious Services

Religious services may be conducted on occasion at the Bunker Hill Community College campus upon the request of a recognized student organization and/or group of employees (12 or more) of the College and with the authorization of the Dean of Student Affairs. The recognized student club, organization and/or the group of employees should formally petition the Dean of Student Affairs for permission to hold the religious service on campus.

If the Dean of Student Affairs approves the legitimacy of the request, i.e. that the student organization is one approved by the Student Government Association and the President of the College and that the request involves an organized religious group recognized by the Secretary of State of the

Commonwealth of Massachusetts, then the approved petition may be used to request space for the event through the Registrar's Office/Enrollment Services Center.

Student Action

Students who wish to present issues to the student body relative to on- or off-campus questions, whether as a means of collecting or registering opinions of support or protest or of simply collecting comments on topics of interest and concern to the student body, shall be afforded the opportunity to do so in the following manner:

1. The students who are primarily involved in organizing the action must present a signed, written notice of their intent to the Coordinator of Student Activities.
2. The Coordinator of Student Activities will provide a location for tables or picket lines in an appropriate location in College buildings or on the College grounds.
3. Students may not interfere with the normal operation of the College or its agencies. They must be set up in such a manner as not to interfere with the right of members of the College community to use the facilities of the College without deviating from their normal traffic flow.
4. Persons who are not members of the College community are not entitled to participate in these activities on College property.
5. All of the normal rules and regulations governing the posting and distribution of printed or other graphic material and prohibiting solicitation on campus will apply.

Those persons who are engaged in an activity which is in violation of the regulations above, or which results in physical damage to the property of the College or its agencies, shall be held personally responsible and shall be referred to the proper College authorities for disciplinary action.

NOTE: For purposes of definition relative to this statement, the following are considered to be agencies of the College: all recognized student organizations, the Alumni Association, the cafeteria, the Bookstore and all groups or organizations that are permitted use of the facilities (for the duration of their occupancy of such facilities).

Trip Solicitation Policy

Commercially sponsored travel programs may not solicit or promote their events on the property of Bunker Hill Community College. These companies are also not allowed to engage any services or assistance from the students and staff of the College. Any student who assists in the promotion of such programs will be subject to disciplinary action from the College, which could result in immediate suspension.

Academic Resources



Academic Resources

Academic Computing

The Computing Centers at both the Charlestown and Chelsea Campuses house more than 800 personal computers. All computers on the network provide access to the Internet. In addition, each Center is equipped with resources to support students with disabilities. All students may use the Centers' resources, when available, on a first-come, first-served basis. To learn about the policies and procedures for using the Centers, students may visit either location and speak with a staff member. Students are not allowed to bring food and/or drinks of any kind into computer classrooms or open laboratories and the use of cell phones and beepers is not permitted. For more information, call 617-228-2282.

Charlestown Campus

The Charlestown Computing Center is located on the first floor, D-Building and consists of 11 specialized classrooms for student classroom instruction and an open laboratory area to use on a first-come, first-served basis. The Visual Media Arts Department (VMA) is located on the first floor of the E-Building and features Macintosh computer rooms E159-E171. From September through May, the Charlestown Computing Center is open Monday through Thursday, 7 a.m. - 10 p.m.; Friday, 8:30 a.m. - 5 p.m. and Saturday, 8 a.m. - 4 p.m. The Centers are closed during semester breaks, with the exception of Spring break, when hours and access are limited. For limited schedule information, see the posted schedule or ask a staff member for help. During June, July and August, the Charlestown Computing Center is open from Monday through Thursday, 7:30 a.m. - 10 p.m. and Friday, 8:30 a.m. - 5 p.m.

Chelsea Campus

Chelsea's computer facilities consist of two specialized computer classrooms, a resource room and an open laboratory. These facilities support students' needs with applications consistent between campuses. From September through May, the computer laboratory is open Monday through Thursday, 9 a.m. - 9 p.m.; Friday, 8 a.m. - 4 p.m. and Saturday, 9 a.m. - 2 p.m. During all semester breaks, access is limited. Hours of operation for these periods will be posted. During June, July and August the computer laboratory is open Monday through Thursday, 9 a.m. - 9 p.m. and Friday, 8 a.m. - 4 p.m.

College Bookstore

The College Bookstore is operated by Barnes & Noble as a service to the students, faculty and staff. The Bookstore is located on the Charlestown Campus, providing all textbooks and related course materials as well as general supplies such as school spirit clothing, gift items, paperback books, clothing, school supplies and magazines. The Bookstore is located on the 4th floor of the E Building. During regular operating hours of the College, the Charlestown Campus Bookstore is open:

Monday and Tuesday: 9 a.m. - 7 p.m.

Wednesday and Thursday: 9 a.m. - 5 p.m.

Friday: 9 a.m. - 3 p.m.

Saturday: 10 a.m. - 3 p.m.

Textbooks and other items can be purchased directly from the store website: bhcc.bkstore.com. You can contact the Bunker Hill Bookstore at 617-241-5161 through fax at 617-241-5190 or through e-mail: bksbunkerhill@bncollege.com.

The BHCC College Catalog

Every student who is officially enrolled in a degree or certificate program is responsible for fulfilling the requirements of his/her program as listed in the *BHCC College Catalog*. Program worksheets are included to assist you.

Copies of the catalog may be obtained from the Admissions Office.

The edition of the catalog that you follow is very important because requirements may change from year to year. You must follow the program requirements in the catalog for the academic year you were accepted into your program or certificate. This is referred to as your curriculum year (CY) or catalog year (CY). For example, if you entered the College for the first time in Fall 2003 or Spring 2004, your curriculum year would be CY 2003. You would follow the program requirements in the 2003-2004 catalog until you completed your program and graduated. The only reason that you would follow the requirements in another catalog would be if you officially changed your program or were away from the College for two or more consecutive semesters.

In addition to program requirements, the catalog contains College policies, procedures and dates of important academic events.

Important catalog note: Using the incorrect catalog could result in your having to take additional courses and cost you extra money in tuition and fees.

Career Center

The Career Center provides a wide range of career services to all currently enrolled students and alumni and provides a valuable link in the partnership between the College and the business community. Working closely with the academic programs, career counselors assist students in the process of career development, occupational research and job searches. The Center houses a library of career information, current job listings, internships and career/job search resources, including DISCOVER, a computer-based career and educational planning program and several resume writing software programs. The Career Center is located in room M101 on the Charlestown Campus and can be reached at 617-228-2245.

Career and Life Planning

The Career Center provides an opportunity for students to identify their interests, skills and values by offering workshops and assessments designed to help them choose a major, including the Self-Directed Search and the Myers-Briggs Type Indicator. Combined with life experiences, these tools will help students set personal and educational goals.

Job Search Activities

Many jobs are posted weekly from Boston-area employers. Workshops designed to assist students in all aspects of finding employment are offered, including resume writing, interviewing skills, how to look for a job, tips for second

language job seekers, and more. A Job Club for graduating students is also offered each semester.

Job Fairs

Job Fairs are held in the Fall and Spring semesters and provide employers with an opportunity to actively recruit on campus. Students are able to explore employment and career opportunities in several industries through personal contact with employers. Job Fairs are widely advertised on the campus. Workshops are offered through the Career Center to prepare students to be successful at the Job Fair.

Center for Self-Directed Learning (CSDL)

Students may enroll in college credit courses available through the Center for Self-Directed Learning (CSDL). The CSDL is an environment where students have the flexibility to make their own schedule of study, work at an individualized pace of instruction, and earn college credit for successful completion of the course.

Students can progress at their own pace, and complete assignments and tests according to their unique learning needs. The CSDL provides state-of-the-art multi-media and technological resources for independent on-site instruction under the supervision of content area facilitators and trained professional and peer tutors. The range of instructional media includes computer-assisted instruction, video, DVD, and CD's, as well as interactive study groups.

Regardless of the medium, students are always active participants in the learning process, solving problems, answering questions, and developing skills. In order to ensure that effective learning takes place, student progress is evaluated on a continuous basis. Students find course facilitators and tutors available to assist them at all times during the scheduled hours of operation of the center.

The CSDL is located in room E235, Charlestown Campus.

CSDL hours of operation for Fall and Spring:

Monday - Thursday: 8:30 a.m. - 9 p.m.

Friday: 8:30 a.m. - 1 p.m.

Saturday and Sunday: 8:30 a.m. - 4 p.m.

CSDL hours of operation for Summer:

Monday - Thursday: 8:30 a.m. - 9 p.m.

For more information, contact the Center 617-228-2225 or

CSDL@bhcc.mass.edu.

Community Engagement

The Office of Community Engagement, located in B-211A, is the home to all Service Learning initiatives, student volunteer experiences, and community partnership developments. The Office of Community Engagement seeks to help students develop tangible skills through community service, service learning, civic engagement, and student activism. Whether the involvement is civic-centered or service-centered, the Office of Community Engagement will help students see the connection between involvement in their communities and their own professional and personal development. During the academic year, we host a variety of programs, such as a Fall Community Service Fair, Hands-On Days, and workshops focused on leadership and civic engagement.

The Office of Community Engagement helps students find community organizations to volunteer with, and recognize how service connects with their professional development. We can help students' petition professors to use service learning, which allows students to combine service and research in the community that relates to the content of their class. Through these efforts, we help students' realize their passions and interests by helping them become more civically involved in their community. For more information, please call 617-228-3485 or email: Meghan Callaghan, Coordinator of Community Engagement, at mrcallag@bhcc.mass.edu or Ted Carlson, Professor of Mathematics, at rcarlson@bhcc.mass.edu.

Internship Programs

The Office of Internship Programs supports students, employers, and faculty in offering two types of internships at Bunker Hill Community College: Academic internships and Career Development internships. Internships are field placements that enable you as a student to gain hands-on experience in your field of study, on-the-job training, and the opportunity to network with industry professionals or test drive a career.

Academic internships count toward a degree or certificate as a 3-credit course. (If your major requires an internship, speak with your faculty advisor). Career Development internships are non-credit field placements designed according to employer needs and individual student learning objectives.

Monthly workshops are published in the Student Success calendar. The Fall Get Involved Fair and the My Space, Work Space, Our Space learning community are additional resources available to students seeking service internships, co-sponsored with the Office of Community Engagement.

The Internship Coordinator, located in B211D, is available by appointment to help you identify your interests, determine which type of internship is best for you, locate opportunities, apply, and interview. Please email Sharon Schaff, sschaff@bhcc.mass.edu or call 617-228-2023 for an appointment. The Career Center, located in M101, can assist with your resume. Visit www.bhcc.mass.edu/internships4students to learn more and search current opportunities.

International Center

The International Center provides programs, services and activities designed to advance the internationalization of the College community. Staff at the Center provide comprehensive programs and individual assistance to international students from more than 94 countries who are welcomed to the College every year. The Center, with assistance from the Student Government Association, provides opportunities for students to participate in international study and travel experiences in a variety of locations such as Costa Rica, the Czech Republic, France, Italy, Mexico, Spain, Argentina, People's Republic of China, England, Portugal, Ghana, Ireland, Greece, Canada, India and Japan. The Center hosts many international visitors and the Center staff members develop customized training programs for educators and students from around the world. With federal funding, the Center provides support to faculty to develop new international courses and to update their courses to include an international

perspective, so that graduates are prepared to practice their professions within a global and multicultural environment.

The International Center is located in room E236, Charlestown Campus, and can be reached by calling 617-228-2460 or by e-mail at international@bhcc.mass.edu.

International students who wish to attend Bunker Hill Community College apply through the International Center, where they can obtain the necessary documentation to apply for student visas to study in the United States. International Student Advisors in the International Center assist students to maintain legal immigration status, obtain student visas, apply for a change of their immigration status, transfer to colleges and universities, obtain work permission, obtain practical training and arrange travel or temporary absence certification from the United States. The International Student Advisors also serve as counselors to discuss academic concerns and/or personal issues such as adjustment to life in the United States. Orientation, social and cultural programs sponsored by the Center help international students learn more about U.S. culture and the educational system. The International Center coordinates the Study Abroad Scholarship Program through which students can apply to study in a variety of countries for periods ranging from two to four weeks. Information and application materials are available at the International Center. The deadline is December 1.

Information Kiosks

Information kiosks are located in the Main Lobby and in E-Building of the Charlestown Campus and in the Main Lobby of the Chelsea Campus. These kiosks provide students and visitors with information about the College, academic programs and student services. Students can use these machines to register for classes, access payment information, review their academic records and locate faculty and staff offices.

Library

The Library and Learning Commons delivers services crucial for student success, including information literacy instruction, quality resource selection and an academic learning atmosphere. The library web page at www.noblenet.org/bhcc serves as an information gateway and extends library services with links to an online catalog, a directory of high-quality research websites and to numerous full-text and citation subscription databases accessible from off-campus. The 67,000-volume print collection, which includes books, magazines, newspapers and journals, is augmented by resources available through the library's memberships in NOBLE, NELINET, Boston Regional Library System and OCLC. Consistent with the Library's on-campus services, the needs of distance and nontraditional learners are also addressed with carefully selected online resources, which offer in-context instruction customized to the curriculum. To maximize use of library resources, information literacy workshops as well as one-on-one instruction sessions are available throughout the calendar year. The BHCC photo identification card serves as the Library card. Current BHCC library policies and guidelines are posted on the World Wide Web at www.noblenet.org/bhcc/guidelines.htm. All library users are required to familiarize themselves with these policies and guidelines.

Location and Hours

The library occupies the third floor of E building on the Charlestown campus. Its regular schedule is:

Monday - Friday: 8 a.m. - 10 p.m.

Saturday - Sunday: 8 a.m. - 4 p.m.

Outside Fall and Spring semesters consult the library web page at www.noblenet.org/bhcc or call the library's Lending Services Desk at 617-228-2213 for operating hours.

Students may communicate with the library by telephone at 617-228-2213 or by email at bhc@noblenet.org. The library will respond to inquiries about its hours and services. Reference questions, however, are only handled in person on a first-come, first-served basis.

Creating a Positive Learning Environment Inside the Library

The library's physical space supports information access for academic growth and attracts students seeking to learn college level material. The BHCC library meets the needs of a diverse commuter student population through cooperation and planning. Some students need solitude in order to learn, while others need more interaction and collaboration. To accommodate different learning styles, the library is divided into Group and Silent Study Areas. Although talking is permitted in the Group Study Areas, low speaking tones are encouraged.

To minimize noise, students are asked to use the study areas in D building when access to library materials is not necessary. The library is learning space, not social space. Visitors are asked to turn off cell phone ringers. Covered drinks are allowed but eating is prohibited.

Lending Procedures

Most circulating materials are due within 14 days of checkout and may be renewed twice, unless another person has requested them. Up to a limit of five items within the same subject may be charged out to a patron. Renewals may be made in person at the Lending Services Desk, over the telephone (617-228-2213), or online using a PIN (Personal Identification Number). Reference materials, current-year periodicals, some special collection materials, and vertical file items cannot be checked out, but photocopying is allowed.

The student ID card serves as the library card; library privileges are not transferable. (See handbook section on student identification cards for information about how to obtain a Student ID.) Students may not check out materials or access online databases if their student ID is not registered with the library. The borrower's account must be in good standing, showing no outstanding fees or fines.

Personal Identification Numbers

A Personal Identification Number, or PIN, allows patrons to see their current-checkouts, to renew their items, and request materials from NOBLE libraries through Inter-Library Loan. PINs may be obtained at the Lending Services Desk, for use at innopac.noblenet.org/patroninfo. Items obtained through the use of a PIN are held at the Lending Services Desk and must be picked up within seven days of arrival.

Overdue Materials

Circulating materials have specified loan periods. Overdue fines will be assessed for materials returned past the due date. Overdue notices will be sent followed by a bill for the item(s) not returned to the library. Failure to receive overdue notices and bills does not absolve students from payment of fines and fees. At the close of each semester, a hold is placed on student college accounts not in good standing with the library, which prevents course registration, graduation, and release of transcripts.

Overdue fines continue to accrue until all overdue items are received at the Lending Services Desk and processed through regular library channels. All materials that are not returned by the last day of final examinations each semester will be treated as overdue.

Library Policies For Late, Damaged, or Lost Materials

The overdue fine for most circulating material is ten cents per item per day. Fines and fees vary according to format. Note: because reserve items are in high demand, their overdue fines are higher than for the circulating collection. At checkout, make sure you know the loan parameters for the items being borrowed. Check with library staff for details.

Students must report damaged or lost materials as soon as possible to the Lending Services Desk to prevent fines from accruing. Charges for damaged or lost materials will be assessed as follows:

- Accumulated fines, if any, and
 - The replacement cost for the item based on the published market value. If prices are not available, the following charges will be made:
- | | |
|--|---------|
| • Hardbound Books | \$25.00 |
| • Paperbound Books | \$15.00 |
| • All media (Cassettes, CDs, Floppy Disks, Videos, DVDs) | \$50.00 |
| • Museum Passes | \$50.00 |
| • Equipment (headsets, cassette players, etc.) | \$75.00 |

Reserve Materials

Works chosen by faculty for use during the semester are placed on reserve at the Lending Services Desk, or online at bhcc.docutek.com, via a password given to you in class. To borrow reserve items at the Lending Services Desk, you need to present your BHCC ID and provide the name of the instructor and title of the item you wish to borrow. Most reserve materials are for two-hour in-library use only, although reserve videos may be viewed in Room E226 – the Quiet Study/VCR room within the Center for Self Directed Learning (Room E235.) The reserve lists for individual courses are accessible through the online catalog at the following URL: innopac.noblenet.org/screens/srchhelp_course_s37.html. Cassette players and headsets are provided for use in the library only. A PC is also available for the use of in-library multimedia packets.

Magazines, Journals and Newspapers

All print magazines and journals published within one year of the current date and newspapers published within three months of the current date are shelved

on the current periodicals section of the library and made available for use in the library only. Selected magazines and journals are kept in the library storage area and may be borrowed by filling out a request form and submitting this form to a library staff assistant.

In addition to print periodicals, the library provides access to back issues from previous years on microfilm format (www.noblenet.org/bhcc/microfilms.htm). Online subscription databases provide access to both current and older publications, and are available to users both on and off campus via the World Wide Web at www.noblenet.org/bhcc/databases.htm.

Library Book Display Items

The library maintains monthly displays highlighting different topics of interest and reflecting the diversity of the library collections. Library visitors are encouraged to browse the display items in the library. The display items selected from the circulating collection may be borrowed if needed by library card holders and checked out at the Lending Services Desk. Items from any special book displays on campus or in the library can be borrowed upon the end of display.

North of Boston Library Exchange (NOBLE)

The BHCC library is a member of the North of Boston Library Exchange (NOBLE), which extends the borrowing privileges of students to 26 additional local area libraries: 9 academic, 16 public, and 1 special library. Their catalogs may be searched via an Internet connection, and materials may be borrowed through the BHCC Interlibrary Loan Service.

Inter-Library Loan

Materials from other libraries may be borrowed through the Inter-Library Loan Service. Items generally take from a few days to a few weeks to arrive at the Lending Services Desk of the Charlestown Campus Library. Using a library PIN (see the section on Personal Identification Numbers for more information), a person can submit requests directly to other libraries in the NOBLE consortium, which includes 26 additional community college, college, public, and special libraries. For additional borrowing options, the Statewide Virtual Catalog System (also accessible via active library card and PIN) gives access to most academic and public libraries in Massachusetts. Finally, in the rare case that sufficient resources cannot be found in-state, the library can send out Inter-Library Loan requests on the national level.

Information Services

A librarian is available at the Charlestown Campus Library to work with information seekers on a first-come, first-served basis. When possible, students are also encouraged to plan ahead by making research appointments with a librarian, who will be able to prepare approximately 20 to 40 minute individual sessions tailored to students' course needs.

In addition to on-campus access to information services, a web page designed to support off-campus users is available at www.noblenet.org/bhcc/ffi and includes online guidance and tutorials on the research process as well as a link to 24/7 regional reference services, especially useful during hours when the library is closed.

Internet Access

The library catalog can be accessed via the Internet using the BHCC the library web page at www.noblenet.org/bhcc or directly at innopac.noblenet.org/search~S37.

Printers and Copiers

A printer is available for public use. As part of a program to facilitate student research, the library offers free printing. Student cooperation is requested in the form of responsible use (i.e., printing only what is needed and not printing documents longer than ten pages) to help keep printing free.

Two copy machines are in the library next to the Lending Services Desk. The copiers make both letter and legal sized copies for 10 cents each, and accept nickels, dimes, quarters, \$1 and \$5 bills only. The library cannot make change.

Museum Passes

In conjunction with the Student Government Association, the library offers discount passes or tickets to the following area museums: the Boston Children's Museum, the New England Aquarium, the Museum of Fine Arts, the Museum of Science, the Isabella Stewart Gardner Museum, the John F. Kennedy Library and Museum, and the Historic New England Museum. These passes and tickets can be obtained at the Lending Services Desk; patrons may not obtain more than two passes or tickets per day. Passes must be returned to the library the next day the library is open; tickets are taken by the museum and are not returned to the library.

Information and Instructional Handouts

In an effort to support independent learning, the library has provided handouts that address questions about the library, its policies, and Information Literacy. These handouts are available free of charge and can be found at the revolving display unit by the Lending Services Desk, as well as at www.noblenet.org/bhcc/handouts.htm. Instructional Support Handouts are also available in conjunction with library workshops to promote independent lifelong learning habits among library users.

Workshop & Liaison Program

The library staff actively involves itself with college programs and curricula to ensure responsive and innovative participation in academic activities. A faculty liaison program www.noblenet.org/bhcc/schedules.htm links library staff and resources to college department concerns. Standard and customized course-related workshops emphasizing the goals and objectives of information literacy www.noblenet.org/bhcc/instruction.htm are designed in collaboration with faculty and students as needed in support of student academic success.

Adaptive Library Services

The library works in cooperation with the Office for Students with Disabilities www.noblenet.org/bhcc/osd.htm. People using wheelchairs will find tables of acceptable height, restrooms with accommodations, and an accessible entrance directly opposite the elevator. Materials, equipment, and accommodations available to people with disabilities include:

- Kurzweil 3000, JAWS, and Dragon Naturally Speaking software programs
- Zoomtext Magnifier/Reader
- Talking Book Program

- Cassette Players with Earphones
- Phonographs with Earphones
- Key extensions
- Wheelchair Accessible Study Tables

Multi-Purpose, Multi-Media Language Lab

The Multi-Purpose, Multi-Media Language Lab at BHCC provides students with a high-tech learning environment along with a knowledgeable tutoring staff to guide them with any aspect of language learning from speaking, listening, and pronunciation, to reading, writing, grammar, and punctuation. The lab currently has 8 language learning software programs, 12 support staff members, and 35 partitioned workstations to ensure privacy. The objective of the Lab is to help every student improve their language skills, whatever they may be. In addition to software and tutoring, the Lab offers the following support services.

- One -hour interactive grammar and software workshops
- English 095 and 111 practice exit exams
- ESL 079, 089, and 099 practice exit exams
- One-on-One drop-in tutoring sessions
- ESL-IP course instruction and tutoring
- TOEFL practice exams, study guides, and tutoring
- Foreign language learning programs
- Online website services

The Lab is located within the Center for Self Directed Learning in room E226. For more information about the Lab, call us at 617-228-3440 or visit our website at www.noblenet.org/bhcc/LL. Fall and Spring semester hours are:

Monday - Thursday: 9 a.m. - 9 p.m.

Friday: 9:00 a.m. - 1 p.m.

Saturday and Sunday: 9 a.m. - 4:30 p.m.

Summer semester hours are:

Monday - Thursday: 9 a.m. - 9 p.m.

The Tutoring and Academic Support Center (TASC)

The Tutoring and Academic Support Center supports and enhances student learning and academic success by offering a variety of traditional and nontraditional services to all Bunker Hill Community College students. The TASC Centers offer tutorial assistance, small group workshops, and academic mentoring to students enrolled in credit-bearing courses. Students are offered a wide range of services to support their work on basic academic skills as well as on course specific work in their programs. Students may register for weekly, individual, and group appointments. These services are offered in a student centered atmosphere.

Charlestown TASC

Major areas of concentration on the Charlestown Campus are: English and Writing, English as a Second Language, Mathematics (from Basic Mathematics to Advanced Calculus and Physics), Computer courses, Science courses,

Business courses, Behavioral Science, Human Services and Early Childhood Education.

Other subject areas may be added on an as-needed basis. The Charlestown TASC offers 18 student computer stations where students may type papers, do research or access the internet.

The Charlestown Campus Tutoring and Academic Support Center is located in E174.

The Center is open during the Fall and Spring semesters:

Monday - Thursday: 8:30 a.m. - 8:00 p.m.

Friday - Sunday: 8:30 a.m. - 4:30 p.m.

During the Summer, tutoring hours are:

Monday - Thursday: 10:00 a.m. - 6:00 p.m.

For more information, contact the Center at 617-228-3467

or at tasc@bhcc.mass.edu.

Chelsea TASC

Students may drop-in for group and individual math and science tutoring or register for by-appointment English and ESL tutoring sessions. The Chelsea – TASC also makes available to students the use of state-of-the-art multimedia computers, educational software, a photocopier, and a quiet study area.

The Chelsea Campus Tutoring and Academic Support Center is located on the second floor of the Chelsea Campus in Room 202.

During the Fall and Spring semesters, the Center is open:

Monday - Thursday: 8 a.m. - 9 p.m.

Friday: 10 a.m. - 6 p.m.

Saturday: 10 a.m. - 3 p.m.

For additional information contact the Center at 617-228-3356.

The Writing Place

The Writing Place is a tutoring service sponsored by the English Department. Students come to the Writing Place to work with peer tutors on specific writing tasks, including brainstorming ideas for college writing assignments, organizing rough drafts, revising, editing, and doing library research. Specific materials and computer resources are available in the Writing Place to supplement class instruction and develop composition skills. The Writing Place, located in E-142, is open during the Fall and Spring semesters, Monday through Fridays. Hours may vary, depending on tutor availability. Students may be referred to the Writing Place by their instructors and are encouraged to schedule weekly sessions with a tutor by contacting the Writing Place at 617-228-3244.

Academic Policies



Academic Policies

Academic Standing

Students are considered to be in good academic standing if they successfully complete 66 percent or more of the total number of credits attempted with a cumulative grade point average of 2.00 or higher. A course is not considered successfully completed with a grade of IP, F, NA, W or WA.

Attendance

Because poor attendance generally results in poor grades, students must attend all regularly-scheduled classes and laboratory sessions. Students having attendance difficulties should discuss this matter with their faculty members and advisors.

Students who know they will be absent for three or more consecutive class sessions because of a family emergency or personal illness should report the extended absence to the Office of the Dean of Student Affairs. The Dean will notify the faculty of the absence. Upon returning to class, students are responsible for discussing with their faculty members the completion of all course requirements. If the faculty member and student find it impossible to complete all assigned work, the student may need to withdraw from the course.

Students who attend no class meetings during the first four weeks of the semester will be withdrawn from the course and receive an NA (non-attendance) grade. The grade appears on the transcript and is counted toward credits attempted but is not computed in the grade point average. The NA grade designation is not used during the Summer semester.

Change of Grades

Students must direct questions regarding grades to the course instructor. The instructor will change final grades only if a clerical error exists. Students must submit a written request to the instructor for re-evaluation if they feel that an error exists. The final decision regarding grades rests with the professor/instructor. Students may initiate grade complaints no later than 30 calendar days following the last day of the instructional period for which the grade was granted. For more information regarding complaints or grievances relating to assigned grades, refer to page 37 of this handbook.

Course Load

Students who carry 12 or more credit hours in a Fall or Spring semester or six credit hours in a Summer or mini-session are full-time students. Students must enroll in a minimum of 15 credit hours per semester in order to complete an associate degree program in two years. Students who wish to carry more than 18 credits during a Fall or Spring semester or nine credits during a Summer or mini-session must obtain written permission from the appropriate academic dean.

Dropping or Adding a Course

Students may adjust their schedules either during the registration period or during the schedule adjustment period. After the schedule adjustment period, students may add only those courses offered through the Center for Self-Directed Learning or Home Studies courses. Refer to the College's course schedule booklet for published deadlines.

Final Examination Schedule

Final examinations take place during the last week of the semester. Final examination makeup time is scheduled for the last day of final exam week. Students who are scheduled for two final examinations at the same time or who have more than two exams scheduled in one day may request that they be allowed to take one of those exams during the final examination makeup time. Students who miss final examinations must notify the academic dean of their program area immediately, stating the reason. The individual faculty member makes the decision regarding makeup of final exams.

Program Changes

Students wishing to change from one program of study to another should consult with their advisors. Students then must complete a change of program form, available in the Enrollment Services Center. The Enrollment Services Center issues final approval for all program changes. A program change may increase the time needed for students to complete program requirements for graduation. Students who receive financial aid should consult with the Financial Aid Office regarding the fiscal implications of program changes. Students changing their program must fulfill the curriculum year program requirements in effect at the beginning of the semester following the date of the change.

Repeating a Course

Students may repeat only courses in which they earn a grade of D, F, W, WA or NA. The grade earned in the final attempt automatically becomes the official grade for purposes of calculating grade point average and for determining eligibility for graduation. The grades for each attempt, however, are recorded on the student's transcript. Certain courses in the health programs must be repeated until the student earns a grade of A or B. When this exception applies, the College notifies the student.

Satisfactory Academic Progress

In order to continue at Bunker Hill Community College and/or receive financial aid, students must make satisfactory progress toward a degree or certificate. The College considers students to be achieving satisfactory academic progress if they complete 66 percent or more of the total number of credits attempted and meet the following minimum cumulative grade point average:

Credits Attempted	CUMULATIVE Grade Point Average
Below 12	no minimum
12-30	1.79
Above 30	2.00

Academic Probation

The College places those students on academic probation who fail to meet the criterion of satisfactory academic progress. Students placed on academic probation may enroll in no more than 10 credits each semester while on probation, unless a TASC advisor grants permission to register for 12 credits.

Students who fail to attain both the required cumulative GPA and the percentage of total credits attempted remain on academic probation even though they attain the appropriate semester GPA and complete 66 percent of credits attempted in the probationary semester. Students who remain on academic probation status for three consecutive semesters are placed on academic suspension.

The College mandates academic support for students on academic probation. Students must meet with a counselor or a designated academic advisor to discuss the factors interfering with academic progress, to determine appropriate course selections for the next semester and to develop an individual plan for academic success.

Academic Suspension

The College will suspend students from attending the College if either of the following circumstances occurs during any probationary semester:

- A student fails to achieve a semester grade point average of 1.79 for between 12 and 30 credits attempted or 2.00 for more than 30 credits attempted;
- A student fails to complete a minimum of 66 percent of the total number of credits attempted.

The College will also suspend students from attending the College who have remained on academic probation for three consecutive semesters (see Academic Probation).

Following a minimum leave of one semester, the College may consider for readmission students on academic suspension who provide the College with evidence of increased potential for academic success. Students must complete an application for readmission secured through the Enrollment Services Center. Readmission is contingent upon a review of the application by their divisional dean and space availability. Students are placed on academic probation for the semester in which they are readmitted (see Academic Probation).

Appeals Process

Students placed on academic probation or suspension from the College for unsatisfactory academic progress have the right to appeal to have the sanction lifted. For students on academic probation, the College grants appeals based on computational error. For students placed on suspension, the College grants appeals based on documented extraordinary personal circumstance. The decision of the Academic Appeals Committee is final. Academic reinstatement does not automatically reestablish eligibility for Financial Aid. See the *BHCC College Catalog* for more information.

Student Comprehensive Health Insurance Plan

Chapter 23 of the Massachusetts Acts of 1988 requires that all students registered for nine or more credit hours must participate in a comprehensive health

insurance plan unless they certify that they are participating in a health insurance plan with comparable coverage. If a student has comparable coverage and wishes to waive participation in the Massachusetts Community Colleges insurance plan, the student must submit waiver information via the Internet by the due date that appears on the registration statement or at the time of registration. Students may access the waiver form online at www.university-healthplans.com. The College has set up dedicated computer stations in the Main Lobby of the Charlestown Campus for students without Internet access. Mass Health qualifies as comparable coverage; however, free care that is provided by hospitals and community health centers to low-income uninsured and underinsured people does not.

All students carrying nine or more credit hours in the Fall or nine or more credit hours in the Spring must comply. Classes offered in the Center for Self-Directed Learning or during mini sessions are considered part of the long semester for purposes of determining health insurance requirements. Students are not required to have health insurance coverage during the Summer term. Effective 2007-2008, part-time students and all dependents will no longer be eligible to purchase coverage from University Health Plans, Inc. Overseas health plans are deemed not comparable or accessible; therefore, all international students must participate in the College health insurance program or purchase comparable coverage from a US based carrier with claims paid in the U.S.

Student E-mail Communications Policy

Policy Statement

Bunker Hill Community College has established electronic mail (e-mail) as a means of sending official information to its students who are enrolled in credit courses. To this end, students enrolled in credit courses will be given an e-mail account.

- Students should check their College e-mail account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information. The Academic Computing Lab in D111 is available for students to check their BHCC e-mail account.

Monday - Thursday: 7 a.m. - 10 p.m.

Friday: 8:30 a.m. - 5 p.m.

Saturday: 8 a.m. - 4 p.m.

- Students can redirect/forward e-mail from their official BHCC address (@bhcc.edu) to another e-mail account (for example; AOL, Comcast, Verizon or Hotmail). However, if a student redirects/forwards his or her e-mail, the College will not be responsible for the handling of e-mail by outside Internet service providers.

Responsibilities

- The Chief Information Officer has overall responsibility for implementation and enforcement of this policy.
- The Office of Information Services (IS) is responsible for distributing and maintaining official Bunker Hill Community College e-mail addresses (@bhcc.edu).

Definitions:

E-mail account: An e-mail account is a location on a file server where electronic mail is delivered via the computer network. A username and password are needed to access the account.

E-mail username: The unique name that is used during the login process to access an e-mail account.

E-mail address: The unique Internet address of an e-mail account, which consists of first initial and last name of a person followed by @bhcc.edu, for example; John Smith, jsmith@bhcc.edu. However, in the instance where an address already exists, the account name will have a number added to the end, for example jsmith2@bhcc.edu.

In using the e-mail communication, students are required to comply with the student and computer network usage policy.

Withdrawal from a Course

Students may withdraw from a course only during the semester in which they are registered for the course and only by the deadline specified for each semester. The College does not process course withdrawals after the withdrawal deadline date specified for each semester. The College issues no refunds for students who withdraw from a course.

To withdraw from a course, students must complete and submit the appropriate course withdrawal forms, which are available at the Enrollment Services Center. After students officially withdraw, their transcripts show grades of W. The College designates course withdrawals as "uncompleted courses," which may adversely affect academic standing and financial aid eligibility. Failure to attend or ceasing to attend classes does not constitute withdrawal from the course and results in a grade of F or NA for the course (see Satisfactory Academic Progress page 67).

Withdrawal from the College

Students may withdraw from the College only during the semester in which they are registered. Withdrawals are not processed retroactively, that is, after the semester in which the student was enrolled. Students who withdraw from the College are not entitled to a refund. To withdraw from the College, students must complete a withdrawal form available at the Enrollment Services Center, complete all the withdrawal steps and submit the completed form to the Enrollment Services Center. Students who withdraw from the College receive W grades on their transcripts for all courses for the semester withdrawn. Failure to attend or ceasing to attend a class or classes does not constitute official withdrawal from the College and results in grades of F or NA for the course or courses. Failure to withdraw formally may affect students' academic standing and eligibility to receive financial aid (see Satisfactory Academic Progress). Students desiring to be readmitted to the College may do so without submitting an application if they reapply within two consecutive semesters of the date of withdrawal.

Academic Information



Academic Information

Academic Advising

Academic advisors are available for all degree or certificate students. Advising services are available for all students. Depending on the student, he/she may have an assigned advisor, use online advising or use services provided at the Advising/Counseling Center. The advisor's role includes, but is not limited to, helping students plan their academic course load, monitoring their academic progress and serving as a resource for additional services, such as career planning and academic and student support services.

Degree-seeking students will receive notification of their assigned advisors or assignment to the Advising/Counseling Center by mail. Non-degree-seeking students are not assigned to an advisor.

Students assigned to a full-time faculty or professional staff member for advising should contact their advisor to arrange an appointment. All full-time faculty and professional staff advisors have offices with posted office hours, voicemail and e-mail.

For students assigned to the Advising/Counseling Center, advising is offered on a walk-in basis and students are free to meet with any of the advising staff. The Advising/Counseling Center is located on the Charlestown Campus in room B109.

Every registered student has an online services account, WebAdvisor. Assistance with WebAdvisor is available to all students at the Self-service Counter (outside the cafe) in the second floor B lobby.

For more information, call 617-228-2230. Advising is also available on the Chelsea Campus; please call 617-228-2101 for more information. In addition, questions about advising can be sent to onlineadvising@bhcc.mass.edu.

Commonwealth Honors Program

The Commonwealth Honors Program offers students the opportunity to study and learn in an academically challenging and enriching learning environment. Students benefit from a learning community with small class sizes, teacher-to-student mentoring, team-taught interdisciplinary courses and access to the Honors Center. Commonwealth Honors students have many opportunities to do research, participate in the statewide undergraduate conference, present their work and/or publish their writings in the honors journal, *Kaliedoscope*.

A listing of Commonwealth Honors Program admissions requirements may be found in the BHCC *College Catalog*.

The Commonwealth Honors Program application may be obtained from the Enrollment Services Center in the Main Lobby of the Charlestown Campus.

Curriculum Year/Program Requirements

The term "curriculum year" (CY) refers to the academic year in which students are admitted to the College. Students must fulfill the program requirements listed in the BHCC *College Catalog* in effect for their curriculum year. When students change their program or are readmitted to the College after an absence of two or more consecutive semesters, they must fulfill the curriculum year/program requirements in effect at the beginning of the semester of readmission.

Graduation Information

Depending upon the program of study, students who complete the requirements listed below are awarded the Associate in Science or Associate in Arts degree. During their final semester, students who expect to graduate must apply for graduation at the Enrollment Services Center. The Registrar publishes the specific application deadlines in October and February. To graduate, students must fulfill these requirements:

- Complete a minimum of 60 credit hours (exclusive of developmental courses) with a minimum cumulative grade point average of 2.00;
- Attain a minimum of 15 credits of the total number of credit hours through courses enrolled in and successfully completed at Bunker Hill Community College;
- Complete all program requirements;
- Meet all requirements of the College, including payment of any outstanding financial obligations and submission of state-mandated immunization requirements.

Second and Subsequent Degrees. Students may apply to earn additional associate degrees. To qualify, students must complete the required courses for each degree, as well as a minimum of 15 credit hours beyond the first and any subsequent degrees.

Certificate Credit Requirements. To qualify for a BHCC certificate, students must complete all course requirements for the certificate with a minimum of 25 percent of the required credit hours successfully completed at the College with a cumulative minimum GPA of 2.00 (exclusive of developmental courses).

Immunization

Massachusetts General Laws, Chapter 76, Section 15C, requires that all full-time students (enrolled in 12 or more credits) and all students (full- and part-time) enrolled in health career programs present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus and three doses of hepatitis B vaccine. Students in the health career programs also must present evidence of immunity to varicella and Mantoux testing for tuberculosis. For measles, mumps, rubella and hepatitis B, serologic proof of immunity is acceptable.

Students who fail to present the required information within 30 days of the date of registration are not allowed to register for subsequent semesters or receive final grades until the immunization form is received by the Enrollment Services Center. Immunization forms become part of the student's permanent file and cannot be copied, transferred or returned.

Midyear Admission

Bunker Hill Community College admits students to most programs at midyear on a space-available basis. Students can begin courses in the Spring semester; however, some courses listed in the catalog may not be available to midyear entrants. The College cannot assure the availability of specific courses.

Many programs contain courses that have prerequisites. Because prerequisites are not waived for students admitted at midyear, the number of semesters necessary to complete degree requirements may increase.

Outstanding Financial Obligations

Students who have any outstanding financial obligations to the College are not permitted to register. If already registered, these students will not be permitted to attend classes, nor will they receive grade reports, attendance reports or transcripts of grades, without the final approval of the Bursar. The Bursar's Office is located in the Student Payment Office, room B219, Charlestown Campus.

Bunker Hill Community College is responsible for making "diligent efforts" to collect amounts due the state. Diligent efforts shall include written billings, dunning notices and subsequent assignments to a collection agency. The student is responsible for all collection costs and any fees incurred in the collection of debt and for informing the College of any dispute regarding the debt. The College advises students that their debts may be discharged through the intercept of any other Commonwealth payments that are due to them or scheduled to be paid to them.

Readmission of Degree- and Certificate-Seeking Students

Students who are readmitted after an absence of two or more consecutive semesters must follow the catalog and curriculum year requirements for their degree or certificate programs in effect at the beginning of the semester of their re-enrollment. Students applying for readmission to nursing and allied health degree or certificate programs must meet with the appropriate academic dean, chairperson or program director prior to readmission. Students who wish to be readmitted to the College may do so without submitting an application if they reapply within two semesters of the date of withdrawal.

However, students who meet any of the following conditions must submit a new application form and a copy of their high school diploma or GED certificate for readmission to the College:

1. A degree-seeking (matriculated) student who has been academically suspended from the College.
2. A degree-seeking (matriculated) student who has graduated from a degree or certificate program.

Student Right-to-Know Completion Information

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, the public may obtain Bunker Hill Community College student completion information. This information is available in the Office of Institutional Effectiveness and the Office of the Dean of Student Affairs.

Institutional Policy Statements



Institutional Policy Statements

Affirmative Action and Equal Opportunity Policy

Bunker Hill Community College is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

Bunker Hill Community College does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability status in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated there under; 34 CFR Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Direct all inquiries concerning application of these regulations to the Director of Diversity and Inclusion, the College's Affirmative Action Officer and Title IX and Section 504 Coordinator, by calling 617-228-3311.

When a student or employee believes s/he has been discriminated against based on race, color, national origin, age, gender, sexual orientation or disability status, the College's Affirmative Action Plan provides an informal complaint process and a formal grievance process which may be accessed by any member of the College community. For more information, or for a copy of the plan, contact the Affirmative Action Officer at 617-228-3311.

Directory Information

Bunker Hill Community College has designated the following items as directory information: student name, academic program, semesters of attendance, current enrollment status, Dean's List, degrees or certificates awarded and dates of graduation.

The College may release directory information to a third party requesting such student information without first obtaining the student's consent.

A student has the right to refuse to permit the College to release directory information. In order to facilitate this, a student must request in writing that a privacy code be placed on his/her directory information through the Enrollment Services Center. If a privacy code is placed on a student's record, no directory information will be released in College publications or to third parties, excluding cases in which the Solomon Amendment or lawful subpoenas require the College to release such information by law.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997, identifies the following additional student information as directory information for Department of Defense purposes: student's address, age and level of education. This information is available and accessible from student records. Nonconsensual release of directory information may be submitted to the Department of Defense in accordance with the Solomon Amendment.

Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students are informed of their rights under this act through the College Catalog and the Student Handbook. They are:

- The right to Inspect and Review the student's educational records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to Challenge Records and request the amendment of the student's educational record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to Record Disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agency); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- The right of Complaint, to file a complaint with the U.S. Department of Education concerning alleged failures by Bunker Hill Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Sexual Harassment

Sexual harassment is inappropriate behavior or an abuse of power that is demeaning and interferes with the ability to work or participate in an educational setting. Under Massachusetts General Law, Chapter 151B, Section 4 (1) and Section 16A, sexual harassment is a form of sex discrimination and is illegal. "Sexual harassment" includes: "sexual advances, requests for sexual favors and other physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for education or employment decisions;
- b. Such conduct has the purpose or effect of interfering with work performance;
- c. Such conduct has the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive educational, employment or living environment."

Title IX of the U.S. Education Amendments of 1972 further states that "sexually harassing conduct can include unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature by an employee, by another student or by a third party that is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment." "Unwelcome conduct" is behavior that the student did not request or invite, which is regarded by the student to be undesirable or offensive.

Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing and assault or rape. Subtle behavior includes inappropriate or obscene jokes, intimate language such as "dear, sweetheart, darling" and leering. Sexual harassment can be blatant or it can be very subtle behavior. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of job or poor grades.

Victims of sexual harassment may experience physical and emotional reactions to the behavior. Anger, depression, self-blame, denial and decreased self-esteem are common reactions to sexual harassment. Headaches, stomach disorders, inability to concentrate, insomnia and backaches are sometimes experienced as symptoms of the stress that a victim feels. Students who have concerns about sexual harassment should contact the College's Affirmative Action Officer at 617-228-3311.

Statement on Inclusion

The Bunker Hill Community College Board of Trustees endorsed and approved for adoption on June 9, 1997, the American Association of Community Colleges Statement on Inclusion as follows:

Bunker Hill Community College strongly endorses the continued use of admissions policies and employment practices that promote broad diversity in the community college system. The College will be free to pursue standards and policies that allow it to fulfill its diversity mission and vision. The students who are educated will help provide tomorrow's leaders and their college experience

will demonstrate the richness and substance of our diverse, multicultural and global environment. The College environment will promote understanding and appreciation of others, while encouraging students to grow as individuals.

Bunker Hill Community College reaffirms its commitment to diversity. In accord with this philosophy, the College will evaluate its hiring, admissions and financial aid policies to ensure diversity and equal access within the institution. The College will ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the College's mission.

Bunker Hill Community College believes that diversity in education is crucial to a democratic society. Community colleges are, in effect, microcosms of our greater society.

As such, Bunker Hill Community College will encourage and enhance the fullest understanding of human rights and responsibilities and will teach the skills that allow its students to effectively participate in a democratic society. The College will be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also perpetuates social harmony for the future.

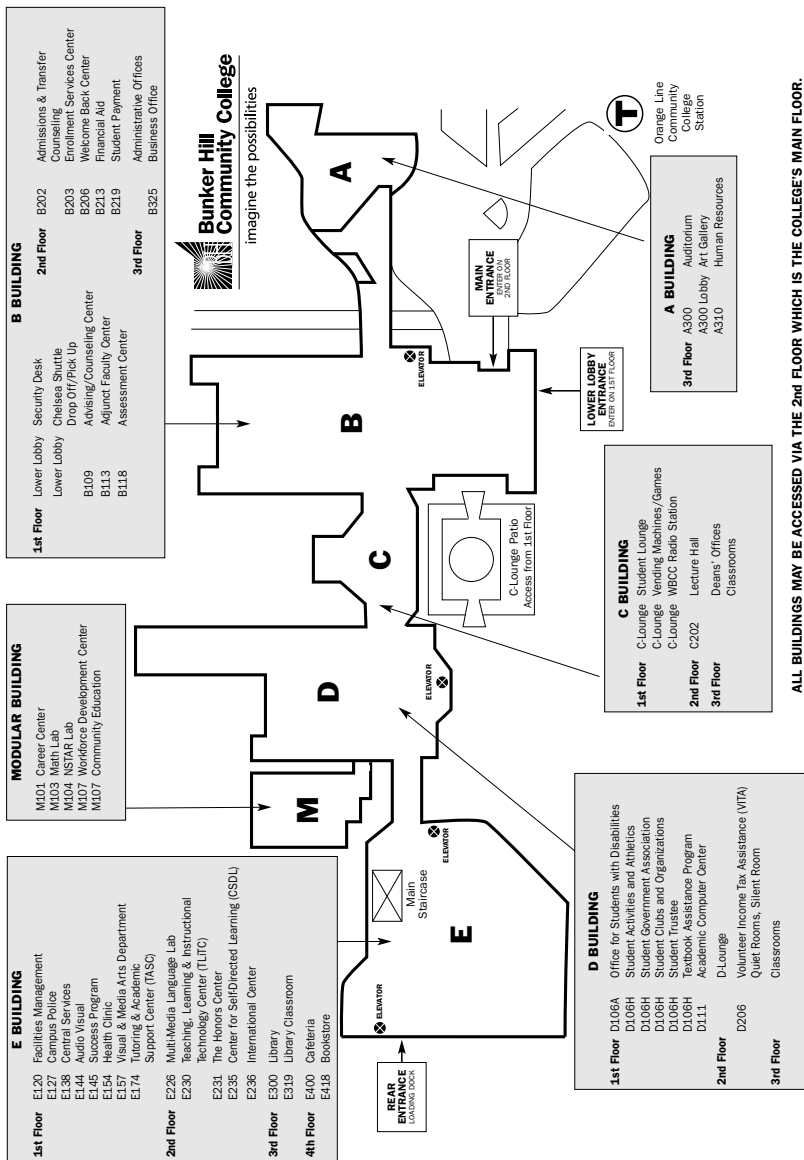
Appendix A



MBTA Map



Charlestown Campus Maps— Interior Grounds



7/15/2008

Appendix B

BUNKER HILL



Student Association Constitution

The following constitution was voted on and approved by the Bunker Hill Community College (BHCC) Student Government Association (SGA), and was ratified by the student body in a referendum in May 2005. The constitution empowers the Student Government Association to represent all members of the student body.

Preamble

In order to create a more effective and representative Student Government Association at Bunker Hill Community College, we do hereby establish this constitution.

ARTICLE 1: Name and Purpose

- A. This organization shall be known as the Bunker Hill Community College Student Government Association (SGA).
- B. The BHCC SGA is organized to affect self-government, promote open communication and cooperation among students, faculty and administration. The Student Government Association will work toward addressing all issues pertaining to the quality of student life at the College.
- C. The governing body of the BHCC Student Association shall be known as the Student Government Association (SGA). The SGA shall be made up of a President, 5 Vice Presidents, a Secretary, Representative to the Chelsea Campus and 5 Senator-at-Large positions.
- D. The purpose of this governing body will be:
 1. To represent the Student Association in those issues and policies that directly affect student life at BHCC.
 2. To advise College committees on matters of student concern through student appointments and input.
 3. To act as a liaison between the College administration and the student body.
 4. To assist in planning activities and oversee the disbursement of funds to recognized student clubs and organizations.
 5. To advocate for the rights of students and to ensure their equal treatment, free from discrimination on the basis of race, gender, color, creed, national origin, age, sexual orientation or disability.

ARTICLE 2: Membership in the Student Government Association

- A. Any student who pays the required College fees and is registered for class at BHCC is a member of the BHCC Student Association.
- B. Any student who seeks elective or appointed office in the Student Government Association must be enrolled for at least a six (6) credit course load (part-time status), have a 2.30 G.P.A., be in good standing as defined by the Office of the Dean of Student Affairs and maintain this status during the term of office.
- C. The Student Government Association will consist of an Executive Board. The Executive Board will consist of a President, 5 Vice Presidents, a Secretary, Representative to the Chelsea Campus and 5 Senator-at-Large positions, all of which have equal voting authority and will at all times reflect the administrative structure of Bunker Hill Community College. To maintain open communication and promote collaboration, the SGA will coordinate monthly

Club Presidents Meetings. The Club Presidents Meetings shall consist of representatives appointed by every recognized club at BHCC. All club/ organization Presidents are responsible for insuring that club representatives maintain an active link with the SGA to provide maximum exchange and dissemination of information.

- D. Officers and Their Election: The Student Association will elect, in the Spring prior to the academic year of term or office, the following officers:
1. President: Chairs the Executive Board meetings, sets agendas, does not vote unless to break a tie. Also, appoints members onto College-wide committees. Acts as spokesperson for the organization. Maintains weekly office hours in Student Activities.
 2. Vice President of Administration: Oversees all administrative issues concerning the SGA. Handles all financial obligations of the association (is de facto treasurer). Chairs the Student Budget Committee. Is acting President, when President is unable to attend meetings. Maintains weekly office hours in Student Activities.
 3. Vice President of Human Resources and Facilities: Acts as parliamentarian for the SGA. Coordinates elections and appointment processes. Coordinates recruitment and training activities for the SGA. Handles all constitutional amendment issues. Acts as liaison for all student concerns pertaining to facilities. Maintains weekly office hours in Student Activities.
 4. Vice President of Student Affairs: Acts as liaison between all clubs and organizations and the SGA. Acts as liaison to all issues pertaining to student life at the College. Facilitates monthly Club Presidents Meetings. Maintains weekly office hours in Student Activities.
 5. Vice President of Academic Affairs: Acts as liaison to all issues pertaining to student academic involvement. SGA liaison pertaining to issues of academic support services, and to The Tutoring and Academic Support Center. Maintains weekly office hours in Student Activities.
 6. Vice President of Communications: Handles all publicity and public relations activities for the SGA. Liaison with student and College news/media organizations and offices. Responsible for promoting and advertising all events, news and projects of the SGA. Maintains weekly office hours in Student Activities.
 7. Representative to the Chelsea Campus: Maintains contact with and serves as liaison between the SGA and the students and staff at the Chelsea Campus. Maintains office hours at the Chelsea Campus, provides feedback to the SGA on issues related to student life on the Chelsea Campus. Maintains weekly office hours in Student Activities.
 8. Secretary: Takes minutes of SGA meeting, distributes meeting minutes to administration and staff and coordinates sending legislation through the appropriate channels. Handles all initial inquiries to the organization. Maintains weekly office hours in Student Activities.
 - 9-13. Senators-at-Large: Duties of Senators-at-Large will include, but not be limited to, attending SGA meetings, participating in SGA and College-wide committee meetings and assisting SGA Vice Presidents with tasks. Maintains weekly office hours in Student Activities.

- E. Role of the Advisor. The Coordinator of Student Activities will serve as advisor to the SGA. The advisor, or the advisor's designee must be present at SGA meetings for votes to be considered valid.

ARTICLE 3: Election of Student Government Association Members

- A. Members of the Student Association who wish to serve on the Student Government Association may submit nomination papers to the Student Activities and Athletics Office in April. Nomination papers will be accepted for a period of two weeks and must be submitted no later than two weeks before the date of election. The Office will determine eligibility according to Article 2. The Office will determine dates for the election, which must occur no later than the second week of May. All members of the Student Association will be eligible to vote. In the event of a tie, a run-off election will be held solely for those members. The results of the elected positions will be announced by the Student Activities and Athletics Office the week after the election takes place.
- B. If any position becomes available on the SGA any time after elections are held in the Spring, present SGA members will submit the names of eligible candidates at a scheduled meeting. After hearing from the candidates, the SGA will vote by closed ballot for the candidates to serve as SGA members for the remainder of the academic year.

ARTICLE 4: SGA Meetings

- A. The SGA will meet weekly, whenever classes are in session. All SGA meetings are open to all students and will be held on Tuesdays during the free period in E175. When possible, the SGA will hold its last meeting of every month in D Lounge. Meetings will be conducted according to Robert's Rules of Order. Meetings will follow the guidelines of the Massachusetts Open Meeting Law, a copy of which shall be placed in the Student Activities and Athletics Office. Meetings will be held in a location that is handicap accessible.
- B. After consultation with the Advisor, the SGA President may call a special meeting in limited and extraordinary circumstances.
- C. A quorum of SGA members must be present for voting to be valid. A quorum will be considered one more than half of the current SGA members. The SGA President will be counted as a member for the purpose of defining quorum, despite the fact that the President does not vote, except to break a tie.

ARTICLE 5: Removal from the SGA

- A. Officers of the SGA can be removed from office for the following reasons:
 - 1. Attendance. No more than two unexcused absences (for extraordinary purposes) will be accepted each semester. Once two or more unexcused (for extraordinary purposes) absences have occurred, an agenda item will be added to the next meeting of the Executive Board and removal of the affected individual shall be voted on at this time. Extraordinary circumstances will be taken into account at this time. "Extraordinary circumstances" will be defined by the Advisor and may include written documentation from a physician or other source.
 - 2. Failure to uphold the responsibilities of his/her office, including but not limited to maintaining office hours, participating in committees, acting

beyond the scope of his/her responsibilities and/or without the authorization of the SGA.

3. Acting in a manner that violates the mission and purpose of the SGA, the expectations outlined in the SGA Commitment Contract, and the Student Code of Conduct.
 4. Failure to maintain good academic standing, as well as the minimum GPA and course load required to maintain office.
- B. Any member of the SGA may bring the issue of removing an officer by written request to the Coordinator of Student Activities. The Coordinator of Student Activities will notify the SGA President of the request, and the item shall be placed on the agenda for the next SGA meeting. The affected individual(s) will be notified, and will have the opportunity to respond to the issues raised. The affected individual(s) may not vote on said removal. A two-thirds majority vote of the SGA is required to remove an officer under this article.

ARTICLE 6: Amendments

- A. This constitution may be amended by a motion made by any SGA member during an SGA meeting. The vote must pass with a 2/3rds majority of the SGA members for the vote to be considered valid. If the vote is favorable, then a referendum item will be put on the next ballot and will be considered approved if a favorable vote of the Student Association is achieved.

Appendix C



Glossary of Academic Terms

A.A. - ASSOCIATE IN ARTS - An undergraduate degree of at least 60 credits or more awarded upon successful completion of a program of study in liberal arts and sciences that prepares students to transfer to a baccalaureate institution.

A.S. - ASSOCIATE IN SCIENCE - An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in an applied subject area, such as computers, electronics or health, which prepares students to enter the work force.

ACADEMIC ADVISOR - College staff member responsible for providing guidance in course and/or program-related issues.

ACADEMIC TERM (SEMESTER) - Fall, Spring and Summer weeks when classes are in session. The Fall and Spring semesters are approximately 16 weeks long. The Summer semester usually has three sessions varying in length from five to 12 weeks.

ACADEMIC YEAR - Fall, Spring and Summer semesters, generally from early September to mid-August.

ADD A COURSE - To enroll in additional courses after registration is complete, accomplished through the Registrar's Office/Enrollment Services Center.

ADMINISTRATION - College staff members responsible for management and supervision.

ALUMNI - Graduates, in the plural.

ARTICULATION AGREEMENT - A formal agreement between Bunker Hill Community College and a four-year college or university that eases the transfer to that institution.

ALAP - ALTERNATIVE LEARNING ACCREDITATION PROGRAM - A process through which students may earn credit for college-level learning acquired through non-collegiate experiences such as employment, military training, community service and volunteer activities.

AUDIT - To take a course under an agreement which does not result in a final grade of A, B, C, etc. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition.

CAREER PROGRAM - A specialized degree designed to equip a student with the skills and educational background needed for employment upon graduation in a specific field, such as business administration, criminal justice, etc.

CERTIFICATE PROGRAM - An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally 30 credits or less in duration. A certificate is awarded upon successful completion of the program.

CO-REQUISITE - A course requirement that must be taken concurrently with another course.

COMMENCEMENT - Graduation.

CREDIT COURSE - An academic course numbered 100 or above in the *BHCC College Catalog* which may be applied toward completion of a degree or certificate. (See Developmental Course)

CREDIT HOUR - A standard measure of the amount of instructional time required to complete a course successfully. For example, ENG111, College Writing I, is a 3 credit hour course, which means that it will meet for 3 hours each week for one semester.

CURRICULUM - Set of courses focused in a particular field, e.g. accounting, criminal justice, early childhood education, etc.

DEAN - Member of administrative staff responsible for supervision and management of a particular division of the College.

DEGREE PROGRAM - At Bunker Hill Community College, an associate in arts or associate in science program of study requiring 60 credits or more for completion.

DEVELOPMENTAL COURSE - A basic skill development course numbered below 100 in the BHCC *College Catalog* that carries college credit but does not count toward the requirements for graduation.

DROP - To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and processed through the Registrar's Office/Enrollment Services Center.

ELECTIVE - A course requirement in a program of study that may be fulfilled with a variety of courses in the designated discipline area numbered above 100.

FACULTY - Members of College staff who teach.

FEES - Charges to student by the College for specific services.

FINANCIAL AID - Funding provided to students from various sources to assist in defraying expenses of college. (See Financial Aid section of the *BHCC College Catalog*)

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) - A standardized application including detailed financial data that is required to determine eligibility for all financial aid programs.

FULL TIME (STUDENT) - Student registered for 12 or more credits in the Fall or Spring semester or six credits in the Summer.

GED - General Educational Development (high school equivalency diploma).

GENERAL EDUCATION - A common core of courses that all students are required to take which provide for the acquisition of the core skills and knowledge of a literate citizenry.

GPA (CUMULATIVE GPA) - Grade point average, used to compute student academic standing.

MATRICULATION - Formal application to and acceptance in a degree or certificate program.

MIDTERM - The point midway through an academic term.

PART TIME (STUDENT) - Student enrolled for 11 credits or fewer in the Fall or Spring semester.

PREREQUISITE - Skill or course required for entry into a course or program of study.

TRANSFER GUIDELINES - Informal documents that suggest courses to be taken at Bunker Hill Community College for transfer to a four-year college or university.

TRANSFER PROGRAM - A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

TRANSCRIPT - Permanent record of student academic grades. Available through the Registrar's Office/Enrollment Services Center.

TUITION - Charges to a student by the College for registration in credit courses.

WITHDRAWAL FROM COLLEGE - The formal process of notifying the College of the decision to discontinue attending all classes.

WITHDRAWAL FROM A COURSE - The formal process of notifying the College of the decision to discontinue attendance in a course.

2008-2009 Academic Calendar

Fall Semester 2008	Spring Semester 2009	Summer Semester 2009
August 1 Last day to register for credit courses by mail or fax August 29 Last day to register for classes August 29 Last day for fax registration for online courses September 2 Classes begin September 9 Schedule adjustment (add/drop) deadline October 1 Graduation applications available October 13 Columbus Day - no classes October 16 Last day to register for CSDU/Home Studies courses October 22 Graduation applications due November 11 Veterans Day - no classes November 12 Last day for course withdrawal November 27-30 Thanksgiving Day recess - no classes December 11 Last day to officially withdraw from the College December 14 Classes end December 15-18 Day/Evening final exams December 19-21 Weekend College final exams Fall Mini Session I September 15 Classes begin September 17 Schedule adjustment (add/drop) deadline October 15 Last day for Mini Session I course withdrawal November 1 Classes end Fall Mini Session II November 3 Classes begin November 5 Schedule adjustment (add/drop) deadline December 3 Last day for Mini Session II course withdrawal December 20 Classes end	December 26 Last day to register for credit courses by mail or fax January 5 Intersession classes begin January 16 Last day to register for classes January 20 Classes begin January 27 Schedule adjustment (add/drop) deadline February 3 Graduation applications available February 16 Presidents' Day - no classes February 19 Graduation applications due March 5 Last day to register for CSDU/Home Studies courses March 16-22 Spring recess - no classes April 8 Last day for course withdrawal April 20 Patriots' Day - no classes May 7 Last day to officially withdraw from the College May 10 Classes end May 11-14 Day/Evening final exams May 15-17 Weekend College final exams May 28 Honors Ceremony May 30 Commencement Spring Mini Session I February 2 Classes begin February 4 Schedule adjustment (add/drop) deadline March 4 Last day for Mini Session I course withdrawal March 28 Classes end Spring Mini Session II March 30 Classes begin April 1 Schedule adjustment (add/drop) deadline April 29 Last day for Mini Session II course withdrawal May 16 Classes end	Summer Session I (6 weeks) Bridge Session (8 weeks) Academic ESL Session (9 weeks) May 14 Last day to register for credit courses by mail or fax May 29 Last day to register for Session I, Bridge or Academic ESL credit courses June 1 Classes begin June 3 Schedule adjustment (add/drop) deadline June 17 Bunker Hill Day observed - no classes June 24 Last day for Session I course withdrawal July 1 Last day for Bridge session course withdrawal July 4 Independence Day - no classes July 8 Last day for Academic ESL session course withdrawal July 9 Session I classes end July 16 Last day to register for CSDU/Home Studies courses July 23 Bridge Session classes end July 30 Academic ESL Session classes end Summer Session II (6 weeks) June 25 Last day to register for credit courses by mail or fax July 10 Last day to register for Summer Session II credit courses July 13 Classes begin July 15 Schedule adjustment (add/drop) deadline July 29 Last day for LC/WB/ES credit course withdrawal August 5 Last day for Session II credit course withdrawal August 20 Session II classes end

Class Schedule Form

COURSE NUMBER		SECTION	TITLE	COURSE NUMBER		SECTION	TITLE	COURSE NUMBER		SECTION	TITLE
DAY	7:00 - 8:15	8:30 - 9:45	10:00 - 11:15	11:30 - 12:45	1:00 - 2:15	2:30 - 3:45	3:55 - 5:10	EARLY EVENING	EVENING		
MONDAY	A	C	E	G	I	J	L				
TUESDAY	B	D	F	H	ACTIVITY PERIOD	K	M				
WEDNESDAY	A	C	E	G	I	J	L				
THURSDAY	B	D	F	H	ACTIVITY PERIOD	K	M				
FRIDAY		N		O							
SATURDAY			9:00 - 12:00		12:30 - 3:30						

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BHCC Campuses and Satellite Locations

Charlestown Campus
Chelsea Campus
Cambridge Satellite
East Boston Satellite
Revere Satellite
Somerville Satellite
South End Satellite



imagine the possibilities

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