



**Bunker Hill  
Community College**

imagine the possibilities

Bunker Hill Community College

# 2016–2017 Student Handbook

E-published 2017. For updates, visit [bhcc.edu/handbook](http://bhcc.edu/handbook)

# Student and Academic Resource Directory

Academic Records Office	B204	617-228-2403
Admissions and Enrollment Services	B202	617-228-3398
	Chelsea	617-228-2101
Advising (Academic and Career)	E235	617-228-2230
Athletics	G117	617-228-3443
Assessment Center	B118	617-228-2468
	Chelsea	617-228-2101
BHCCOnline	H134	617-228-2466
Bookstore	E418	617-241-5161
Campus Police (Non-Emergencies)		617-228-2053
Campus Police (Emergencies)		617-228-2222
Career Services	E235	617-228-2245
Center for Self-Directed Learning (CSDL)	H165	617-228-2225
Chelsea Campus Center for Student Access and Success	Chelsea	617-228-3356
Community Engagement (Service Learning)	B211B	617-228-3485
Disability Support Services	E222	617-228-2327
Financial Aid	B213	617-228-2275
Health Services	E154	617-228-2274
International Center	E236	617-228-2460
Internship Programs	E235L	617-228-2111
John F. Kennedy Education Center	E234	617-228-2474
Library	E300	617-228-2213
MathSpace	M103	617-228-2283 or 3286
Multi-Purpose Multi-Media Language Lab	E144	617-228-3440
Single Stop	D206	617-228-3330
Student Activities	D106H	617-228-2260
Student Payment Office	B219	617-228-2150
Student Success Program	B331	617-228-2303
Technology Support Services	D111	617-228-3441
Transfer Counseling	B202	617-228-2403
Tutoring and Academic Support Center (TASC)	E174	617-228-3467
Veterans Center	B206	617-228-3213
Writing Place (Tutoring Service)	E142	617-936-1948



## Message from the President

Dear Students:

Welcome to the 2016-2017 academic year and the next step on your educational path. Whether you are new to the campus or a returning student, you are now part of a broader community of learners—students, faculty and staff—who will work together to create the best possible academic experience for you.

Bunker Hill Community College is a nationally-recognized educational institution committed to supporting each student's professional and personal success. Our courses and services are all designed to guide you from your first day on campus to the moment you cross the stage to receive your certificate or degree. We are committed to your success.

We hope that you will use this handbook as a resource to help you orient yourself—both physically and academically—at the College. As a BHCC student, you have a vast array of resources available to you to make the most of your time here, and to help you plan for a bright and successful career after college.

At Bunker Hill Community College, we take pride in the high quality of our programs of study as well as the diversity of our student body, faculty and staff. We want you to feel at home at BHCC, and to know that we are here to help. On behalf of the faculty, staff and Board of Trustees, please accept my best wishes for an exceptional college experience.

Have a great year.

Pam Y. Eddinger, Ph.D

A handwritten signature in black ink that reads "Pam Eddinger". The signature is fluid and cursive, with a long horizontal line extending from the end.

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# Get to Know LifeMap



## Your Pathway to Success

LifeMap is a program and a process that helps students set goals, make connections, access support and empower themselves to take responsibility for their educational journey. Through LifeMap, students develop a plan that meets their educational, career and personal goals. LifeMap combines technology with personal attention from faculty and staff. It enables students to make informed decisions, become more self-sufficient and design and showcase their work with an e-portfolio.

Students can access LifeMap's many technological components, including tools and resources for career planning, educational planning, financial planning and establishing an integrated support and social network, through the BHCC Portal at [portal.bhcc.edu](http://portal.bhcc.edu).

Six components form the foundation of LifeMap. As you navigate and move through your path, each of these components will play a critical role in your journey.

**Career Planning** will help you prepare for employment that matches your interests. Career Planning helps students identify their interests, values and abilities while

narrowing their educational vision, establishing a career direction and then designing an employment strategy.

How would you answer the following questions:

- What do I want to do with my life?
- How can I make sure my college major is right for me?
- Where can I find information about specific careers or occupations?
- How can I try out or gain experience in my field of interest?
- What do I need to do to prepare to get a job?
- When will I reach my goal?

To find the answers to these questions and more, you can explore career opportunities through the "Do What You Are" assessment available on the BHCC Portal or visit the LifeMap Commons in Room E235 for information on the Learn and Earn Program, career and life planning, job search activities, job fairs and internships.

**Education Planning** helps you create an educational plan that is aligned with your career and personal goals.

Have you asked yourself the following questions?

- Do I want to complete a degree?
- Do I want to complete a certificate?
- Should I take courses for personal or career development?
- Should I enroll in courses to prepare for transfer? How am I going to get there?
- Which courses will help me meet my academic and personal goals?
- When will I reach my goal?

An advisor or success coach can help you create a plan for academic and career success as well as personal development.

**Financial Planning** helps you make financial decisions that are right for you. The process begins with budgeting day-to-day personal expenses, but looks ahead to transferring to a four-year college or university and saving for the future.

Have you considered the following?

- How much do I need to budget for classes?
- How can I finance my education?
- Are there any scholarships available?
- Is there any financial help for emergencies?

Through this component, you will learn how to calculate your expenses and become aware of both your spending habits and any financial issues related to college. You can visit Single Stop to set up an appointment to discuss current or future debt and your financial situation to come up with a financial plan.

**Integrated Support Network** connects you to people and services that meet your unique needs. Through this component, you can explore links to the College's support services and community resources. The College is committed to providing academic and personal support services.

The network can help you answer such questions as:

- Where can I go for help with my classes?
- What programs does the College have to help me be successful?
- What kinds of support services does the College offer to students?

**Social Networking** connects you with students, faculty, staff, alumni and the larger community. It allows you to be informed about both personal and professional opportunities. Social Networking addresses such questions as:

- What ways exist for me to become active in student life at the College?
- How can I get involved to help support my community?
- How can I network with people who share my educational, professional and personal goals?
- How can I learn about different cultures and customs from around the world?

Through this component, you can explore ways to expand your social network and maximize the relationships you develop as part of your academic experience at the College.

**E-portfolios** are the perfect way to display your skills, growth and achievements to future employers as well as a means to reflect on what you have learned. Beginning in the Learning Community Seminar for First Year Students and continuing in other courses throughout their college careers, BHCC students construct e-portfolios in which they display and reflect on written, visual, audio and other work they create at the College.

The LifeMap Commons, located in Room E235, is a space where students can come and work on LifeMap activities. Services located with the LifeMap Commons:

- Advising
- Career Advising & Planning
- Job Search Activities
- Internship Programs
- Learn and Earn

LifeMap will help you understand your success as you progress through key stages of your student experience: becoming acclimated to college; progressing toward a degree; and approaching graduation.

For more information about LifeMap, contact Amanda S. Dooling, Director of Advising & LifeMap, Room E235C, or email: [adooling@bhcc.mass.edu](mailto:adooling@bhcc.mass.edu).





# BHCC Locations and Transportation

## BHCC Campuses

### **Charlestown Campus**

250 New Rutherford Avenue, Boston, MA 02129-2925  
617-228-2000  
TTY: 617-242-2365

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 14,000 day, evening, weekend and online students exposure to a comprehensive educational environment. BHCC combines 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 multicampus urban institution. The Charlestown campus is situated on 42 acres in the historic Charlestown neighborhood 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's Orange Line at the Community College station.

### **Chelsea Campus**

175 Hawthorne Street, Chelsea, MA 02150-2917  
617-228-2101  
TTY: 617-884-3293

The College includes a campus in Chelsea, Massachusetts, in what was once the 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 Chelsea community. The Chelsea Campus is home to all Allied Health Certificate programs as well as the College's Emergency Medical Technician basic and Paramedic courses, the Pharmacy Technician program and the Adult Basic Education (ABE) program. With expanded emphasis on the delivery of courses in the biological sciences and foundation courses leading to College degrees and certificates, the Chelsea Campus expands opportunities and access in higher education and job training to the residents of Chelsea, Everett, East Boston, Revere, Winthrop and other surrounding communities. 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.

## Satellite Locations

BHCC operates satellite locations in East Boston at the East Boston Neighborhood Health Center, in Malden at Malden High School and in the South End at I.B.A./Villa Victoria.

### **East Boston Satellite**

East Boston Neighborhood Health Center,  
Education and Training Institute

250 Summer Street, East Boston, MA 02128

20 Maverick Square, East Boston, MA 02128

617-568-6492

TTY: 617-242-2365

### **Malden Satellite**

Malden High School  
77 Salem Street Malden, MA 02148

617-228-3319

TTY: 617-242-2365

### **South End Satellite**

Inquilinos Boricuas en Acción (I.B.A.)/Villa Victoria  
405 Shawmut Avenue Boston, MA 02118

617-927-1707

TTY: 617-242-2365

## Parking/Parking Permits

**Parking/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 12 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 Student Parking Lots 1 and 2 located on the far 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. Overnight parking is expressly prohibited. Vehicles left after midnight will be towed at the vehicle owner's expense. Also, during a winter storm closing, vehicles may not be parked in any parking lots due to snow removal operations. All vehicles will be towed. Students are not allowed to park in reserved parking spaces, areas designated for faculty and staff or visitor parking spaces. There is no student parking on the Chelsea Campus or at the H-Building.

**Day Student Permit** Parking Lots 1 and 2 are available for day student permit parking from 7 a.m. to 11 p.m.

**Evening Student Permit** Parking Lots 1 and 2 are available for evening student parking by permit from 1 to 11 p.m.

**One-Day Parking Permit** One-day passes are available for students who have purchased a parking permit but are not driving the car for which the permit was issued (rental car, parent's car, etc.). For those who did not purchase a parking permit, the one-day pass is issued on a case-by-case basis. Please go to the Campus Police Office, Room E127.

**Parking for the Chelsea Campus** There is no student parking at the Chelsea Campus. Parking is available at public parking meters on streets around the Chelsea Campus. Parking is also available Monday through Friday, 5:30 –11 p.m., in the parking lot on the corner of Fifth Street (located directly across from the Chelsea Campus) and Poplar Street. The parking lot is situated on the left side of the street under the bridge.

**Where to Obtain a Parking Permit** Go to <https://selfservice.bhcc.edu/Student/Finance> to purchase a parking permit online. The permit will be mailed to the address entered on the online form immediately after the College's Add/Drop period. This will save time in waiting lines. Checks and credit cards are accepted online. After the Add/Drop period has ended and ticketing has started, students may purchase permit stickers at the Student Payment Office, located in Room B219 on the Charlestown Campus, during the following hours:

Monday – Tuesday: 8:30 a.m. – 7 p.m.

Wednesday: 8:30 a.m. – 6 p.m.

Thursday: 11 a.m. – 6 p.m.

Friday: 8:30 a.m. – 4 p.m.

**Students with disabilities** should contact the Health Services Office in Room E154 or call 617-228-2274 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 (BHCC OneCard);
2. A current driver's license;
3. The current registration for the vehicle to be parked;
4. A completed student parking permit application; and
5. Payment of the permit fee of \$30 by money order, personal check, MasterCard, VISA, American Express or Discover.

Please note: Students whose accounts are delinquent will not be issued a permit. The College is not responsible for lost or stolen permits. A replacement permit will not be issued free of charge. Only one permit per student will be issued per semester.

**Replacement Permits** The charge for a replacement vehicle permit is \$50. The cost is \$30 if one of the following is presented: 1) A remnant of the original permit; 2) Proof of sale or theft of the vehicle; or 3) Proof of replacement of the vehicle's front window.

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.

**Green Car Parking Permit** BHCC offers parking incentives to students who drive fuel-efficient or low-emissions vehicles. A limited number of free Green Parking Permits is available each semester. These are assigned on a first-come, first-served basis.

To qualify for the incentive, vehicles must be rated with the "SmartWay" leaf in the United States Environmental Protection Agency's (EPA) Green Vehicle Guide.



## Public Transportation

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 87 for details.

The MBTA bus routes listed below stop directly in front of the BHCC Chelsea Campus in Bellingham Square, Chelsea.

BUS ROUTE 111 runs between Haymarket Station (Green/Orange Lines) and Woodlawn Street.

BUS ROUTE 112 runs between Wellington Station (Orange Line) and Wood Island (Blue 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 College strongly encourages use of the MBTA.

## Shuttle Services

BHCC provides a shuttle service from the Charlestown Campus to the Chelsea Campus and from the Charlestown Campus to the H-Building. Students may park at the Charlestown Campus and use the shuttle. Students using College shuttle buses and vans will be picked up and dropped off at the designated areas at the Charlestown Campus, Chelsea Campus and the H-Building. The College provides shuttle schedules at each location. The shuttle service schedule is also posted on the BHCC website at [bhcc.edu/shuttleschedule](http://bhcc.edu/shuttleschedule).

## Semester T-Pass Program

Semester T-passes are sold to students at a discount of 11 percent 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 ID and current College registration.





# Policies and Procedures

## Adding/Dropping a Class

Adding or dropping a class from your schedule is allowed only during the registration period or during the schedule adjustment period. The exact dates for these periods can be found in the academic calendar. Students may add courses available in the Center for Self-Directed Learning beyond the traditional schedule adjustment period.

The deadline is published in the academic calendar. Students dropping courses during the published schedule adjustment timelines may be eligible for a refund.

## 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 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. See the section in this handbook entitled "Massachusetts Community Colleges Student Grievance Procedure" on page 60 for more information.

## 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 at Admissions and Enrollment Services, Room B202. 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 time of the program change.

## Readmission of Degree- and Certificate-Seeking Students

Students who are readmitted after an absence of two or more consecutive semesters need to follow the catalog

and curriculum year requirements for their degree or certificate program in effect at the start of the semester of their reenrollment. 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 meet any of the following conditions must submit a new application form and may need to submit another copy of their high school diploma or GED certificate for readmission to the College:

- A degree-seeking (matriculated) student who has officially withdrawn from the College.

- A degree-seeking (matriculated) student who has stopped attending for two consecutive semesters.

- A degree-seeking (matriculated) student who has been academically suspended from the College.

- A degree-seeking (matriculated) student who has graduated from a degree or certificate program.

## Student ID Card

The Charlestown ID Station is located at the Library's Lending Services Desk (E300). The Chelsea ID Station is located in foyer of the Administrative area, Room 102.

Please contact the Library's Lending Services Desk at 617-228-2213 or visit [bhcc.edu/library/bhccidcard](http://bhcc.edu/library/bhccidcard) to determine the current hours of operation for the College's ID stations.

## 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 Enrollment Desk, B Building lobby, or by contacting the Academic Records Office. 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” on page 32).

## Withdrawal from the College

You may withdraw from the College any time before the College withdrawal deadline. The deadline is published in the academic calendar available online. Withdrawing from the College will result in a grade of W for all semester classes. The College does not issue refunds for course withdrawals. Withdrawing from the

College affects your course completion rate and may affect your academic standing and financial aid eligibility. Students withdrawing from the College must reapply for admission. In order to withdraw from the College, you must go to the Enrollment Desk to obtain a Withdrawal Form. The form must be completed and submitted prior to the withdrawal deadline. Failure to attend or ceasing to attend classes does not constitute a withdrawal and will likely result in a grade of F or NA. A grade of W, F or NA may affect your academic standing and your financial aid eligibility (see “Satisfactory Academic Progress” on page 32). Students withdrawing from the College must reapply for admission. In order to withdraw from the College, you must go to the Enrollment Desk or contact the Academic Records Office to obtain a Withdrawal Form.









# Student Involvement

## Student Activities

College is about more than just going to class, and at Bunker Hill Community College, getting involved is one of the best things you can do to have fun, make friends and share experiences that you will remember for the rest of your life. The College offers a variety of co-curricular activities that provide students with opportunities to develop leadership skills, engage in social interaction and make a difference in campus life. At BHCC, there are more than 30 student clubs and organizations for you to explore; most are open to all students. We celebrate diversity and create community on campus. 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 ethnic backgrounds to learn, socialize and share their life experiences. Our programs are co-curricular—they enhance the education that students receive in the classroom.

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 emailing [studentactivities@bhcc.mass.edu](mailto:studentactivities@bhcc.mass.edu).

### Office Hours:

Monday – Thursday: 9 a.m. – 6:30 p.m.  
Friday: 9 a.m. – 5 p.m.

The Student Activities 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;
- A lost and found service;
- Posting of materials on College bulletin boards;
- A message center for student clubs and organizations;
- The Textbook Assistance Program (TAP); and,
- Locker rentals.

## Student Activities Hour/Free Period

### What is the Student Activities Hour/Free Period?

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 Office for a schedule of events.

### Activity Hours for 2016 – 2017:

Tuesday and Thursday: 1– 2:15 p.m.

## Student Association

The Student Association is the student body of Bunker Hill Community College. 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, club organizations and Student Association sponsored events. The Student Trustee and officers of the Student Government Association are the elected representatives of the student body; elected student officials are expected to be mature individuals who will responsibly fulfill the requirements of their position while maintaining a record of conduct and behavior that demonstrates integrity, civic responsibility and service to others.

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 2010. The constitution empowers the Student Government Association to represent all members of the student body. See page 82 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.

SGA 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 Students 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 Office and the Student Government Association (SGA) encourage the formation of new student groups. Student groups must support the academic curriculum and/or mission of Bunker Hill Community College. In order to form a student group or club, interested students should schedule an appointment with the Coordinator of Student Activities. Every club must have a full-time 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 Office at 617-228-2260 or stop by Room D106H.

## Student Clubs and Organizations

### **African-American Cultural Society**

Formed for all students interested in exploring, sharing and celebrating African-American culture. The club annually presents Words of Passion, Kwanzaa and Black Love Day as well as programs for Black History Month.

### **African Students Club**

Open to all BHCC students, this club is designed to raise awareness of, explore and celebrate the culture of African countries in hopes of developing networks and promoting unity on campus.

### **Alpha Beta Gamma (ABG)**

ABG is an international business honor society, established to recognize and encourage scholarship among community college students in business curricula.

### **Alpha Kappa Mu (AKM)**

BHCC's chapter of the Phi Theta Kappa International Honor Society. Membership qualifies students for transfer scholarships at colleges and universities throughout the country.

### **Arab Students Association**

Students interested in exploring, sharing and celebrating the culture of Arab people. The club presents celebrations for Ramadan and Eid al-Adha as well as other educational and cultural programs annually.

### **Art and Design Club**

Open to any student interested in exploring the visual arts and appreciating how art can communicate ideas, tell stories and develop bonds between people.

### **Asian Cultural Association**

Open to all students and formed to celebrate Asian culture and educate the campus on Asian customs and celebrations. The club presents a Lunar New Year Festival as well as programs for Asian Heritage Week annually.

### **Behavioral Sciences Club**

Open to all BHCC students who have an interest in studying and exploring the Behavioral Sciences field.

### **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.

### **Computer Science Exchange**

This club is meant to provide and maintain a support network for the personal, intellectual, career, and social growth of BHCC students who are interested in Computer Science.

### **Criminal Justice Society**

Open to all criminal justice majors and anyone with an interest in learning the key components of the criminal justice system, its functions and operations.

**Disabilities Equality and Access for All Club (D.E.A.F.)**

Formed to educate the college community about challenges that students with disabilities face, in addition to providing a structure through which students with disabilities can participate in student life at the College.

**Drama Club**

Explores the craft of designing and developing material for performance; gives BHCC students the opportunity to express themselves.

**Entrepreneur Club**

Fosters the spirit of entrepreneurship and the entrepreneurial way of thinking; brings people together to explore the world of entrepreneurship.

**Foreign Languages Club**

Formed to serve the interests of students studying foreign languages at BHCC as well as anyone who speaks or is interested in learning another language.

**Inspiration Choir**

Open to students interested in developing their vocal skills and performing as part of an ensemble. The Choir performs two concerts annually, at the end of each semester.

**Haitian Club**

Open to all students interested in exploring and celebrating the history and traditions of Haitian people. The club presents a Battle of Vertières Celebration as well as a Flag Day Festival annually.

**Health Occupations Students of America (HOSA)**

HOSA is a national student organization whose mission is to promote career opportunities in healthcare and to enhance the delivery of quality healthcare to all people. All BHCC students interested in the field of healthcare are welcome to join. HOSA meetings are held at the Chelsea Campus.

**Hospitality Club**

Formed for students interested in exploring the hospitality as well as the travel and tourism industries.

**Indie Game Developers Club**

Formed to educate, explore and share current threads in the academic study and business of gaming and simulation with interested BHCC students.

**Islamic Students Association**

Formed to educate the College about the Muslim religion, this club is open to all who observe or are interested in learning about the religion of Islam.

**Latinos Club**

Open to all students interested in celebrating and sharing the energy and vitality of Latino people. The group presents events for Hispanic Heritage Month and Cinco de Mayo, and also offers dance instruction.

**Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and Allies Student Union**

Formed to educate the college community on LGBTQIA issues and concerns. This group has presented celebrations for National Coming Out Day as well as cultural festivals celebrating the works of LGBT artists.

Minority Association of Engineers and Scientists (MAES)  
Open to all students interested in exploring careers in science, technology, engineering and math-related fields (STEM). MAES offers opportunities for networking with other colleges and high schools as well as opportunities to attend conferences.

**Math Club**

Open to all BHCC students with a passion for mathematics. The club will work to extend knowledge of the subject by providing assistance to BHCC students and holding weekly meetings.

**Meditation and Wellness Club**

Dedicated to helping people work toward living fuller and happier lives by promoting the development of the body, mind and spirit.

**Multicultural Club**

Made up of students from all over the world, including the U.S. The club presents cultural festivals highlighting the countries of its members as well as forums and social events to promote unity among all people.

**Music Club**

Open to all students with an interest in sharing talents as well as composing and performing musical works.

**Real Life Christian Fellowship**

Dedicated to sharing the message of Christianity. This club presents programs to educate the College

community on the meaning of Easter and Christmas. Its members also conduct fundraisers to benefit those in need.

### **Science and Space**

The Science and Space club is open to all students and explores the subject of science across a variety of different settings, bringing the subject alive through how it relates to our everyday lives.

### **Students Helping Our Communities with Active Volunteer Experiences and Service (S.H.O.C.W.A.V.E.S.)**

Formed to provide opportunities for BHCC students to volunteer in the communities served by the College. S.H.O.C.W.A.V.E.S. promotes giving back to the community and serving those in need.

### **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 improve the quality of student life on campus.

### **Veterans Club**

Brings together veterans from all over the world and educates the campus on issues facing veterans today.

### **Student Success Club**

Organized to help promote the academic, professional and social success of students at Bunker Hill Community College.

### **Sustainability Club**

Open to all students interested in creating and maintaining conditions under which humans and nature can exist in productive harmony, and fulfill the social, economic and other requirements of present and future generations of Americans.

### **WBCC Radio Station Club**

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

### **Writer's Block**

Dedicated to helping student writers of fiction, nonfiction, poetry, music, screenplays or other original written works with their process. Members share constructive feedback. The club also hosts poetry readings and workshops to assist writers in overcoming common obstacles to their craft.

## **Athletics Office**

BHCC's Athletic Department, located in Room G117, supports the education of the whole person. It has developed a program of varsity, intramural and recreational offerings to support all students at Bunker Hill Community College. Balancing a rigorous academic schedule while developing your fitness regime will help you attain academic success and total well-being. BHCC supports student-athletes by providing professional coaches and staff, state-of-the-art facilities, safe equipment and opportunities to compete in varsity programs with similar institutions. Intramural programs provide opportunities for students to participate in competitive or recreational activities. Our Health and Wellness Center provides a variety of creative programming focused on physical fitness, stress relief and nutrition. The Athletic and Fitness Programs Department encourages all students to participate in one or several programs, whether they are beginners or experienced athletes. In order to be eligible to participate in the varsity program, students must be enrolled full-time (12 credits). They must also present proof that a valid physical examination has been completed within the past year.

The Intercollegiate Athletics Program consists of:

- Women's Volleyball
- Men's Soccer
- Women's Soccer
- Men's Basketball
- Women's Basketball
- Men's Baseball

The Intramural and Fitness Programs consist of:

- Zumba
- Yoga
- Fab Abs
- Group Circuit Boot Camp



Memberships include:

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

Our Health and Wellness Center is a state-of-the-art facility which includes a full gymnasium and fitness center complete with strength equipment, free weights, stationary bikes and treadmills. The College also has a jogging track with fitness stations and tennis courts. Students must have a valid BHCC student ID card to use the facility and must leave their student ID card with the attendant to check out equipment. They are responsible for its safe return. The Athletics Office is conveniently located in the G-Building, Room 117.

For more information, visit: [bhcc.edu/athletics](http://bhcc.edu/athletics).

#### **Fitness Center**

Hours of Operation

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

Friday: 10 a.m.-4 p.m.

#### **Gymnasium**

Hours of Operation

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

Friday: 10 a.m.-4 p.m.

## **Community Engagement**

The Office of Community Engagement hosts a variety of volunteer initiatives that involve hundreds of Bunker Hill Community College students in direct service to Greater Boston communities and forwards the College's mission of promoting civic engagement and leadership.

BHCC's Office of Community Engagement provides multiple pathways for students to engage as active and responsible members of their communities. BHCC students work with community-based organizations as assigned through their courses, contemplate civic and ethical issues with each other on campus or simply volunteer in their local communities. The College partners with a range of Greater Boston community-based organizations, including after-school programs, community centers, environmental advocacy groups, food pantries and refugee and immigration centers.

These partners serve as host sites for service learning and provide co-curricular opportunities for students. BHCC students are uniquely positioned to impact the community because they live and work in the neighborhoods they serve. In this spirit, the College seeks to develop reciprocal relationships with community partners.

BHCC broadly defines service learning to encompass all Community Engagement projects. This allows BHCC students to participate in a variety of course-related projects. You might participate in an action research project, where you interview, contemplate and propose solutions to issues in society. You might volunteer at a homeless shelter or an after-school program and connect the experience to concepts within your course. Or you might go to a local K-12 school with your classmates and present complex ideas to elementary students. Regardless of the project's structure you have the chance to actively learn new things about your course, make personal and professional connections outside of school and make a difference in society.

The Office also hosts and organizes multiple extracurricular volunteer opportunities. If you are new to volunteering, please visit our web page at [bhcc.edu/communityengagement](http://bhcc.edu/communityengagement). You can also come by Room B211A-B and talk with us in person, or email us at [engagement@bhcc.mass.edu](mailto:engagement@bhcc.mass.edu).





# Financial Planning



## Financial Aid

There is a wide variety of federal, state and private financial aid programs available to help students pay for college. The BHCC Financial Aid Office is available to help you identify and apply for financial aid programs. Please be aware that all educational institutions, BHCC included, are subject to changes in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education. You can find more details on financial aid and the BHCC Financial Aid Office in the BHCC College Catalog or at [bhcc.edu/FA](http://bhcc.edu/FA).

## Work Study/Employment

Bunker Hill Community College participates in the Federal College Work-Study Program. Eligible students may receive funds from this program as a result of the

financial aid application process. Federal program regulations require that a percentage of these funds be earmarked to community service-related work. Check with the Financial Aid Office in Room B213 for a listing of available Work-Study positions.

## Single Stop

Single Stop USA is an initiative at Bunker Hill Community College that connects students to state and federal financial resources and local community services. Its purpose is to help students surmount economic barriers, continue with their education and move toward economic mobility. Single Stop's ultimate goal is to end cycles of poverty.

Single Stop provides benefits screening for the Supplemental Nutrition Assistance Program (SNAP), offers consultation for those with housing issues, aids

with health insurance applications and advocates on behalf of students with the Department of Transitional Assistance. In conjunction with the nationally successful VITA program, free assistance in completing and filing federal and state income taxes is available from February through mid-April. Single Stop has partnered with the Greater Boston Food Bank to sponsor several Mobile Markets for the campus community. In partnership with uAspire and the Midas Corporation, Single Stop provides free financial workshops. Watch for posters and email invitations to these events. Single Stop at BHCC is locally funded with primary support from the nationally recognized Boston Foundation.

For more information, visit the Single Stop office in Room D206, call 617-228-3330 and visit the Single Stop web page for updates on new programs and resources: [bhcc.edu/singlestop](http://bhcc.edu/singlestop).

## Textbook Assistance Program (TAP)

Through the BHCC Textbook Assistance Program (TAP) students can apply to borrow new and used textbooks for a semester free of charge. Any currently registered student with a valid student ID may participate in the Textbook Assistance Program.

A few guidelines:

- Students must be registered for the semester in which they are borrowing textbooks. They must submit proof of registration along with their TAP application. Students may borrow only one book at a time.
- Students may submit only one application each semester; the application may contain only textbooks required for the classes being taken that semester.
- Books are available on a first-come, first-served basis. The program opens two weeks prior to the start of classes each semester during the academic year, and on the first day of classes during the summer sessions.
- All textbooks must be returned to Student Activities (Room D106H) on or before the last day of final examinations each semester.

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. For more information, contact the Student Activities Office in Room D106H.

## Student Emergency Assistance Fund

The purpose of the Mary L. Fifield Endowed Student Emergency Assistance Fund is to provide monetary relief to students for emergencies that occur during the semester that may cause a student to drop out.

More information can be found at:  
[bhcc.edu/emergencyassistancefund](http://bhcc.edu/emergencyassistancefund).

The Fund does not support tuition, fees, books, cable television or cellphone expenses. The application site includes a complete list of excluded expenses.

To be eligible, students must be enrolled for six credits or more in a degree or certificate program and have a GPA of 2.5 or higher. As part of the application students must submit several documents, including, but not limited to, their most recent federal income taxes, the most recent three months of bank statements, and, if unemployed, proof of having applied for unemployment. Applicants must meet with a financial planner and an academic counselor. All applications receive detailed review and require an interview with the student. Applying to the Fund does not guarantee that a student will receive money.

Students interested in applying for emergency assistance should contact Melissa Holster at 617-228-2271 or email: [mbholste@bhcc.mass.edu](mailto:mbholste@bhcc.mass.edu).





# Education Planning

## Absence Due to Religious Beliefs

### 1985 Regular Session

STUDENTS ABSENCE DUE TO RELIGIOUS BELIEFS.

#### Chapter 375

AN ACT EXCUSING THE ABSENCE OF STUDENTS FOR THEIR RELIGIOUS BELIEFS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 151C of the General Laws is hereby amended by inserting after section 2A the following section:

Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Approved October 8, 1985

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## Academic Advising

Academic advising is available for all BHCC students in a variety of forms that include individualized advising, group advising and online advising. Advising services are designed to assist students in achieving their academic, career and personal goals. These services include interpretation of assessment scores and selection of a program of study, course selection, registration related

assistance and resource referral. Advisors also assist students with a variety of issues and concerns affecting their educational success.

Advisor assignments are found in the My Profile section of each student's MyBHCC account. Degree seeking students will be assigned to a specific faculty member, their Learning Community Seminar Instructor, the Advising Center, ESL Advising in The Assessment Center, Room B118 or to the Department in which they are studying. Non-degree seeking students are not assigned to an advisor for one-on-one advising. Non-degree-seeking students may utilize online advising services and are encouraged to apply to the College.

Students assigned to their department will receive email information regarding scheduled group advising sessions and contact information for the departmental faculty. 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 email. Students assigned to the Advising Center and students not yet assigned to an advisor may drop in to talk to an advisor at Advising in the LifeMap Commons, Room E235 on the Charlestown Campus, and at the Student Access and Success Center on the Chelsea Campus.

For more information, call 617-228-2377. Advising is also available at the Chelsea campus. Please call 617-228-2101 for more information. In addition, questions about advising can be sent to [onlineadvising@bhcc.mass.edu](mailto:onlineadvising@bhcc.mass.edu).

## 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 1.79 or higher (attempted less than 30 credits) or a 2.0 or higher (attempted 30 or more credits). A course is not considered successfully completed with a grade of F, IP, N, 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 their academic department dean. The Dean will notify the faculty of the absence. If you are unsure which academic dean to contact, call the Dean of Students Office, B309, for further assistance. 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 receive a non-attendance (NA) 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.

## Admissions and Enrollment Services

The Enrollment Management and Admissions Office, located in Room B202, provides a variety of services to new and current students. Prospective students may obtain information regarding applying to a degree or certificate program, information sessions, campus tours and course schedules. Information is also available at the College website, bhcc.edu.

## 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 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 or go to bhcc.edu/assessment/preparingfortheapt. 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 may restrict retesting. The Assessment Center is located on the Charlestown Campus in Room B118 or at 617-228-2468. Placement testing is also available on the Chelsea Campus. Please call 617-228-3377 for its hours and location.

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, 173 on the computerized version or 70 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.

## BHCCOnline

### Distance Education

BHCCOnline offers the convenience and flexibility of a large selection of distance education courses to facilitate student success. Like traditional classes, they are fully accredited and transferable to other institutions. The BHCCOnline curriculum is comprised of: web courses where course materials are available entirely via the web (noted with "WB" in the course number), students should note that some web courses require reporting to campus for midterm and/or final exams. Other formats of courses include hybrid courses that rely on both the web and traditional classroom instruction (noted with "HB" in the course number). Students register for web and hybrid courses the same way that they do for in-class courses. Students should consider discussing taking web courses with an academic advisor, faculty member or a member of the BHCCOnline staff.

To Access Moodle, the College's Learning Management System (LMS), use the same username and password that you use for Web Advisor and the BHCC Portal. Moodle web and hybrid courses are accessible to students the first day of the semester. The instructor has the prerogative to delay access to a specific course until the official start date. To log in, go to the BHCC



Portal ([bhcc.edu/portal](http://bhcc.edu/portal)) or to the BHCCOnline web page ([bhcc.edu/bhcconline](http://bhcc.edu/bhcconline)). Students must begin their coursework during the first week of classes. Students should email [onlineservices@bhcc.mass.edu](mailto:onlineservices@bhcc.mass.edu) or contact the BHCCOnline office (617-228-2466) if they are experiencing technical difficulties accessing their course.

### **Expectations for BHCCOnline Learners:**

1. Know how to contact the BHCCOnline office for assistance. We are located at the H-Building at the Charlestown Campus extension on 570 Rutherford Avenue. Our telephone number is 617-228-2466. We strongly recommend that you familiarize yourself with BHCCOnline office hours and policies. Please visit our website ([bhcc.edu/bhcconline](http://bhcc.edu/bhcconline)) for more information.
2. Be aware that web courses are not self-paced. There are due dates and deadlines for your assignments that must be met.
3. Log in to your web course as soon as possible so that you may preview your Course Syllabus. Read your syllabus carefully. Locate your instructor's contact information. Refer to your syllabus early and often.
4. Students are responsible for reviewing college-wide add/drop deadlines, withdrawal deadlines, and refund policies. This information can be found in the College Academic Calendar, which is available on the College's home page.
5. Purchase your textbooks immediately from the BHCC bookstore ([bhcc.bkstore.com](http://bhcc.bkstore.com)).
6. Be prepared for the possibility of having to occasionally visit campus to take exams. Some instructors have their exams online, but many do not.
7. When attempting to take an exam on campus, be sure to arrive at the BHCCOnline office before the exam cut-off time. Testing hours are listed on the BHCCOnline website's "Latest Updates" page and the home page of Moodle.
8. Expect to do more work into your online course than you would in a traditional course. In most cases you will need to dedicate six to ten hours per week - per course - for completing online coursework and study. Web courses require you to take a more proactive approach to learning the material and succeeding in your course – and this will require more reading, writing and interaction via discussion forums and other activities and assessments.
9. Evaluate the demands of your course and your instructor's expectations. To maximize your success, create a study schedule for yourself and diligently adhere to it.
10. Create a study environment for yourself that is conducive to learning. A study space should be well-lit, organized, and free from distractions and interruptions.
11. Take advantage of the FREE SmarThinking online tutoring services offered to students taking full web courses. SmarThinking is accessed on the home page of Moodle (after you have logged into the system).
12. Know – and REMEMBER - your Web Advisor user ID and password. Know how to access your BHCC email account. Always check and use your BHCC email for correspondence.
13. Anticipate any issues or problems you may have in the course and come up with solutions. Reach out to your instructor or the BHCCOnline Office when questions or issues arise. Communication with your instructor is vitally important – particularly when there may be an issue with the course or a grade – or if you have an issue with a deadline – or if you are unable to participate in a course activity because of absence or other circumstances.

Communication with your instructor is vitally important – particularly when there may be an issue with the course or a grade – or if you have an issue with a deadline – or if you are unable to participate in a course activity because of absence or other circumstances.

### **Basic Tools and Skills Needed for Success**

Students must possess basic computer skills such as navigating the web, sending and receiving email, word processing, attaching documents and toggling back and forth between applications and pages. An updated Windows or Macintosh computer with at least 4GB of RAM is required. Macintosh computers may not be used for CIT-110. A recent version of Microsoft Office (2010 or better, with Microsoft Word, PowerPoint and Excel) is recommended. Access to the Internet with broadband connectivity (DSL, FiOS or cable) is required. Browser requirements: Mozilla Firefox or Chrome (latest version) is recommended for Moodle (Windows or Mac). Safari for Mac may be used, but may not be fully compatible.

All students must know how to access and use their BHCC email (webmail.bhcc.edu or visit the BHCC Portal).

The username and password you use to access email will also grant you access to Web Advisor and Moodle.

### **BHCCOnline Office Location and Hours**

The BHCCOnline office is located in Room H134 of the H-Building. The H-Building is located 1/4 mile from the Charlestown Campus at 570 Rutherford Avenue. It is accessible via the College shuttle (bhcc.edu/shuttleschedule) from the Charlestown Campus. We may be reached by phone: 617-228-2466; or by email: onlinehelp@bhcc.mass.edu.

### **Fall and Spring Office and Exam Hours**

Monday – Thursday: 8:30 a.m. – 6:45 p.m.  
Friday, Saturday and Sunday: 8:30 a.m. – 1:45 p.m.

### **Summer Office and Exam Hours:**

Monday – Thursday: 8:30 a.m. – 6:45 p.m.  
Friday: 8:30 a.m. – 1:45 p.m.  
Saturday and Sunday: Closed

(Note that times listed are the latest a student can sign in to start an exam.)

## **Center for Self-Directed Learning (CSDL)**

Students may enroll in college credit courses through the Center for Self-Directed Learning (CSDL). The CSDL provides an environment where students have the flexibility to create their own schedule of study and earn college credit for successful completion of courses. Students complete assignments and tests according to their unique learning needs. The CSDL provides state-of-the-art multimedia and technological resources for independent on-site instruction under the supervision of content-area facilitators and trained professional and peer tutors. Students are always active participants in the learning process, solving problems, answering questions and developing skills. To ensure that effective learning takes place, student progress is evaluated on a continual basis. Course facilitators and tutors are available to assist students at all times during the Center's scheduled hours of operation. Refer to the current course schedule booklet or the College website at bhcc.edu for a detailed listing of course offerings.

The CSDL is located in the H-Building, Room H165, on the Charlestown Campus.

### **CSDL fall and spring hours of operation:**

Monday – Thursday: 8:30 a.m. – 8:45 p.m.  
Friday: 8:30 a.m. – 1 p.m.  
Saturday and Sunday: 8:30 a.m. – 3:45 p.m.

### **CSDL summer hours of operation:**

Monday – Thursday: 8:30 a.m. – 8:45 p.m.

For more information, contact the Center at 617-228-2225 or email: csdl@bhcc.mass.edu.

## **Commonwealth Honors Program**

The Commonwealth Honors Program (CHP) 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 and present and/or publish their work.

The Commonwealth Honors Program offers students in the state's public colleges and universities an intellectually stimulating educational foundation for becoming independent thinkers and lifelong learners. Completing your degree within the Commonwealth Honors Program designates you as a Commonwealth Honors Program Scholar, and guarantees your transfer to the Commonwealth College at the University of Massachusetts Amherst or to an Honors Program at any state college or university where you have been accepted. Students in the CHP may also participate in MassTransfer for transfer to four-year public colleges and universities. Participation in this program will also enhance applications to private four-year institutions.

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 Honors Center in Room E145. For more information, email CHP@bhcc.mass.edu.

## 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 Registrar or Registrar designee.

## 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 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. Students changing their program must fulfill the curricular year program requirements in effect at the time of the program change.

## 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 faculty member makes the decision regarding makeup of final exams.

## Fresh Start Policy

Under the Fresh Start Policy, students may enroll without having to carry a very poor GPA record or low completion rate from years back that could prevent them from ever earning a GPA or completion rate sufficient to lead to graduation or completion of a program. The following conditions apply to the Fresh Start Policy:

1. The student must be a former Bunker Hill Community College student who has credits from BHCC.
2. The credits held by the student must be at least five years old. No credits shall have been earned or attempted at BHCC within the past five years.
3. All these credits will be treated as the College treats credits transferred from other colleges. Credit will be granted for a course where a grade of C or better was earned. The courses from the earlier registration that received a grade of C or better will be counted as free electives or as courses fulfilling requirements depending upon the program requirements of the student who is reentering, just as transfer credits from other colleges are counted. Only credits subsequently taken at BHCC are counted in the GPA. Likewise, only the completion rate subsequent to the return will be used to determine progress.
4. This process can be used only once. If the student drops out again and then returns, the student cannot start again with a new GPA or a new completion rate.
5. This process does not affect the need to repeat courses in certain programs where the earlier completion may be considered out of date (this is frequently the case in science, computer technology or health programs such as nursing).
6. In all cases where these policies are at variance with federal financial aid policies, the federal policies will determine eligibility for such aid.

## 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.

To graduate, students must:

- 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).

## Learning Communities

BHCC's Learning Communities involve students in learning that is engaging, powerful and relevant to their daily lives. Learning Communities offer a challenging and supportive learning environment and create important networks for students among their peers, faculty and staff.

In BHCC Learning Communities students will:

- Learn in a small class setting that incorporates hands-on activities such as field study and team projects.
- Benefit from interdisciplinary learning experiences, teacher-to-student mentoring, peer mentoring and integrated support services such as advising.
- Receive support and guidance as they embark on a program of study and make decisions about further education, work and life goals.
- Collaborate with peers who share similar goals and aspirations.
- Learn strategies for balancing work, complicated schedules, family responsibilities, financial issues and more.
- Be more likely to stay in college, do well in their courses and achieve their academic goals.

First-time college students pursuing associate degrees and enrolled in nine or more credits are required to take

a Learning Community Seminar or a Learning Community Cluster within their first year.

### BHCC offers two types of Learning Communities:

- The Learning Community Seminar for First-Year Students enables incoming students to explore a topic of interest while learning to navigate the College and access support networks.
- Learning Community Clusters allow students to take two or more courses together and learn and study with the same group of students. Clusters are planned around common academic themes and encourage students to make connections among different disciplines. Clusters are open to students who meet the prerequisites or co-requisites for each of the courses in the Cluster.

Each Seminar is supported by a designated Success Coach, who collaborates with Seminar instructors and assists students with setting and meeting educational, career and personal goals. Many Seminars are served by Achievement Cultural Competency and Engagement (ACE) Peer Mentors. ACE Mentors serve as resources to help new students adjust to the academic, social and personal environment at BHCC. The Seminar is open to first-year students.

For more information about BHCC's Learning Communities, contact the Office of Learning Communities at [ravallie@bhcc.mass.edu](mailto:ravallie@bhcc.mass.edu) or 617-228-2421.

## 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 include 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 is located in the Student Payment Office, Room B219.

Bunker Hill Community College is responsible for making “diligent efforts” to collect amounts due to 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 Commonwealth and Federal payments that are due to them or scheduled to be paid to them including tax refund. Please be advised that your student account debt constitutes an “educational benefit overpayment or loan” as defined pursuant to 11 U.S.C section 523(a)(8), and therefore is not dischargeable in bankruptcy.

### Repeating a Course

Students may repeat courses in which they earn a grade of D, F, W, WA, or NA. Students can petition the Academic Records Office to repeat a course when they have obtained a C grade or better but should recognize that they do so at a substantial risk. This process may be used no more than three times total. Repeating a course when the earlier attempt is a C or better is allowed only if the higher course grade is a course prerequisite or program requirement. The grade 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 and always remain on the student’s transcript. Repeating a course may not be allowed in specific programs with outside accreditation.

### 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. 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.

### Academic Suspension

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

- They failed to achieve a semester grade point average of 1.79. (You have attempted between 12 and 30 credits to date at BHCC.) or;
- They failed to achieve a semester grade point average of 2.00. (You have attempted more than 30 credits to date at BHCC.) or;
- They failed to complete more than 66 percent of the total number of credits attempted in this semester.  
(Please note that grades of F, IP, N, NA, W and WA count as credits attempted.)

The College will also suspend students from attending the College who have remained on academic probation for three consecutive semesters

Suspended students must remain on suspension for a minimum of one semester unless the suspension is successfully appealed.

Following a minimum leave of one semester, the College may consider suspended students for suspension readmission. To be considered for readmission, students must provide a typed letter with evidence of increased potential for academic success along with any other supporting documentation. Students must complete an

application for readmission secured through Admissions and Enrollment Services, located in Room B202, B Building Lobby

### **Appeals Process**

Students placed on academic probation or suspended from the College for unsatisfactory academic progress have the right to appeal. For students on academic probation, the College grants appeals based on computational error. For students who are suspended, the College grants appeals through an Academic Appeals Committee. The decision of this committee is final. Academic reinstatement does not automatically reestablish eligibility for Financial Aid. Students should follow the Financial Aid appeal process, which is separate from the academic appeal process.

## **Transfer Counseling**

Students transferring to the College must have official transcripts sent to the Academic Records Office from all colleges and universities attended and should review the transfer credit policy in the College Catalog. Students with questions about their evaluations are encouraged to attend a workshop conducted by a transfer counselor. Current students who wish to transfer out of the College are encouraged to begin early by attending workshops offered by a transfer counselor to learn about opportunities such as MassTransfer, Articulation Agreements and transfer to four-year universities and colleges, as well as to seek assistance with procedures to facilitate the transfer process. Transfer Workshop information is available online. Questions may be directed to [transferaffairs@bhcc.mass.edu](mailto:transferaffairs@bhcc.mass.edu).





# Career Services

Career Services encompasses 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 staff assist students in the process of deciding on a major, exploring careers, conducting occupational research, mapping out a career plan, building career connections, and launching a job search. The department offers a robust workshop series, individual appointments and resume drop-in hours, multi-media online career resources including the BHCC CareerConnect job posting tool, and resume writing software programs. Career Services is located in the LifeMap Commons, Room E235 and can be reached at 617-228-2245, or visit [bhcc.edu/careerservices](http://bhcc.edu/careerservices).

## Career Advising and Planning

With choosing a major or making wise career decisions. Students can identify their interests, skills and values by attending offered workshops or taking assessments, including the Kuder, Strong Interest Survey, and StrengthsFinder, Self-Directed Search or the Myers-Briggs Type Indicator. Students can also research current salary information or learn from professionals working in a particular career occupation by exploring CareerSpots, or Mass CIS. These tools will help students set personal and educational goals as they start and continue their college education. Career advisors are available to meet with students individually to guide them through the process of career exploration as well as personal, academic, and financial considerations for decision-making and charting their career goals.

### Career Advising and Planning

Career Advisors help students with choosing a major or making wise career decisions. Students can identify their interests, skills and values by attending offered workshops or taking assessments, including the Kuder, Strong Interest Survey, and StrengthsFinder, Self-Directed Search or the Myers-Briggs Type Indicator. Students can also research current salary information or learn from professionals working in a particular career occupation by exploring CareerSpots, or Mass CIS. These tools will help students set personal and educational goals as they start and continue their college

education. Career advisors are available to meet with students individually to guide them through the process of career exploration as well as personal, academic, and financial considerations for decision-making and charting their career goals.

### Job Search Activities

Workshops or individual sessions designed to assist students in all aspects of finding and keeping employment are offered, including resume writing, interviewing skills, marketing yourself, networking, tips for second language job seekers, how to use online and social networking sites including LinkedIn and more. Students and alumni can receive coaching and support while they conduct their job search. With around-the-clock web access to BHCC's exclusive career management system CareerConnect ([bhcc.edu/careerconnect](http://bhcc.edu/careerconnect)) students can register for workshops, career events, and search and apply for jobs, internships, or on-campus work-study employment opportunities targeted for BHCC students. Students can also practice their interviewing skills with our InterviewStream video recording platform, or sign up for a mock interview. Weekly hot jobs are posted on bulletin boards in D-Lounge and Lifemap, and Greater Boston area employers are invited to recruit on campus throughout the year. Employer relations consultants are available to meet with students individually to help shape their job search, share referrals, network and interview their way to their next job opportunity.

### Job and Internship Fairs

Job Fairs are held in the Fall and Spring semesters and provide employers a direct opportunity to recruit BHCC students for part-time, seasonal, and full-time employment. Job Fairs attract employers from a wide range of industries and are open to students and alumni across all programs of study at the College.

### Career Panels and Professional Events

Students can gain professional advice and direct access to industry experts in their field of interest by signing up to attend various career events throughout the year. Examples of events include industry-specific career panels, employer networking events, or Professional Threads, an event showcasing interview attire.

## Internship Programs

The Internship Programs office supports students in gaining valuable on-the-job experience related to their academic program of study. The office works closely with faculty, staff and local employers to support organized internship opportunities that help students develop practical skills necessary to be successful in their chosen careers. Field-based practicums or clinicals are not coordinated through this office. Students in the Human Services and Allied Health programs of study should consult their academic program coordinator for more information. Students should be advised that internship program employers may have minimum eligibility standards or require background screening including drug scans or CORI/SORI checks. For more information or to prepare, visit [bhcc.edu/internships](http://bhcc.edu/internships), or contact the Coordinator of Internship Programs at 617-228-2111 in the LifeMap Commons, Room E235G.

Academic internships combine relevant on-the-job experience with classroom learning in a 3-credit course as part of your program of study. Academic internship courses are offered for several majors in the Division of Professional Studies and the Division of Engineering and Health Sciences, including Computer Forensics, Computer Networking, Computer Support, Criminal Justice, Culinary Arts, Gaming, Graphic Design, Hospitality, Media Communications, Office Information Management, Paralegal Studies, Pharmacy Technician, Sustainability, and Web Development. Academic internships can be an elective course in many degree programs in the Humanities and Sciences. Students must complete Career Internships. Students interested in gaining practical experience to test-drive an occupation or become more marketable in their field of study can explore non-credit internship opportunities. There are many benefits to landing an internship before you graduate from BHCC. Students can build upon the skills learned in the classroom, work on challenging assignments, and receive mentoring from a qualified professional. Students can also expand their knowledge of career options, begin to establish their own professional connections, and have relevant experience at the top of their resume. Students can explore current internship postings at [bhcc.edu/careerconnect](http://bhcc.edu/careerconnect), or contact the Internship Coordinator at [internships@bhcc.mass.edu](mailto:internships@bhcc.mass.edu) or in the LifeMap Commons, Room E235.

### STEM Internships

Science, Technology, Engineering, and Math students who have or will be completing your 1st year of coursework in your major, may be eligible to apply for a competitive, paid summer internship. These opportunities are offered in collaboration with STEM Faculty and the STEM Club. A majority of research internships are offered in the summer, full-time. BHCC has relationships with a number of National Science Foundation (NSF) and National Institute of Health (NIH) funded

## Learn and Earn

A program sponsored by the Massachusetts Competitive Partnership (MACP), offers paid work experience at some of the top companies in Massachusetts, including Bank of America, Beth Israel Deaconess Medical Center, BJ's Wholesale Club, the Boston Foundation, Dovetail Healthcare, EatonVance, EMC, Fidelity Investments, Liberty Mutual, Putnam Investments, Raytheon, Staples, State Street, Suffolk Construction, Tufts Technology Services, UBS, and Vertex Pharmaceuticals. Students work 16-30 hours per week at \$15/ hour, take a 3-credit internship course, and receive mentoring and support for career goals. Many Learn and Earn students receive continued employment offers from their Learn and Earn employers. Qualified Bunker Hill Community College students majoring in Accounting, Biotech, Business Administration, Communications, Computer Technology, Education, Engineering, Event Planning, Paralegal, Visual and Media Arts, and General Concentration may apply to the program. Learn and Earn internships are now offered in two cycles: September 1 to January 30, and February 1 to August 30. Students should note that the recruitment, application, and interviewing cycle takes place a full semester in advance of the internship start date. For eligibility requirements and more information, please visit [bhcc.edu/learnandearn](http://bhcc.edu/learnandearn) or contact the Learn and Earn Coordinator at 617-228-2006 or in the LifeMap Commons, Room E235R.

## E-portfolio

A cooperative venture between LifeMap and the Teaching, Learning and Instructional Technology Center, the E-portfolio Training Lab is located in Room E235A,



and provides students, faculty and staff with computing resources and programs needed to produce high-quality electronic portfolios. A team of e-portfolio support specialists and student mentors are trained to assist students with their e-portfolio needs. Whether you are a student building your e-portfolio, or you are interested in the growing e-portfolio field, we invite you to visit the E-portfolio Training Lab and discuss and explore the

many resources available here at the College. When the E-portfolio Training Lab is not being used for an in-class training workshop, it is available to any BHCC student, faculty or staff member who would like assistance with an e-portfolio.

For more information, or for the lab's hours of operation, contact [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu) or visit Room E230.



# Support Services and Campus Resources

## BHCC Portal

The Bunker Hill Community College Portal is a secure place for students to find email, LifeMap tools, MyBHCC (Online Services), Moodle sites, class sites and more. Accessing the Portal requires your BHCC username and password. The Portal is located at [portal.bhcc.edu](http://portal.bhcc.edu).

## BHCC Website

The Bunker Hill Community College website is the public face of the College. It is intended for current and prospective students along with faculty, staff and the community. The website features the College catalog, information about programs of study, course schedules, the academic calendar and an event calendar as well as information about admissions, financial aid, student activities and much more. Visit the website at [bhcc.edu](http://bhcc.edu).

## Bookstore

The Bunker Hill Community College Bookstore is operated by Barnes & Noble Education as a service to students, faculty and staff. The bookstore is located on the 4th floor of the E-Building on the Charlestown Campus and offers required and recommended textbooks for all BHCC classes. Most textbooks are offered as multiple buying options including new, used, digital and rental, which gives students choice and affordable options. The bookstore also carries related course materials, college apparel, gift items, school supplies, backpacks, snacks and electronics, including laptops and tablets.

### Bookstore Hours:

Monday – Thursday: 8:30 a.m. – 6:30 p.m.  
Friday: 9 a.m. – 3 p.m.  
Saturday: 10 a.m. – 3 p.m.

Textbooks and other items may be purchased directly from the Bookstore's website at [bhcc.bncollege.com](http://bhcc.bncollege.com).

You may contact the Bunker Hill Community College Bookstore by phone at 617-241-5161 or by email at [bksbunkerhill@bncollege.com](mailto:bksbunkerhill@bncollege.com).

## Chelsea Campus Student Access and Success Center

The Chelsea Campus Student Access and Success Center is the hub for all student services offered at the Chelsea Campus. Through this Center, students may register and pay for courses, complete course placement assessments (Accuplacer) and access advising and academic support services. The Center offers tutoring in mathematics, English and biology. Tutoring in other academic areas is also available by arrangement. The Center also offers student achievement workshops in career exploration, goal setting, time management, learning styles, notetaking strategies, study skills and test-taking skills.

### The Chelsea Campus Student Access and Success Center is open during the fall and spring semesters:

Monday – Thursday: 9 a.m. – 6 p.m.  
Friday: 9 a.m. – 4 p.m.

### Tutoring is available during the fall and spring semesters:

Monday – Thursday: 10 a.m. – 6 p.m.  
Friday: 10 a.m. – 4 p.m.

### The Center is open during the summer semester:

Monday – Thursday: 12 noon – 5 p.m.  
Friday: Closed

### The Computer Center is open during the fall and spring semesters:

Monday – Friday: 7:30 a.m. – 9 p.m.  
Saturday: 8 a.m. – 3 p.m.

### The Computer Center is open during the First summer session:

Monday – Thursday: 7:30 a.m. – 9 p.m.  
Friday: 7:30 a.m. – 4 p.m.

### Second summer session:

Monday – Thursday: 7:30 a.m. – 9 p.m.  
Friday: 7:30 a.m. – 4 p.m.

### Registration is open year-round:

Monday – Thursday: 8:30 a.m. – 7 p.m.  
Friday: 8:30 a.m. – 4 p.m.

In addition to two dedicated computer classrooms, the Chelsea Campus offers approximately forty additional computers for use in the Chelsea Computer Center lab. Please be aware that the Computer Center lab may, on occasion, be booked for student placement testing and certification examinations.

For additional information, contact the Chelsea Campus Student Access and Success Center at 617-228-3356.

## Disability Support Services

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 accommodations and assistive technology utilization. In addition, Disability Support Services 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 Disability Support Services. 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
- Modified examination conditions

- Assistance with advising and registration
- Referrals for diagnostic testing
- Referral for academic support services
- Consultation with professors
- Peer advising
- Career assessment and advising
- Support groups
- Supportive counseling
- Readers
- Literary Specialist
- Note takers
- Educational Coach

### Policy for Individuals with 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 Disability Support Services to obtain appropriate services. Disability Support Services is located on the Charlestown Campus, Room E222, and can be reached by calling 617-228-3415 or 617-228-2234, TTY: 617-228-2051.

## Evening and Weekend Services

In order to address evening students' needs, the College offers support services Monday through Thursday evenings. Admissions and Enrollment Services, Financial Aid, Student Payment, Advising and Assessment are open Monday until 7 p.m., Wednesday and Thursday until 6 p.m. Some offices are also open on weekends. Please see specific offices for their schedules.

BHCCOnline, Academic Computing Center, Audio-Visual Center, Center for Self-Directed Learning, Library and Learning Commons, Language Lab, MathSpace and the Tutoring and Academic Support Center are open evenings and weekends on the Charlestown campus including the H-Building during the fall and spring semesters, and Monday through Thursday evenings during summer sessions.

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 cultural activities for students, including a poetry series and musical entertainment.

**Enrollment Management and Admissions** are located in the Main Lobby of both campuses and is open evenings, and also on weekends on the Charlestown campus during the fall and spring semesters. Services available include assistance with admissions, program information, assistance with transcript requests, change of program forms, degree audits, advising and registration.

**The Student Payment Office** is open Monday through Thursday evenings to assist students with account information and the purchase of parking permits. The Student Payment Office is open on weekends only for scheduled Saturday registrations.

**The Bookstore** has extended evening hours during the beginning of each semester and is open on Saturdays during the fall and spring semesters. BHCC students can now order their textbooks online at [whywaitforbooks.com](http://whywaitforbooks.com) to have them shipped or for easy pick up with no waiting in line. For store hours and inquiries, visit the bookstore's website at: [bhcc.bncollege.com](http://bhcc.bncollege.com) or contact the bookstore at 617-241-5161.

**The Café**, located in the Main Lobby of the Charlestown campus, is open Monday through Thursday evenings and on weekends during fall and spring semesters.

## Food Service

A full-service cafeteria, offering fresh food daily on a rotating seasonal menu, is located on the fourth floor of the E-Building on the Charlestown Campus. It serves breakfast, lunch, evening fare, hot entrees, vegetarian chili, salads, soups, grill items, pizza, deli fare and pastries, as well as hot and cold beverages.

A café, located in the Main Lobby of the Charlestown Campus, is open Monday through Thursday evenings and on weekends during the fall and spring semesters. It serves breakfast items, pizza, snacks, sandwiches, salads and hot and cold beverages. Unidine Food Service operates both the cafeteria and the café under agreement with the College.

### **Cafeteria hours (fall and spring semesters only):**

Monday – Thursday: 7:30 a.m. – 6 p.m.

Friday: 7:30 a.m. – 2:30 p.m.

### **Café hours (fall and spring semesters):**

Monday – Thursday: 7 a.m. – 9 p.m.

### **Café hours (summer):**

Monday – Thursday: 8 a.m. – 3 p.m.

Friday: 8 a.m. – 2 p.m.

## Health Services

Bunker Hill Community College offers health services to promote health education and wellness in an atmosphere that is welcoming and culturally sensitive. The Health Services Office promotes wellness through health education awareness programs and individual health counseling.

The Health Services Coordinator provides emergency first aid and treatment of minor injuries and common illnesses and is available to discuss the individual health concerns of students, faculty and staff. The Coordinator acts as a resource for information regarding immunizations, student health insurance, referrals to local healthcare providers and health screenings.

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 clinical.

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 are available:**

Monday, Wednesday and Thursday:

10:30 a.m. – 3:30 p.m.

Tuesday: 11 a.m. – 6 p.m.

Friday: 9 a.m. – 1 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.

For more information, visit the Health Services Office, Room E154, or call 617-228-2274. Bunker Hill



Community College is a smoke-free environment. Smoking is not allowed in any building on any campus.

## 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 approximately 100 countries who are welcomed to the College every year.

The International Center assists students who wish to study abroad, as well as coordinates the Study Abroad Scholarship Program. 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 Argentina, Belgium, Canada, China, Costa Rica, the Czech Republic, Denmark, Ecuador, France, India, Ireland, Italy, Japan, Mexico, Peru, Spain and Scotland. Students can apply for a scholarship that covers 80 percent of total expenses. Most study abroad programs offered through BHCC are from two to eight weeks in duration and take place during the summer. Information and application materials are available at the International Center as well as on the study abroad website: [bhcc.edu/studyabroad](http://bhcc.edu/studyabroad). The deadline for Study Abroad application is 5 p.m. on October 28, 2016.

The Center hosts many international visitors. 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.

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 in maintaining their legal immigration status, obtaining student visas, applying for a change of their immigration status, transferring to colleges and universities, obtaining work permission, obtaining practical training and arranging travel or temporary absence certification from the United States.

The International Student Advisors also serve as counselors, discussing 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 American educational system.

The International Center is located in Room E236, Charlestown Campus, and can be reached by calling 617-228-2460 or by email at [international@bhcc.mass.edu](mailto:international@bhcc.mass.edu).

## John F. Kennedy Early Education Center

The John F. Kennedy Early Education Center is located in Room E234 of the Charlestown Campus of Bunker Hill Community College. JFK Early Education Center's mission is to provide a safe and nurturing learning environment in which every child is encouraged to develop a desire to learn and in which each child's uniqueness is celebrated.

We are an early learning program accredited by the National Association for the Education of Young Children and licensed by the Massachusetts Department of Early Education and Care. The Center serves children aged 15 months to five years old. We provide toddler and preschool classrooms in which children can flourish as individuals, be actively involved in their learning experiences and engage in activities that promote individual growth and development. The JFK Early Education Center is open year-round from 7:30 a.m. to 5:30 p.m., Monday through Friday. The Center serves children of BHCC students, staff and faculty and members of the Greater Boston community. We offer full-time and limited part-time service options. JFK Early Education Center at Bunker Hill Community College accepts both private pay and subsidized funding options. For more information about enrollment options or to arrange a tour of the program, contact the Kennedy Center's Enrollment Coordinator at 617-241-8866 ext. 1339 or call the College's Site Education Coordinator at 617-228-2474.

## Lactation Room

Bunker Hill Community College is committed to supporting student parents. A Lactation Room has been created for students, which is located in G Building

across from the Athletics Office. This space is private, well lit, clean and secure. There is also a toilet, sink, and lockers are available.

To request access to the room, students should contact the Administrative Assistant in the Athletics Office in G118 at 617-228-3443.

## Library and Learning Commons

Libraries are becoming learning centers offering reading materials, digital resources, social connections and trained specialists, which enable students to engage meaningfully with a wide variety of information, and pursue enjoyable reading interests improving their literacy, social and information competencies.

The Library aims to establish five different ways to help students, faculty and staff access library resources, guided by the Transformation and Learning Model:

1. The Reading, Reflection, and Writing space.
2. The Science, Technology, Engineering, Math (STEM) space.
3. The Professional Studies (Business, Legal/Paralegal, Arts, Culinary/Hospitality) space.
4. The Music and News space.
5. The Archives and Exhibition space.

### The Information Literacy Focus

With an eye to preparing students for success not only in the classroom, but in an increasingly technology-oriented workplace, the BHCC Library has developed a series of instruction sessions and interaction guidelines designed to integrate Information Literacy goals throughout the process of library research at BHCC. We offer library orientation and instruction in several different ways; see the BHCC Library Instruction Program page ([bhcc.edu/library/instruction](http://bhcc.edu/library/instruction)) for more detail on all of the types of instruction available.

The BHCC Library follows ALA/ACRL definitions and standards for Information Literacy. We look at Information Literacy as a skill-set that:

- Enables people to recognize when information is needed
- Enables people to locate, evaluate and use the information effectively.

- Forms the basis for lifelong learning
- Is common to all disciplines, all learning environments and all levels of education.

### Location and Hours:

The Library occupies the third floor of the E-Building on the Charlestown campus.

### The regular hours of operation are:

Monday – Thursday: 8 a.m. – 10 p.m.

Friday: 8 a.m. – 5 p.m.

Saturday – Sunday: 8 a.m. – 4 p.m.

Outside fall and spring semesters consult the Library web page at [bhcc.edu/library](http://bhcc.edu/library).

### 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 print items within the same subject may be charged out to a patron at one time. Renewals may be made in person at the Lending Services Desk, over the telephone (617-228-2213) or online using a Personal Identification Number (PIN). Reference materials, current-year periodicals, some special collection materials and vertical file items cannot be checked out, but photocopying is allowed.

The BHCC Student ID card serves as the student's Library card; Library privileges are non-transferable. Students cannot check out materials or access online databases if their BHCC 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 check outs, to renew their items and to request materials from NOBLE libraries through Inter-Library Loan. PINs may be obtained at the Lending Services Desk for use at [bunkerhill.noblenet.org](http://bunkerhill.noblenet.org). 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 followed by a bill for 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
- Paperbound books: \$15
- All media (cassettes, CDs, videos, DVDs): \$50
- Museum passes: \$50
- Equipment (headsets): \$75

### **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](http://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 Student 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. The reserve lists for individual courses are accessible through the online catalog by visiting [bunkerhill.noblenet.org](http://bunkerhill.noblenet.org) and clicking on the "Course Reserve" tab.

Headsets are provided for use in the Library only.

### **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), you 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.

### **North of Boston Library Exchange (NOBLE)**

The Bunker Hill Community College library is a member of the American Libraries Association (ALA) and the American Colleges and Research Libraries (ACRL), with special interest in Community Colleges associations and collaborations. In addition, 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: nine academic, 16 public and one special library. Their catalogs may be searched through the Internet. BHCC students have extended borrowing privileges through these associations. Students may borrow materials by requesting that one of our librarians help them use the BHCC Inter-Library Loan Service.

### **Information Services**

Before embarking on a full-scale search of everything that has ever been written on your topic, check with a librarian to help you identify sources to answer your research question(s). A librarian may suggest a literature review and can help narrow your focus. See a librarian to help you understand plagiarism and how to avoid it. A librarian also can help you understand the meaning of copyright. He or she can help you understand the

type of software faculty often use such as Turnitin, to help detect plagiarism. In addition, a librarian can help you understand appropriate citation and paraphrasing as a step in the process of summarizing another's ideas in your own words. If done properly, it is a perfectly acceptable academic practice.

### **Embedded Librarian**

A librarian is available in the Charlestown Campus Library to work with information seekers on a first-come, first-served basis. Students are 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' information needs. We are here to help you with the basics of research. One of the chief skills of a learner in an academic setting is the ability to present a clear overview of vast amounts of research, ideas, opinions, approaches and theories around a certain topic. This is a skill that can and should be learned by the novice researcher. Any successful assignment, essay, report or business memorandum will need to draw on a wide range of sources from a variety of authors and viewpoints.

### **Internet Access**

The Library catalog can be accessed via the Internet using the BHCC Library web page at [bhcc.edu/library](http://bhcc.edu/library).

### **Printers and Copiers**

Two printers are available for student 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 10 pages) to help keep printing free. Two copy machines are available 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

Historic New England. The Library also has passes to the USS Constitution 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 that the Library is open; tickets are taken by the visited museum and do need to be 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 guidelines 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 [bhcc.edu/library/handouts](http://bhcc.edu/library/handouts). Instructional Support Handouts are also available in conjunction with Library workshops to promote independent lifelong learning habits among Library users.

### **Information Literacy Workshop Program**

The BHCC Library's Information Literacy Instruction Program contributes to learner success in the classroom and in an increasingly technology-oriented workplace. Information literacy instruction sessions are tailored to the needs of specific course assignments, highlighting the most helpful materials available and often involving students in the co-creation of information resources. The bulk of the library's work in Information Literacy outreach is accomplished through the Workshop program, which serves 4,500 to 5,000 students per calendar year. The library encourages faculty to schedule information literacy workshops for their classes. We solicit and encourage faculty feedback regarding students' application of information literacy skills. This feedback is used in assessment of the library's information literacy workshop program. Standard and customized course-related workshops emphasizing the goals and objectives of information literacy found online at [bhcc.edu/library/instruction](http://bhcc.edu/library/instruction) 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 Disability Support Services at [bhcc.mass.edu/disabilitysupportservices](http://bhcc.mass.edu/disabilitysupportservices). People using wheelchairs will find tables of accessible height, restrooms with accommodations and an



accessible entrance directly opposite the elevator. Materials, equipment and accommodations available to people with disabilities include:

- Kurzweil 3000
- Job Access with Speech (JAWS)
- Dragon Naturally Speaking software programs
- ZoomText Magnifier/Reader
- Talking Book Program
- Phonographs and cassette players with earphones
- Wheelchair-accessible study tables

### Student Identification Card

To obtain your student ID card, you must bring your computer-generated class schedule and any government-issued photo identification card to the Charlestown or Chelsea campus ID stations. Your student ID serves as your Library card.

Acceptable IDs:

- State driver's license
- State ID Card
- United States passport
- Foreign Government passport

Non-acceptable IDs:

- High School ID card
- Other educational ID card

All students must carry a current, valid Student ID card at all times on campus and present it upon request by any college official. A student's first ID card is free upon admission to the College. Replacement cards are available for 15 U.S. dollars (\$15).

## LifeMap Commons

Bunker Hill Community College is committed to supporting students in achieving their educational, career and life goals. Toward this end, LifeMap provides holistic, integrated tools designed to help students chart and realize their goals. To ensure a positive and productive student educational experience, LifeMap combines technology with individual assistance provided by faculty and staff.

The LifeMap Commons is a space where students can come and work on various LifeMap activities. LifeMap activities include career planning, education planning, financial planning, e-portfolio and creating your support and social networks. Through the BHCC portal students can access various assessments, information and resources for LifeMap and the above LifeMap activities. Offices located within the LifeMap Commons include:

- Advising
- Career Planning
- Internship
- Learn & Earn
- LifeMap Lab

## Lockers

A limited number of 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. Only the lock provided by Student Activities may be used on the locker.
2. A copy of the student's class schedule and Student ID must accompany the locker request.
3. No dangerous or illegal substances may be stored in lockers.
4. Any lock attached to the locker other than the one provided by Student Activities 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 student will lose eligibility to rent a locker for the following semester if the lock is not returned by the deadline.

8. 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.

## Lounges

Student lounges are located in four areas on the Charlestown Campus: third floor of the A-Building, second floor of the B-Building (Main Lobby), second floor of the D-Building and first floor of the C-Building. These lounges are meant to be study areas as well as places for you to relax and spend time with fellow students. A Silent Study Lounge is also available on the second floor of the D-Building, on the tier adjacent to classrooms D214-D216. On the Chelsea Campus, the Student Lounge is located on the first floor.

## 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 Office, Room D106H.

## MathSpace

The MathSpace is a newly renovated mathematics resource center that is available to all students enrolled in developmental mathematics courses at BHCC. Located in rooms M101, M102, M103 and M105 at the M-Building, the primary goal of the MathSpace is to assist students to become independent learners and in achieving academic success in mathematics.

The MathSpace is equipped with 60 internet enabled Windows 7 workstations as well as a smart board set up. Students can use these workstations to complete their assigned exercises, homework, and other math projects on MyMathLab, an online interactive educational tool for mathematics. Students who bring their own headphones can also use the MathSpace to access video lectures, animations and multimedia textbooks to improve their understanding of course content. In addition, students

can learn to use more specialized math software, such as Mathtype, TI interactive, Sketchpad, Derive, and Mathematica, during their visits to the MathSpace.

The MathSpace has several desks that students can use to engage in either group or individual study. Students also have access to the support services provided by staff of the MathSpace, which include: receiving one-on-one training and support in the use of MyMathLab; getting tutored on questions in MyMathLab; and participating in developmental math review sessions. Finally, some of the math faculty hold office in the MathSpace. This set-up easily allows students to consult math faculty during regular faculty consultation hours.

The MathSpace is open seven days a week during the regular academic year. During the fall and spring semesters, the hours of operation are: Monday to Thursday, 8 a.m. to 8 p.m.; Friday, 8 a.m. to 5 p.m., and Saturday and Sunday, 10 a.m. to 4 p.m. During the summer semester, the MathSpace is open from Monday to Thursday, 9 a.m. to 6 p.m.; and Friday, 9 a.m. to 4 p.m. For more information, please contact [mathlab@bhcc.mass.edu](mailto:mathlab@bhcc.mass.edu).

Please note: To protect equipment housed in the MathSpace, please do not bring any type of food or drink during your visit.

## Multipurpose Multimedia Language Lab

The Multipurpose Multimedia 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 mechanics. The Lab has several language learning software programs and tutors, as well as 37 computers for student use.

The objective of the Lab is to help all students improve their language skills.

The Lab offers the following support services:

- Individual tutoring sessions
- One-hour interactive software, grammar, writing and technology workshops
- English 095/111 and ESL practice exit exams

- ESL and English IP completion
- TOEFL and IELTS practice materials and tutoring
- Foreign language, textbook software and tutoring
- Online website services

The Language Lab is located in Room E144. For more information about the Lab, call 617-228-3440 or visit the Language Lab website at [bhcc.edu/languagelab](http://bhcc.edu/languagelab).

**Fall and spring semester hours are:**

Monday – Thursday: 9 a.m. – 9 p.m.

Friday: 9 a.m. – 4 p.m.

Saturday and Sunday: 9 a.m. – 4 p.m.

**Summer hours are:**

Monday – Thursday: 9 a.m. – 8 p.m.

## New Student Orientation Program

The New Student Orientation Program is designed to welcome new students and help them make a successful transition to Bunker Hill Community College. All new students are contacted by our team of student New Student Orientation Mentors, who work with College staff to provide a comprehensive overview of the programs and services available at the College.

New Student Orientation Mentors help new students get connected to College resources and work with new students throughout their first year at BHCC. The goals of Orientation are:

- To welcome new students to Bunker Hill Community College and help them feel comfortable in the college environment.
- To familiarize new students with the components that contribute to a student's success.
- To familiarize new students with the location of key College offices and services provided.
- To help new students understand the importance of asking questions and taking initiative to address their issues.
- To introduce new students to the Orientation Mentors, a group of experienced students who can be utilized as resources in their transition to BHCC.

New Student Orientation sessions are planned before and after the start of classes in the fall and spring semesters. Additionally, New Student Orientation Mentors are available in Student Activities on a daily basis, to continue offering support and assistance. Each semester, the College presents a series of free workshops called "Steps to Success at BHCC" which deal with topics such as: study skills, career planning, test-taking strategies, and utilizing campus resources. For more information about the New Student Orientation Program, please contact the Student Activities Office, Room D106H, or call 617-228-2260.

## Office of the Dean of Students

### Student Services Philosophy

In providing services to our students, Bunker Hill Community College is dedicated to enabling all students to achieve their goals in a welcoming and supportive environment. College staff members are committed to addressing students' concerns in a confidential and professional manner. The Student Services mission supports the College's Mission and Vision by providing opportunities to successfully incorporate the strengths of many cultures, ethnic backgrounds, age groups and learning styles into student services and the extracurricular life of the institution. A wide range of dynamic student life and student support programs are accessible to all students, and are designed to promote student-centered learning that recognizes the rich diversity of our students. Services and activities are offered in a culturally sensitive atmosphere and are designed to support students' intellectual and personal development as well as academic achievement. A philosophy of empowerment guides the process of enhancing students' self-appraisal skills, so that students may better understand their own characteristics and strengths while identifying the new skills they can develop through their college education. The Office of the Dean of Students, 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:

**Admissions and Enrollment:**

Room B202, Phone: 617-228-3398

**Advising:**

Room E235, Phone: 617-228-2230

**Assessment Center:**

Room B118, Phone: 617-228-2468

**Athletics Office:**

Room G117, Phone: 617-228-3443

**Career Services:**

Room E235, Phone: 617-228-2245

**Disability Support Services:**

Room E222, Phone: 617-228-2234 or  
617-228-3415; TTY 617-228-2051

**Financial Aid:**

Room B213, Phone: 617-228-2275

**Health Services:**

Room E154, Phone: 617-228-2274

**Student Activities:**

Room D106H, Phone: 617-228-2260

**Student Payment Office:**

Room B219, Phone: 617-228-2150

**Student Success Program:**

Room B331, Phone: 617-228-2303

**Transfer Counseling:**

Room B202, Phone: 617-228-2403

**Veterans Services:**

Room B206, Phone: 617-228-3213

## Office of Diversity and Inclusion

The Office of Diversity and Inclusion at Bunker Hill Community College helps ensure that all people who work, attend school and use the College campuses are treated with respect and are able to pursue their endeavors without experiencing unlawful discrimination or undue impediments, barriers or obstacles. The Office monitors the implementation of the College's nondiscrimination policies and coordinates educational opportunities and programs open to all. The Office is committed to inclusion, equal opportunity and freedom from sexual violence and harassment.

As part of a broad effort to welcome and affirm diversity at BHCC, the Office of Diversity and Inclusion annually sponsors a wide range of speakers throughout the academic year. Programs include:

- **Compelling Conversations:** This series sponsors high-profile speakers who visit classrooms, share lunch with faculty, staff, students and trustees, present a lecture and sign books for guests. Speakers have included Rosie Perez, Rubin "Hurricane" Carter, Michael Moore and Gloria Steinem.
- **Difficult Dialogues:** This series has brought speakers to the campus such as explorer and activist Dr. Allen Counter, Judge Glenda Hatchett, author Tim O'Brien and Beverly Morgan-Welch, former Executive Director of the Museum of African American History in Boston.
- **The One Book Program:** A faculty committee manages this popular "one read" program, and the Office of Diversity and Inclusion supports the committee's efforts by bringing authors it selects to the campus. These authors have included Wes Moore, author of *The Other Wes Moore*; Sonia Nazario, author of *Enrique's Journey*; and Firoozeh Dumas, author of *Funny in Farsi*.

The Office of Diversity and Inclusion also sponsors external speakers for celebrations such as BHCC's Commencement ceremonies, Hispanic Heritage Week, Women's History Month, Black History Month and International Women's Day.

## Online Services (MyBHCC)

The College offers all students secure, easy online access to academic and financial records, and to course availability information. Using a password, students access this information directly at [onlineservices.bhcc.edu](https://onlineservices.bhcc.edu). The College provides online information that includes semester grades, unofficial transcripts, placement test summaries, account summaries, financial aid status, course schedules and course availability.

### Registration

Students with a GPA of at least 2.00 may register online; all students may pay online, providing their student payment account and immunization records (if applicable) are in good standing.



### Payment

Students can access their financial account summaries online at <https://selfservice.bhcc.edu/Student/Finance>. The account shows both current semester payments received and balances due. Students also are able to make online payments using VISA, MasterCard, Discover and American Express, or from a checking or savings account. International students also have the benefit of making payments in the currency of their choice through Payment/Western Union link at <https://selfservice.bhcc.edu/Student/Finance>.

### Financial Aid

Through the online services system, students can see and print their Financial Aid award letters, view their current and previous years' Financial Aid records and check the status of their current Financial Aid application documentation.

### Obtaining a Password

The College creates students' initial passwords using either the last six digits of their Social Security number or the last six digits of their Student ID. To access online services, go to [onlineservices.bhcc.edu](https://onlineservices.bhcc.edu) and select the "Student" menu. Select "What's My User ID?" and input your last name and either your Social Security number or your BHCC Student ID, and submit this information. You will receive your User ID. Now select "Log In" and input your User ID. You will also need to input an initial password, which is the last six digits of your Social Security number if you have one, or the last six digits of your BHCC Student ID. The system will then require you to change your password. Please note that your password must contain between six and nine characters, both letters and numbers, and must contain no special symbols.

If you have created a password in the past but have forgotten it, you can automatically reset your password by selecting "What's My Password?" For information regarding obtaining a password or accessing online services, call the Student Helpline at 617-228-3441.

### Quiet Room

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

### Single use, Gender-Neutral Restrooms

Bunker Hill Community College is committed to creating an environment that values diversity and inclusion, and practices this by creating welcoming and inclusive spaces. There are several gender neutral bathrooms that are available to members of the college community in G Building.

### 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, malpractice insurance (for students enrolled in Health Programs), BHCC ID replacement card fees, parking permit fees and returned check fees.

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 to the state. Diligent efforts shall include written bills, 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 or Federal payments that are due to them or scheduled to be paid to them. 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 be advised that your student account debt constitutes an "educational benefit overpayment or loan" as defined pursuant to 11 U.S.C. section 523(a)(8), and therefore is not dischargeable in bankruptcy.

Please refer to the current course schedule booklet for schedule adjustment periods. Lack of attendance does

not constitute withdrawal or dropping of courses, and students will still be responsible for the charges as well as applicable collections costs.

## Student Success Program

The Student Success Program is a transfer program. Students must apply and be selected to participate. The goal of the program is to assist students in transferring to a four-year university or college. The program provides comprehensive academic and student support services designed to help students achieve their educational goals at Bunker Hill Community College and to transfer to their four-year school of choice. The program provides academic counseling, peer tutoring, a counseling/mentor program, cultural enrichment events and college transfer information. It also provides workshops on a variety of topics focusing on learning strategies, financial literacy and life management skills, career planning skills and the college transfer process. To qualify for these services, students must be full-time, enrolled in college-level courses with intent to graduate and transfer to a four-year school.

Students must demonstrate an academic need, meet Programmatic criteria and meet one or more of the following Federal criteria: be a first-generation college student, meet Federal income guidelines, or be a student with a documented disability. The United States Department of Education TRIO Student Support Services Grants fund the Student Success Program. For more information, contact the Student Success Program Office, Room B331, or call 617-228-2303.

## Sustainability at the College

Bunker Hill Community College promotes sustainability best practices, scholarship and collaboration that help to reduce waste and energy usage while at the same time enhance the quality of life on our campus and throughout the diverse community of our students that extends around the world. For more information on BHCC sustainability efforts, please visit our webpage: [bhcc.edu/sustainability](http://bhcc.edu/sustainability).

### Interactive “Building Dashboard”

Learn about the College’s live energy usage with the touch-screen “Building Dashboard” located in the Lobby of the G-Building. With colorful charts and graphs, the Dashboard shows how much energy the College is using

to light and heat the building. By touching the screen students can instantly compare the energy used today to that used yesterday, last month or last year. Energy usage may also be converted to equivalent dollars, carbon emissions or hamburgers! To access the dashboard, follow this link: [buildingdashboard.net/bhcc/#/bhcc/health-wellness](http://buildingdashboard.net/bhcc/#/bhcc/health-wellness).

### Single Stream Recycling

BHCC asks that all students help us contribute to making our campus greener by recycling whenever possible. BHCC’s Single Stream Recycling means that anything that can be recycled gets tossed in the same blue bin. You can recycle the following: any kind of paper, any kind of cardboard including milk cartons, glass bottles, aluminum cans and foil, any kind of plastic container (excluding plastic bags or wrappers) including bottles, yogurt cups and plastic food containers.

### Urban Organic Garden

Students may help to manage garden plots located outside the G-Building, or work with other departments that have garden plots throughout the growing season. This is a great opportunity to learn more about sustainable agriculture and healthy food options in an urban environment. To learn more about the Urban Organic Garden, please contact Kim Frashure, Assistant Professor in the Science and Engineering Department, at [kmfrashu@bhcc.mass.edu](mailto:kmfrashu@bhcc.mass.edu).

## Telephones

College telephones are reserved for employee use and only for College business. On the Charlestown and Chelsea campuses coin-operated TTY phones are provided for the hard of hearing. There are also two coin-operated telephones located on the Charlestown campus, one in the E-Building on the first floor at the elevator and the other in the B-Building on the second floor next to the TTY phone.

## Tutoring and Academic Support Center (TASC)

The Tutoring and Academic Support Center (TASC) 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 Center offers tutorial

assistance, small group workshops, and academic support to students enrolled in credit-bearing courses. Students are offered a wide range of services to support their work in 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. Major areas of concentration on the Charlestown Campus are English and writing, English as a Second Language (ESL), mathematics (college level and higher), computers, science, business, behavioral science, human services and early childhood education. Other subject areas may be added on an as-needed basis. The TASC also offers 18 student computer stations where students may type papers, do research or access the Internet. Students may utilize services during regularly scheduled hours at the TASC.

The Tutoring and Academic Support Center is located in Room E174 on the Charlestown Campus. Please note that tutors are not available when classes are not in session.

**Fall and spring hours:**

Monday – Thursday: 8:30 a.m. – 8 p.m.  
Friday – Sunday: 8:30 a.m. – 4 p.m.

**Summer hours:**

Monday – Thursday: 10 a.m. – 6 p.m.

The TASC is closed during semester breaks. For more information, contact the Center at 617-228-3467 or at [tasc@bhcc.mass.edu](mailto:tasc@bhcc.mass.edu).

## 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. The Writing Place tutors are students who have successfully completed their College English program and are taking a course that prepares them to provide effective feedback and assistance. Specific materials and computer resources are available in the Writing Place to supplement class instruction and develop composition skills. The Writing Place, located in Room E142, is open during the fall and spring semesters, Monday through Friday. Hours may vary, depending on

tutor availability. Students are encouraged to visit the Writing Place in Room E142 to schedule weekly sessions with a tutor. Tutoring sessions can also be arranged by contacting the Writing Place at 617-936-1948.

## Veterans Center

Bunker Hill Community College Veterans Center is committed to providing veterans, active duty military, Guard/Reservists, and their eligible dependents with a smooth transition to college and a successful educational experience. The Veterans Center staff provide specialized customer service for student veterans and serve as advocates within the college community as well as our community partners. The Veterans Center Staff would like to thank you for your military service and we are honored to assist you as you pursue your academic goals. Students who wish to apply for educational benefits must contact the VA Certifying Official in the Veterans Center. Students receiving educational benefits are required to attend classes and maintain satisfactory academic progress in order to continue receiving education benefits. Furthermore, students must notify the Veterans Center of any changes made to their enrollment status.

The Veterans Center staff provides services in the following areas:

- Support and advocacy for veteran students.
- Assistance in solving problems related to education.
- Advice regarding VA Educational Benefits.
- Certification to the VA for each semester of enrollment and any change of enrollment.
- Referrals to University resources and other agencies.
- Verification of pursuit of training.
- Assistance with credit for prior learning.

Please come and visit the Veterans Center located in Room B206. You may contact us by phone at 617-228-3213; email at [veteranscenter@bhcc.mass.edu](mailto:veteranscenter@bhcc.mass.edu) or fax at 617-228-3212.





# Emergencies



## 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 is recorded on

the BHCC outgoing phone message at 617-228-2000. An announcement is also posted on the website at [bhcc.edu](http://bhcc.edu) and the BHCC Portal at [portal.bhcc.edu](http://portal.bhcc.edu). Text alerts are sent to cell phone numbers in the BHCC Alert System. Students may sign up for text alerts by visiting [bhcc.edu/publicsafety](http://bhcc.edu/publicsafety).

Students may also tune in to any of the radio and television stations listed below, after 6:30 a.m., for closing announcements regarding BHCC campuses and satellites:

- WBZ News Radio 1030
- WBZ-TV Channel 4
- WCVB-TV Channel 5
- WFXR-TV Channel 25
- WHDH-TV Channel 7

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. During a winter storm closing, vehicles may not be parked in any parking lots due to snow removal operations. All vehicles will be towed.

## Emergencies/Security Incidents

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. If you cannot reach anyone at that 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. In the event of on-campus fire, dial 911.

The Office of Public Safety and Campus Police is located at Room E127 and is open Monday through Friday from 8:30 a.m. to 4 p.m.

## 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 Students 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 Admissions and Registration Office at 617-228-2403 after 5 p.m. 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.

## Lost and Found

Lost and Found is located in the Student Activities 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 the B-Building or on the Chelsea Campus in the Dean’s Office. After 30 days, unclaimed items will be donated to charity. .

## Office of Public Safety and Campus Police

The Office of Public Safety and Campus Police is dedicated to protecting the students, faculty, staff, visitors and property of Bunker Hill Community College. Campus Police officers are sworn-in Special State Police of the Commonwealth of Massachusetts. As such, the department conducts itself as any other Municipal Police Department and has full arresting powers on College grounds (state laws Chapter 22C, section 63). An additional contracted security staff ensures security 24 hours a day.

## Annual Security Report Notice of Availability

Bunker Hill Community College’s Office of Public Safety and Campus Police is responsible for issuing crime alerts in compliance with the Clery Act. In the event a situation arises either on or near the campus, these alerts are issued to keep the campus community informed about safety and security matters. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Bunker Hill Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains information regarding campus security and personal safety, including topics such as crime prevention, law enforcement practices and authority, crime reporting policies, and other matters of importance related to security on campus.

As required by law, Bunker Hill Community College’s Office of Public Safety and Campus Police publishes and distributes this report annually by October 1. To obtain a copy of this report, contact the Office of Public Safety and Campus Police, Room E127, or access the report at [bhcc.edu/PublicSafety/ASR](http://bhcc.edu/PublicSafety/ASR).





# Behavior Policies

## 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 identity, 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, 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.
- F. 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.

## Massachusetts Community College System—Student Code of Conduct

The Massachusetts Community College System reserves the right to modify this code when, in its discretion, such action will serve the best interests of the Community Colleges or its students. The provisions of this Code shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.

### Introduction

Bunker Hill Community College recognizes that all students, as members of the college community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at the College is a privilege and not a right, and enrollment carries with it obligations in regard to conduct, both in and out of class. Students are responsible for knowing and understanding the contents of this Code. Students are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College.

### Learning Outcomes

The College expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The Code of Conduct process is intended to be an educational process that supports the mission of the College.



This policy is therefore intended to promote personal responsibility, integrity and ethical decision making. Students who participate in this process should achieve the following learning outcomes:

- Understand how the Code supports the goals and mission of the College;
- Understand the possible impact of their choices on their academic and personal success;
- Accept personal responsibility for the choices and decisions made and the impact of their behavior on the College community;
- Reflect on their ethical obligations as a student in the College community;
- Recognize the value of the student conduct process as an educational opportunity; and
- Identify ways to address their behavior so it does not negatively impact their educational goals or the community in the future.

### **Application of the Code of Conduct**

The Code of Conduct shall be used to address student disciplinary offenses as referenced in this policy. The Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds or at any College related activity regardless of location. Under certain circumstances, the Code may also apply to off-campus conduct. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, before classes begin and after classes end, and during periods between terms of actual enrollment. The Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a discipline matter is pending.

### **Discrimination, Sexual Harassment, and Sexual Violence**

This Code shall not be used to address complaints of discrimination, sexual harassment and sexual violence, including Title IX offenses, such as rape, sexual assault, domestic and dating violence and stalking. Those complaints shall be investigated according to the College's Policy on Affirmative Action, Equal Opportunity and Diversity by the College's Affirmative Action Officer or Title IX Coordinator. For more information, please contact the College's Affirmative Action Officer or Title IX Coordinator.

## **Overview of Code of Conduct**

Please see Appendix C.

### **Disciplinary Process Definitions**

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

**Administrative Resolution** – A resolution of a complaint, which is mutually agreed upon by the CCA and the Accused Student. An Administrative Resolution shall be put in writing by the CCA, signed by the CCA and the Accused Student and maintained in a student's disciplinary file. An Administrative Resolution shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

**Appeals Officer** – The College's senior administrator responsible for student affairs or designee.

**Code of Conduct Administrator (CCA)** – The College official charged with the responsibility of administering the College's Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCA.

**College Property** – 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** – An allegation of a violation of the Code of Conduct, which is filed with or by the CCA.

**Day** – Shall mean a calendar day. 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 CCA may extend the time limits at his/her discretion with notice to both parties in writing, including for inclement weather and/or College closures.

**Judicial Board** – Members of the College community selected by the CCA to conduct a hearing when it has been determined by the CCA that a violation of the Student Code of Conduct may have occurred. Members of the Judicial Board shall act in a fair and impartial manner.

**Preponderance of Evidence** – The evidentiary standard used in resolving a complaint filed under this Code's Disciplinary Process. The standard is met if the proposition is more likely to be true than not true (i.e.; more probable than not). Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

**Sanctions** - Disciplinary sanctions under this policy shall include, but are not limited to:

1. **Verbal Reprimand** – The lightest form of disciplinary action. A verbal warning may be documented in writing.
2. **Written Reprimand** – An official written notice to a student that his/her conduct is in violation of College rules or regulations and will not be tolerated.
3. **Restrictions/Loss of Privileges** – Restriction or loss of privileges as a student for a specified period of time, including but not limited to: attending College classes, events and/or activities; accessing College property or specifically designated areas; or participating in College organizations.
4. **Community Service** - A student may be required to perform community service as a condition of attendance at the College.
5. **Educational Sanction** - A student may be assigned an educational sanction, including but not limited to: preparing a reflection paper or apology letter, developing and presenting an educational seminar, participating in training programs, meeting with academic counselors, and/or researching and proposing alternative educational sanctions.
6. **Restitution** - The assessment of financial charges or other forms of recompense for any damage or loss incurred by the College or any members of the College community.
7. **Probation** – A student's status at the College is in jeopardy due to one or more violations of the Code of Conduct. Probation is a more severe sanction than a reprimand. For the duration of a stated probationary period, a student must comply with College rules and regulations or other stipulated conditions or requirements. Unless expressly authorized by the CCA, a student on probation may not represent the College in any context, run for or hold office in any student organizations or participate in intercollegiate athletic teams, intramural programs, or any student clubs or organizations.

8. **Suspension** – Temporary removal from the College or a program, without financial reimbursement, for a specified period of time. A suspended student may not enter College property and loses all privileges to participate in any College activities.
9. **Expulsion** – Permanent separation from the College or a program without financial reimbursement. An expelled student may not be readmitted to the College or a program and a notation of expulsion from the College may be placed on the student's official College transcript.

**Student** – Includes all persons enrolled in 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."

#### **Disciplinary Offenses**

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence and/or threats of physical violence.
2. Any conduct that threatens and/or endangers the health or safety of any person.
3. Creating or false reporting of bombs or other dangerous devices.
4. 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.
5. Unauthorized use of fire alarm or fire equipment.
6. Unauthorized or illegal gambling.
7. Hate crimes as defined under state or federal law.
8. Hazing as defined under state or federal law.
9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
10. Conduct resulting in a violation of the College's

- Computer/Technology Acceptable Use policies, Email and Social Media policies and/or related Information Technology Resource policies.
11. Failure to comply with the directions of a College official or law enforcement officer acting in the performance of their duties, including failure to identify oneself when requested to do so.
  12. Use, possession, manufacturing, or distribution of alcoholic beverages, or controlled substances, including marijuana, heroin or narcotics except as expressly permitted by law. Public intoxication is prohibited.
  13. Smoking any tobacco product or use of e-cigarettes, vaporizers or inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy.
  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 or personal property.
  16. Attempted or actual theft of College or personal property.
  17. Acting on or off-campus in a manner that substantially interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, disciplinary proceedings, public service or other College activities or functions.
  18. Verbal or physical harassment or intimidation.
  19. Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College-related activity without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.
  20. Acts of dishonesty, including but not limited to the following:
    - a. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
    - b. Furnishing false information to any College official, faculty member or office; or
    - c. Disrupting or tampering with the election of any College recognized student organization.
  21. Acts of academic dishonesty, including but not limited to the following:
    - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
    - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
    - c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
    - d. Plagiarism, which is defined as 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.
  22. Abuse of the Disciplinary process, including but not limited to:
    - a. Falsification, distortion, or misrepresentation of information during the judicial process;
    - b. Disruption or interference with the orderly conduct of the judicial process;
    - c. Attempting to discourage an individual's participation in, or use of, the judicial process;
    - d. Attempting to influence the decision 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, College official, party to a complaint or witness participating in the judicial process;

- f. Failure to comply with the sanction(s) imposed under the Code of Conduct;
  - g. Influencing or attempting to influence another person to commit an abuse of the judicial process; or
  - h. Knowingly filing a false complaint under the Code of Conduct.
- 23. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
  - 24. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
  - 25. Unauthorized activity that constitutes forgery.
  - 26. Violation of state or federal laws not otherwise enumerated herein.
  - 27. Violation of any College policies, rules, or regulations published in written copy or available electronically on the College's website.

### **Discipline for Disruptive Conduct**

Disrupting or interfering in the educational process in a class (or clinical site), is prohibited under this policy. If a student engages in disruptive conduct a faculty member or other College employee may address and resolve the matter informally without filing a complaint under the Code, including temporarily removing the disruptive student from a class (or clinical site). On the first occasion when a student is removed, the faculty member or other College employee is strongly encouraged to notify the CCA. In all subsequent cases of removing the same student from a class (or clinical site), the faculty member or other College employee shall notify the CCA. A faculty member or other College employee may seek assistance from Public Safety if necessary to remove a student. A student may not be permanently removed from a class (or clinical site) for a conduct-related offense except upon referral to the CCA of a complaint for administration under this policy. The CCA can exercise his/her discretion to allow the accused student to attend class (or clinical site) during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

### **Discipline for Academic Dishonesty**

This policy recognizes the right of faculty to manage their class, including addressing directly with students issues of academic dishonesty. When academic dishonesty is suspected, a faculty member may choose to issue a failing grade. If the student believes that there is substantial evidence of error or injustice associated with that grade, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process. Alternatively, a faculty member may choose not to issue a grade, but rather refer the matter directly to the CCA for administration under this policy. However, where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

### **Off Campus Behavior**

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College community, poses a threat of harm to the College community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with violating state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

### **Interim Measures**

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to: no-contact orders, restriction/loss of privileges or interim suspension. The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

- a. Poses a threat to others;
- b. Poses a threat to College property or equipment;
- c. Substantially disrupts or interferes with the normal operations of the College;
- d. Engages in off-campus conduct that adversely affects the College community; and/or
- e. Is charged with a crime in violation of state or federal law.

During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities.



## Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College community or by the CCA. This policy is not intended to prevent members of the College community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, including failing to appear for an Administrative Resolution meeting or a Judicial Board Hearing will result in discipline of the Accused Student by the CCA and a forfeiture of his/her rights to a hearing or appeal.

### 1. Disciplinary Process

- a. All complaints under the Code of Conduct shall be filed with or by the CCA.
- b. When the CCA files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCA 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. The CCA may conduct further investigation if necessary. Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to: no-contact orders, restriction/loss of privileges, or interim suspension, in a manner consistent with this Code.
- c. If the CCA determines that a violation exists, three procedural options are available.
  - 1 **Verbal or Written Reprimand** - For low-level offenses, the CCA may issue a verbal or written reprimand to the Accused Student. Reprimands shall not be subject to a hearing before a Judicial Board or an appeal.
  - 2 **Administrative Resolution** - An Administrative Resolution is reached only upon the mutual agreement of the CCA and the Accused Student. By accepting an Administrative Resolution, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal. If the CCA and the Accused Student cannot agree on an Administrative Resolution the matter proceeds to a Judicial

Board hearing. Failure by the Accused Student to appear for an Administrative Resolution meeting with the CCA will result in discipline of the Accused Student by the CCA and a forfeiture of his/her rights to a hearing or appeal.

- 3 **Judicial Board Hearing** - When an Administrative Resolution cannot be reached, the CCA shall refer the alleged violation to a Judicial Board for a hearing. Please see Section 2 below for Judicial Board Hearing rules.

### 2. Judicial Board Hearing

- a. A hearing with the Judicial Board shall be scheduled by the CCA not later than thirty (30) days following an Accused Student's request for a hearing. If no hearing is requested, the hearing shall be scheduled by the CCA no later than thirty (30) days from the date of the Administrative Resolution meeting.
- b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.
- c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.
- d. In a matter involving more than one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.
- e. The Accused Student has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be another student, faculty member, administrator or an attorney. The advisor may not otherwise be involved in the proceedings. An advisor's role is limited to advising the Accused Student directly and discretely. An advisor is not permitted to participate directly in the hearing.

### 3. Conduct of Hearing

- a. A hearing is normally conducted in private.
- b. There shall be a record created of all hearings. The record shall be the property of the College.
- c. All procedural questions are subject to the final decision of the Judicial Board.

d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.

e. A hearing shall proceed as follows:

- The CCA presents the Statement of Charges on behalf of the College. The CCA may present documents, materials and/or witnesses in support of the Statement of Charges.
- Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
- Following the parties' presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.
- While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Judicial Board determines a question is relevant, the other party will be asked to respond.
- The Judicial Board shall have a final opportunity to question the parties.

f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.

g. A Judicial Board's decision shall be based on a preponderance of evidence standard.

h. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

#### 4. Sanctions

A student found in violation of the College's Code of Conduct shall be subject to sanctions, including but not limited to:

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

A student who violates the Code of Conduct while serving any of the above sanctions shall be subject to further discipline, up to and including expulsion. The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on factors, such as the nature and severity of a student's violation and/or prior disciplinary history, the College reserves the right to impose any of the above-referenced sanctions at any time.

#### 5. Appeal

a. Within five (5) days of receiving the Judicial Board's decision, either the CCA or the Accused Student may appeal the Judicial Board's decision to the College's Appeals Officer.

b. An appeal must be in writing and be based on a credible claim that: the hearing was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board's decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board's decision.

c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board's decision or sanction.

d. The Appeals Officer's decision shall be final.

## Massachusetts Procedure

#### 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. **DAY:** as used in this policy, shall mean a calendar day.
3. **GRIEVANCE:** a written grievance 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.
4. **GRIEVANT:** the student filing the Grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
5. **INSTRUCTIONAL PERIOD:** the academic semester, summer session or intersession when a grievable act or omission occurs. The Instructional Period shall end on the last day of final exams.
6. **RESPONDING PARTY:** the person against whom a complaint or Grievance is directed.
7. **SENIOR OFFICER:** senior level employee who reports to the President for the Responding Party's work area.
8. **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.
9. **SUBSTANTIAL EVIDENCE OF ERROR OR INJUSTICE:** for purpose of Grade Appeals, substantial evidence of error or injustice is defined as:
  - a. The assignment of a course grade to a student on some basis other than performance in the course; or
  - b. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or

- c. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

10. **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.

### Utilizing the Student Grievance Procedure

The Student Grievance Procedure may be used by a student to address 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 Students with the following exception: complaints or grievances filed in connection with assigned grades or with faculty are directed to the respective supervising Academic Dean.

The Student Grievance Procedure may not be used to address allegations of discrimination, including sexual harassment. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, 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 Grievance involves a grade dispute, a student shall process the Grievance in accordance with the Student Grievance Procedure. However, if a grade dispute raises issues of discrimination or sexual harassment, the Grievance should be processed in accordance with the College's Affirmative Action Grievance Procedure and the Affirmative Action Officer shall conduct the process in collaboration with the Senior Academic Officer or designee.

Claims of physical or sexual assault shall not proceed under the Student Grievance Procedure. A claim of

physical assault alleged against a student shall be reported to the Code of Conduct Officer. A claim of physical assault alleged against an employee shall be reported to the Human Resources Office. In both cases, law enforcement authorities shall also be notified. A claim of sexual assault shall be reported to the College's Affirmative Action Officer and/or Title IX Coordinator and law enforcement authorities and shall proceed under the College's Affirmative Action Plan. In matters involving physical or sexual assault, alleged victims are strongly encouraged to independently report the incident to the law enforcement authorities. The College's Campus Police/Security Department can assist with the reporting process.

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, 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 thirty (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 mediated resolution cannot be achieved, the Grievant may proceed with the Grievance Process. The Grievant has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense throughout the grievance process. The advisor may be an attorney. An advisor's role is limited to personally advising the Grievant only. An advisor is not permitted to participate directly in any aspect of the grievance process.

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

### **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 a separate appeal procedure for a clinical program 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 or injustice is produced, the grading process may be remanded to the instructor of record for reassessment. If after reassessment, the dispute remains unresolved, the matter shall be referred to the Senior Academic Officer, or his/her designee, for final review. If the instructor of record is no longer available, the Senior Academic Officer or his/her designee shall instead reassess the grading process.

### **Level One - 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 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 thirty (30) calendar days following the instructional period when a grievable act or omission occurs.

The Responding Party must respond to the Grievant's complaint within ten (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 ten (10) calendar days from the date a response to the



complaint was due, the Grievant may proceed to Level Two.

### **Level Two - 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 ten (10) calendar days after receipt of the Student Grievance Officer's written notice, file with the Student Grievance Officer a 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 email, 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 (5) 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 ten (10) calendar days of his/her receipt of the Grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.

### **L2 - Step Two (Supervisor Level)**

If the Grievance is not resolved to the satisfaction of the Grievant within ten (10) calendar days after his/her receipt of the Step One response, or if no written response is submitted, the Grievant may within ten (10) calendar days after the written response was received or due, request the Student Grievance Officer to forward the 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 ten (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 (5) 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.

No new issues or allegations may be raised by either party 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 ten (10) calendar days from the issuance of the Supervisor's Level Two - Step Two decision.

Within ten (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 twenty-four (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 ten (10) calendar days following the hearing. A copy of the Committee's findings and recommendations shall be delivered to the President or his/her designee, within five (5) calendar days of receipt. Within ten (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.

### **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 the Committee shall be voluntary, provided that a member who has a personal interest in a particular Grievance shall be ineligible to serve on the Grievance Committee. All College employees serving on the Student Grievance Committee, and acting within the scope of their official duties on the Committee, shall be protected from liability to the full extent provided under Massachusetts General Laws, Chapter 258, and eligible for indemnification as provided for pursuant to 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.

### **Student Grievance Committee Hearing and Decision Guidelines**

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 allegations 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; 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 President or his/her designee for review and final disposition. The President or his/her designee shall accept, reject or modify the Committee's decision and/or recommendations and issue a final written decision.
14. All findings and decisions reached under this Procedure shall be based on a "preponderance of evidence" standard (i.e.; more likely than not). Any action taken hereunder shall be reasonable under the circumstances, in accordance with applicable College rules and procedures and be grounded in fundamental fairness.

### **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.

### **Retaliation**

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 (5) 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 referrals 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 Students 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  
617-228-2457

**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





# Institutional and General Policies

## Affirmative Action and Equal Opportunity

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Thomas L. Saltonstall, Director of Diversity and Inclusion, Affirmative Action Officer and Coordinator of Title IX and Section 504, at 250 New Rutherford Avenue, Room E236F, Boston, MA 02129, via email at [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu) or by calling 617-228-3311.

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College's Affirmative Action Plan provides an informal complaint process and a formal complaint process which may be accessed by any member of the College community. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof.

For more information, to file a complaint/grievance or for a copy of the plan and/or complaint/grievance procedure, contact Thomas L. Saltonstall, the College's Affirmative Action Officer, at 617-228-3311.

## Bulletin Board Posting Policy

Bulletin boards are placed throughout the College buildings. Boards should be checked frequently for event announcements, 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-sized 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 in designated areas. Items posted for clubs must relate directly to on-campus information and events sponsored by the club or College. Items to be posted 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 Office, Room D106H. All posting and removal of information pertaining to Student Activities events and programs is done by the Student Activities Office or their designee.

Posted materials must bear the name of the sponsoring office or committee. All postings must include a removal date. Posting of materials by outside agencies for employment opportunities are handled through Career Services, Room E235, and are limited to the bulletin boards outside Career Services. All other posting by outside agencies or organizations are 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.

## Criminal Offender Record Information and Sex Offender Registry Information Checks

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled or the elderly, the student may be required to undergo a criminal background check, which could include a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to

Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193. 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 Office of Public Safety and Campus Police, located in Room E127.

If you have any questions regarding access to this type of information, please feel free to contact the College's Chief of Police, located in Room E127.

## 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 Registrar's Office. 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.

## 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. Items distributed by clubs must relate directly to on-campus information and events sponsored by the club or College. Distribution of materials by outside agencies is prohibited on College property. 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. Items must be distributed from a table. People distributing materials must stay behind the table and only engage others who approach the table. Individuals shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, staff, occupants or the public. Said activity shall not impede or interfere with College business, the educational process or public access to and use of the College grounds. 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.

## 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 by writing to

the College official responsible for the record, clearly identifying the part of the record they want changed

and specifying 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

## Food and Beverage Consumption

The consumption of food and beverages is prohibited in all classrooms, laboratories, auditoriums and lecture halls, with the following exceptions: Water in a capped bottle is permissible in all classrooms and labs. No other liquid is permitted. Other liquids in safe containers may be carried into classrooms where there is no equipment.

## 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 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 Office, Room D106H. Contact the Coordinator of Student Activities at 617-228-2260 for more information.

## Guest Speakers 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 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. Approval will be based on available campus space, resources and balance with the campus activity calendar. Speakers requested by clubs are limited to presenting their views only during the scheduled club activity hours on Tuesdays or 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.

## Guidelines Concerning Sexual Harassment

Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions

affecting that individual, or; (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

A student, an employee or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion from the College.

When a student, an employee or any other person in the College believes s/he has been the subject of sexual harassment, the complaint/grievance process is a mechanism for redress. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. Reasonable efforts are made to maintain confidentiality during the grievance process.

No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof. For more information, for a copy of the Affirmative Action Complaint/Grievance Procedure, or to file a complaint/grievance, contact Thomas L. Saltonstall, the College's Affirmative Action Officer, Title IX Coordinator and ADA/Section 504 Coordinator, at 250 New Rutherford Avenue, Room E236F, Boston, MA 02129, via email at [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu) or by calling 617-228-3311.

Sexual harassment is forbidden by both federal and state regulations. In keeping with these regulations, a concerted effort will be made to protect employees, students and others from sexual harassment as defined.

For the full text of the College's policy concerning sexual harassment, refer to the Bunker Hill Community College Affirmative Action Plan.

## Guidelines Concerning Sexual Violence

Committing an act of sexual violence upon a student, an employee or any other person in the College constitutes a violation of state and federal laws, and a major violation of the College's Affirmative Action Policy. Sexual violence is absolutely intolerable and totally

unacceptable. Sexual violence is generally defined as any sexual activity where consent is not obtained or able to be freely given, and includes rape (vaginal, oral or anal penetration without consent), acquaintance rape (rape committed by someone who is known by the victim), or any unwanted sexual activity that is forced or coerced by one person on another.

It is a criminal offense to have sex with someone who is incapable of giving consent due to being intoxicated, unconscious, mentally incompetent or under 16 years of age.

An employee or student who commits an act of sexual violence may be subject to criminal prosecution and will be subject to disciplinary action by the College, up to and including expulsion and/or termination of employment.

Victims of sexual violence are encouraged to contact the College's Department of Public Safety and Campus Police at 617-228-2222, 617-228-2053 or by reporting the matter at Room E127 as soon as is practicable under the circumstances. If a victim is more comfortable reporting the alleged sexual violence to a College employee with whom s/he is better acquainted, such as a dean, administrator or faculty member, s/he may do so. Any employee to whom an incident of sexual violence is reported, however, is required to notify the College's Department of Public Safety and Campus Police and the Affirmative Action Officer and Title IX Coordinator forthwith. The Affirmative Action Officer and Title IX Coordinator is Thomas L. Saltonstall. He may be reached in Room E236F, by phone at 617-228-3311 or via email at [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu).

If any student or employee believes that he or she has been the victim of sexual violence, the student or employee also has the right to file an Affirmative Action Discrimination Grievance with the College. For a copy of the Affirmative Action Grievance Procedure or assistance with filing a complaint, please contact Thomas L. Saltonstall, the College's Affirmative Action Officer and Title IX Coordinator, at 617-228-3311. He can be reached in Room E236F or by emailing [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu).

Reporting the incident to the College's Department of Public Safety and Campus Police, the Affirmative Action Officer and Title IX Coordinator or another College employee does not commit the victim to filing charges.

Federal and state laws, however, require the College to investigate such reports. The matter will be investigated both by BHCC Police and separately by the Affirmative Action Officer and Title IX Coordinator. Although every reasonable effort will be made to protect a victim's privacy, individuals with a need to know may be contacted and information may be shared as necessary to investigate and adjudicate the matter or as public safety requires. A report of the incident will be filed with local police in the event public safety is at risk even if the victim does not intend to report the incident to police or cooperate in an investigation.

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the College's Affirmative Action and Diversity Policy whether or not the underlying claim of sexual violence is confirmed. For the full text of the College's policy concerning sexual violence, refer to Bunker Hill Community College's Affirmative Action Plan.

## 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 Office, Room D106H, on the Charlestown Campus.

## Immunization

Massachusetts General Laws, Chapter 76, Section 15C, require 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 Academic Records Office or submitted at the Enrollment Desk. Immunization forms become part of the student's permanent file and cannot be copied, transferred or returned.

## 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.

## Radios and Other Audio Devices

Personal MP3 players, iPods, radios and CD 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.

## 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 Students. The recognized student club, organization and/or the group of employees should formally petition the Dean of Students for permission to hold the religious service on campus.

If the Dean of Students 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.

## Smoking

Bunker Hill Community College is dedicated to maintaining a healthy work and learning environment. The College already prohibits smoking inside its buildings and facilities. Beginning immediately, the

policy will expand to prohibit smoking in all outdoor areas within 100 feet from all doorways and all athletic fields. This policy applies to all College visitors, students, faculty and staff. It is the responsibility of every member of the College community to conduct himself or herself in compliance with this policy.

Specifically, this policy is intended to eliminate the potential for exposure to secondhand smoke and to ensure that all members of the College community can avoid the exposure to secondhand smoke. The EPA has classified secondhand smoke as a carcinogen. Exposure to secondhand smoke causes cancer, asthma, chronic respiratory illness, heart disease and doubles your risk of heart attack. The College will provide information concerning smoking cessation programs through the Human Resources Office and the Health Services Office. A link is also available on the home page of the American Cancer Society.

All members of the College Community are encouraged to monitor and enforce this policy, for the health and wellness of everyone. Remember, it is the law.

## Social Media Policy

Information Technology Resources provided by the College are the property of the College. Users shall have no expectation of privacy when using such resources. The use of all College information technology resources for social media activities, including but not limited to Facebook, YouTube, Twitter, Instagram, LinkedIn, blogs or other forms of social media, shall be limited to academic, educational or professional purposes which are directly related to official College business and in support of the College's mission. All such uses shall comply with the College's computer use policies.

## Statement on Civility

Bunker Hill Community College believes that civility in the workplace and classroom is everyone's right and responsibility. This statement is consistent with the Student Handbook, all collective bargaining agreements and the College's personnel policies. We understand "civility" to mean respectful language and behavior toward everyone at all times, regardless of the circumstances.

These qualities are intrinsic to excellence in teaching and learning, and contribute to the maintenance of a productive workplace and an overall positive campus climate.

Further, we affirm our commitment to behavior that is courteous and respectful in all interactions with members of the BHCC community as well as with members of the larger communities we serve.

## 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, a microcosm 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.



## 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).

## 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 [gallagherstudent.com/bhcc](http://gallagherstudent.com/bhcc). The College has set up dedicated computer stations in the Main Lobby of the Charlestown campus for students without Internet access. MassHealth and enrollment in a subsidized Health Benefit Plan through the Connector qualifies as comparable coverage. However, MassHealth Limited, the Health Safety Net and Children's Medical Security plan do not qualify and cannot be used to waive coverage. Free care that is provided by hospitals and community health is not insurance and cannot be used to waive coverage. In addition, coverage from insurance carriers outside the U.S. and coverage by foreign National Health Service programs travel, and accident insurance plans cannot be used to waive coverage. Therefore, all international students must participate in the Student Health Insurance Program (SHIP) or obtain coverage from a U.S.-based carrier that meets state requirements.

All questions regarding the Student Health Insurance Program (SHIP) should be directed to [MAhealthconnector@state.ma.us](mailto:MAhealthconnector@state.ma.us) or 1-877-623-6765.

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 and students enrolled in all web classes are not required to purchase the College health insurance plan.

## Student Email Communications Policy

### Policy Statement

Bunker Hill Community College has established electronic mail (email) 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 email account.

Students should check their College email account regularly to ensure they are staying current with all official communications. Official communications include but are not limited to policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time-sensitive information. The Technology Support Services Lab in Room D111 is available for students to check their BHCC email account.

### Responsibilities

- A. College use of email—Email is a mechanism for official communication within Bunker Hill Community College. The College has the right to expect that such communication will be received and read in a timely manner. Official email communications are intended only to meet the academic and administrative needs of the College.
- B. Assignment and provisioning of student email—Official College email accounts are available for all enrolled students. The addresses are all of the form [Name]@bhcc.edu. The account website (webmail. bhcc.edu) has been designed for this purpose. The student user ID and password for accessing email are the same as that for accessing WebAdvisor.
- C. Expectations—student use of email—Students are expected to check their email on a frequent and consistent basis. Students should recognize that some communications from the College may be time-sensitive. Some unacceptable excuses for missing College communications by email could include: "I didn't check my email," "I had an error in forwarding email" or email was not sent due to a "Mailbox Full alert."
- D. Redirection of email—If students wish to have email redirected from their official @bhcc.edu address to another email address (e.g., @aol.com or @hotmail.com) they may do so, but at their own risk. The College will not be responsible for the management of email by outside vendors. Having email redirected does not absolve a student from the responsibilities associated

with official communications sent to his or her @bhcc.edu account

- E. Authentication for confidential information—It is a violation of College policies for any email user to impersonate a faculty/staff member or another student. To mitigate risk, some confidential information may be made available only through WebAdvisor, which is password-protected. When students receive email correspondence directing them to WebAdvisor, they can access the confidential information only by supplying their user ID and a password. The confidential information will not be available in the body of the email message.
- F. Privacy—Users should exercise extreme caution with email to communicate confidential or sensitive information, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Users should use caution when replying in email correspondence.

## Student Online Security Policy

As a student at Bunker Hill Community College you will need to adhere to the Student Security Policy. This policy's intent is to protect your Personally Identifiable Information (PII), protect the PII of other students and to protect the College's computer and network resources. The policy is provided below:

- 1. Access to the BHCC computer system is authorized for the sole purpose of performance of academic related activities.
- 2. Any attempt to interrupt or damage the operation of the BHCC network will result in immediate termination of access as well as appropriate disciplinary and/or legal action. This policy applies in addition to all non-BHCC equipment such as notebook computers.
- 3. Accessing pornography, hacking, engaging in illegal activity and distributing copyrighted material including (but not limited to) music and video content through the BHCC network will be cause for immediate termination of all privileges pending an investigation.
- 4. Installation of software on College-owned workstations is prohibited. Only software owned by the College may be installed on any computer system owned or leased by the College.
- 5. Confidential information such as credit card numbers, social security numbers and academic information will

not be retained on local hard drives, mobile media such as CDs, DVDs and USB drives, and will not be transmitted via unencrypted email.

6. A password should never be provided to anyone other than the person issued the password.
7. The use of a computer should be limited to the person logging in to a computer.
8. Users should always log out of applications – such as WebAdvisor – when finished using applications.
9. Attempting to break into, destroy data or obtain any unauthorized files on any College computer or server is strictly prohibited.
10. Attempting to find out someone else's password or using someone else's password is prohibited.
11. Knowingly infecting any College computer or server with a computer virus is strictly prohibited. ]
12. During busy times, users must be engaged in academic work or surrender his or her computer when using the computer labs.

## Student Right-to-Know Graduation Rate and Campus Security Act

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 graduation rate information.

As mandated by the Crime Statistics Law, 20 U.S.C. 1092F, the College reports for the previous calendar year and for two prior years, if available, statistics concerning on-campus occurrences of crimes of murder, sexual offenses, robbery, aggravated assault, burglary and motor vehicle theft. In addition, the law requires that the College report the number of on-campus arrests for liquor violations, drug abuse violations and the possession of weapons.

Graduation rates and campus security data are available online for all colleges that are required to report this information. This information is reported by colleges and published by the United States Government and available at [ope.ed.gov/security](http://ope.ed.gov/security). In compliance with the law, security information is also available through the Public Safety Office, Room E127, Charlestown Campus, and via the College website at [bhcc.edu](http://bhcc.edu).

## 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.

# Glossary of Academic Terms

**A.A. – ASSOCIATE IN ARTS** – An undergraduate degree of at least 60 credits 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 that prepares students to enter the work force.

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

**ACADEMIC COURSE LOAD** – The number of credit hours in which a student is enrolled during the semester.

**ACADEMIC PLANNING** – The outlining of a course of action to help the student to achieve their personal and career goals.

**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 twelve weeks.

**ACADEMIC YEAR** – Fall, spring, and summer semesters, generally from early September to mid-August.

**ACCREDITATION** – Certification by an independent educational board that colleges or university's practices and policies meet or exceed official standards.

**ACE MENTOR PROGRAM** – The ACE Mentor program provides students enrolled in Learning Community courses assistance in making a successful transition to college by focusing on academic achievement, engagement, and cultural competency.

**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 which eases students' transfer to that institution.

**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.

**BOARD OF TRUSTEES** – An appointed board that oversees and is responsible for the policies and fiscal affairs of a college.

**BOOT CAMP** – A free special college program designed for students to complete pre-college courses before officially beginning their first semester.

**BRIDGE SESSION** – An eight week semester that runs during the summer for a few three-credit courses and all four-credit courses.

**BURSAR** – College official responsible for the billing and collecting of tuition and fees.

**CAREER PLANNING** – Prepares students for employment that matches their interests and professional goals.

**CAREER PROGRAM** – A specialized degree designed to equip a student with the skills and educational background needed for employment 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.

**COMMENCEMENT** – Graduation.

**COMMUNITY EDUCATION** – Courses offered by this department are non-credit and taken by students for personal enrichment.

**CO-REQUISITE** – A course requirement that is taken concurrently with another course.

**COURSE CLUSTER** – Two or more courses grouped together around a common academic theme. Instructors teaching in a cluster situation work as a team to ensure cluster objectives are met.



**CREDIT COURSE** – An academic course numbered 100 or above in the college catalog which may be applied toward completion of a degree or certificate. (See also Developmental Course).

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

**CSDL** – An academic center at which students can register for a wide range of courses. Students can learn at their own pace through a variety of instructional media/materials.

**CURRICULUM** – A set of courses focused in a particular field, e.g., accounting, criminal justice, early childhood education.

**DEAN** – A member of the 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 college catalog which carries college credit but does not count toward the requirements for graduation.

**DROP A COURSE** – To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and is processed through Admissions and Enrollment Services.

**EARLY ADVANTAGE** – An early intervention program designed to identify students who are experiencing difficulty in one or more course(s) early in the semester and to provide guidance and assistance that will help them have a successfully complete the course(s).

**EDUCATION PLAN** – A student's map or guide that delineates the courses they need to take to earn their degree or certificate and when those courses will be taken and in what format.

**EDUCATIONAL PLANNING** – The planning process in which both staff and student create an educational pathway to facilitate persistence and success.

**ELECTIVE** – A course in a program of study which may be selected from a variety of courses in the designated discipline and is numbered above 100.

**E-PORTFOLIO** – This is a vehicle for students to track their academic journeys through college by sharing their accomplishments and reflecting on their learning in ways that are both personally and publicly meaningful.

**FACULTY** – An employee of the College who delivers academic instruction.

**FEES** – Charges by the College for specific services to students.

**FINANCIAL AID** – Funding from various sources provided to students to assist in defraying expenses of college.

**FINANCIAL PLANNING** – A set of resources and tools designed to help students make sound financial decisions that are in line with their personalized plan.

**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** – A required standardized application that includes detailed financial data and is used 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 (6) credits in the summer.

**GED** – General Educational Development (high school equivalency diploma).

**GENERAL EDUCATION** – A common core of courses required of all students that provides for the acquisition of core skills and knowledge necessary in a literate citizenry.

**GOOD ACADEMIC STANDING** – A student is considered making satisfactory process and in good academic standing if G.P.A. is 2.0 or higher and has completed 66 percent of his/her credits attempted.

**G.P.A. (CUMULATIVE G.P.A.)** – Grade Point Average, used to compute student academic standing.

**HYBRID COURSE** – Courses that combine traditional classroom instruction with online learning to deliver academic content that is the same as received in a pure classroom setting.

**INSTRUCTIONAL DELIVERY** – The modality used to impart course content.

**INTEGRATED SUPPORT NETWORK** – Identifies and directs students to people, resources, and services that meet their unique needs to promote success and individual growth.

**INTERNSHIP** – A program designed to give students real work-place experience in their intended careers before graduation.

**IP GRADE (In Progress)** – A grade conferred by a faculty member giving a student a period of time after the end of the semester to complete all of the required coursework to earn a passing grade.

**LEARN AND EARN PROGRAM** – Paid internships at companies located in the Greater Boston area.

**LEARNING COMMUNITY CLUSTER** – Enrolls the same group of students in two or more courses centered on common academic themes enabling students to learn and study together.

**LEARNING COMMUNITY SEMINAR** – A course designed to assist first time students make a successful transition to college.

**LEARNING CONTRACT** – An independent learning agreement between a student and a faculty member under the auspices of a Dean that allows a student to enroll in and complete a course that is not offered in any other format in a semester.

**LIFEMAP** – A system of shared responsibility between students and the College, as students navigate their personalized plan for identifying and achieving their academic, career, and personal goals.

**MAJOR/PROGRAM OF STUDY** – The degree or certificate program a student is officially enrolled in.

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

**MIDNIGHT COURSES** – College courses starting at 11:45 p.m. and ending at 2:30 a.m. to accommodate the learning needs second-shift

workers and other students whose schedules are very tight or just prefer to learn during that time period.

**MID-SEMESTER WARNING GRADE** – Official notice to a student by faculty that at the half-way point of the semester a student is in danger of not passing one or more courses with a grade of C or better.

**MIDTERM** – The point midway through an academic term.

**NA GRADE (Never Attended)** – An administrative withdrawal designation conferred by faculty to students enrolled in courses and who do not attend one class meeting during the first four weeks of the semester.

**NON-CREDIT COURSE** – A course that is non-credit bearing and cannot be used to satisfy an academic requirement for any degree or certificate program.

**NON-MATRICULATED STUDENT** – A student taking college courses without being enrolled in a degree or certificate program.

**ONLINE DEGREE PROGRAM** – Degree programs that allow students to fulfill all of their requirements by completing courses online.

**OPEN ADMISSION** – A students' automatic acceptance into a non-selective degree or certificate program with a high school diploma or GED.

**PART-TIME (STUDENT)** – Student enrolled for 11 credits or fewer in the fall or spring semester.

**PLA - PRIOR LEARNING ASSESSMENT** – A program through which students may earn credit for college-level learning acquired through non-collegiate experiences such as employment, military training, community service or volunteer activities.

**PLANNED COURSES** – The formal process of determining the order and semester courses have to be taken in to earn a degree or certificate.

**PORTAL** – The computerized entryway to the student information system.

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

**PROBATION** – Formal notice that a student is not in good academic standing and imposes limits on the number of credits a student may register for in a semester.

**READMISSION** – The process by which students who return to the College to re-enroll in a degree or certificate program after an absence of at least one semester

**SATELLITE CAMPUS** – Location besides a college's main or branch campus where classes are held and courses are facilitated.

**SATISFACTORY ACADEMIC PROGRESS (S.A.P.)**  
– Minimum grade point average and course completion rate that must be earned by a student to be considered in good academic standing.

**SCHEDULE ADJUSTMENT (ADD/DROP)** – A short period of time after a semester begins that allows students to change their course enrollment and/or course schedules.

**SELECTIVE PROGRAM ADMISSION** – Some programs have specific requirements that must be met before a student may submit an application for admission. These programs are competitive and acceptance is not guaranteed.

**SELF-DIRECTED LEARNING** – An approach to learning that requires students to take the lead in determining how they will learn subject matter and work to autonomously to acquire that knowledge.

**SOCIAL NETWORKING** – Connects students to other students, faculty, staff and the larger community to assist them in achieving their educational, career and financial goals.

**STAFF** – An employee of the College who does not teach or facilitate academic instruction.

**START SMART ORIENTATION** – The formal process of welcoming new students to the College and providing them with information on the resources, services and departments they may access to help them be academically successful.

**STEM** – An acronym for Science, Technology, Engineering and Mathematics.

**STOP-IN** – A student who takes a course during the summer session while on semester break from a four-year college or university.

**STREAMING MEDIA** – Online courses providing students with access to asynchronous instruction.

**SUCCESS COACH** – A Success Coach is assigned to a Learning Communities course to assist students. Success coaches collaborate with faculty and ACE mentors to engage students in academic content and to work with students to identify pathways that encompass academic, career and personal goals.

**SUSPENSION** – Students on probation who, after taking a reduced course load, still do not meet the grade and completion rate threshold required to be in good academic standing. These students may be required to take a semester off.

**TO BE ANNOUNCED (TBA)** – An instructor and/or a room has yet to be assigned for a course.

**TRANSCRIPT** – Permanent record of students' academic grades. Available through Admissions and Enrollment Services.

**TRANSFER GUIDELINES** – Informal documents suggesting courses to be taken at Bunker Hill Community College for most effective 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.

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

**VIRTUAL COURSES** – Online synchronous learning.

**WEB COURSE** – A course that is completely online and provides the same academic content that is delivered in a traditional classroom course.

**WITHDRAWAL FROM A COURSE** – The formal process of notifying the college of the decision to discontinue attending a course.

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

# Appendix A

## 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 2010. 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, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave and national origin.

### 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 College 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. 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.
- C. The term of office shall be from July 1 to June 30.

### **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 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.
  - 5. Any member of the SGA may bring the issue of removing an officer by written request to the Coordinator of Student
  - 6. Activities. The Coordinator of Student Activities will notify the SGA President of the request, and the

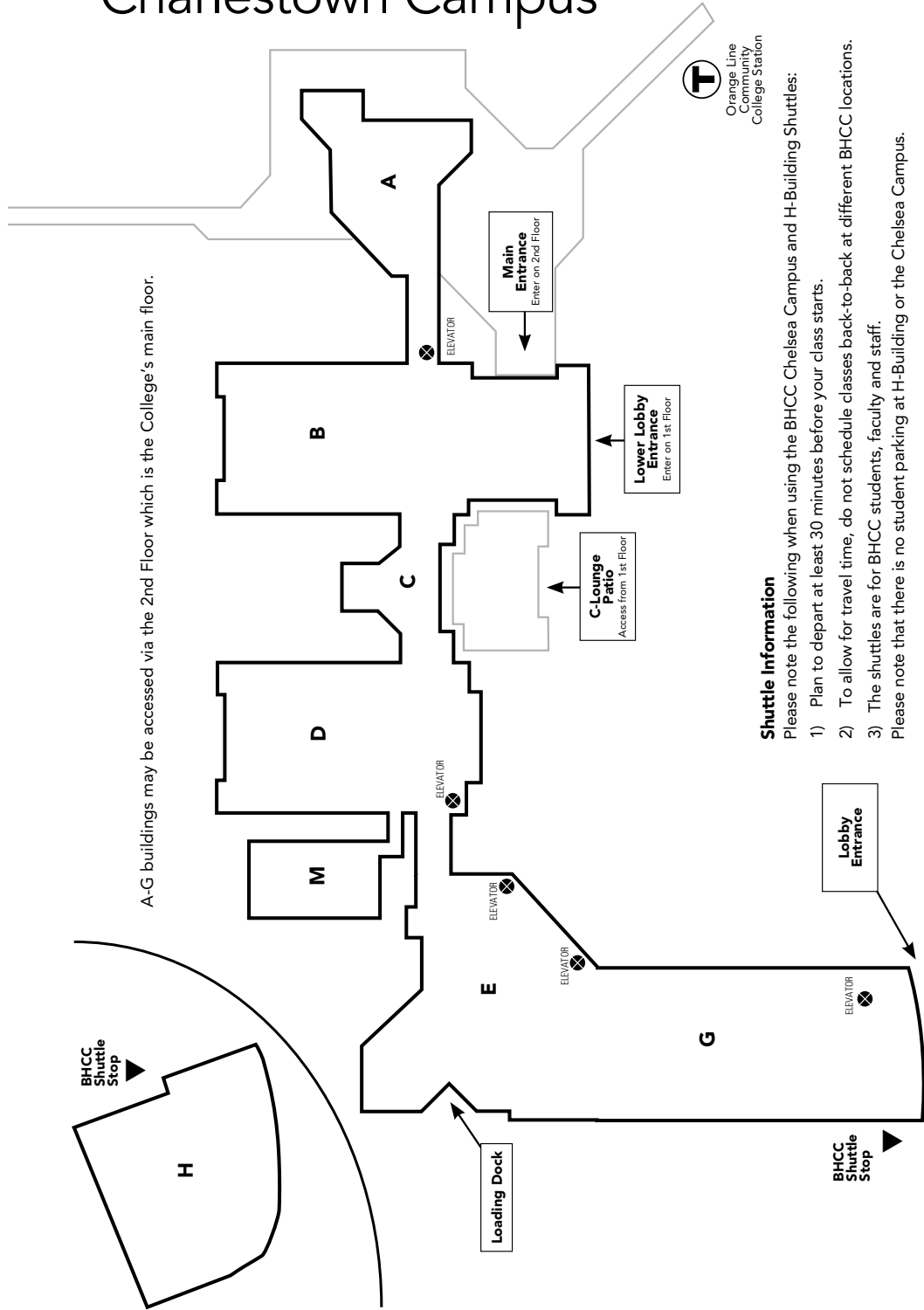
item shall be placed on the agenda for the next SGA meeting. The affected individual(s) will be notified, and will have the opportunity to respond to the issues raised. The affected individual(s) may not vote on said removal. A two-thirds majority vote of the SGA is required to remove an officer under 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 B

## Charlestown Campus



### Shuttle Information

Please note the following when using the BHCC Chelsea Campus and H-Building Shuttles:

- 1) Plan to depart at least 30 minutes before your class starts.
  - 2) To allow for travel time, do not schedule classes back-to-back at different BHCC locations.
  - 3) The shuttles are for BHCC students, faculty and staff.
- Please note that there is no student parking at H-Building or the Chelsea Campus.

## A-BUILDING

### 3rd Floor

A300 Lobby Lounge  
A300 Auditorium  
A300 Lobby Art Gallery  
A310 Human Resources

## B-BUILDING

### 1st Floor

Lower Lobby Security Desk  
B101B Emergency Assistance Fund  
B118 Assessment Center

### 2nd Floor

Lobby  
B202 Online Registration  
B204 Admissions & Enrollment Services  
B206 Registrar  
B211A-B Veterans Center  
B213 Office of Community Engagement  
B219 Financial Aid  
Student Payment

### 3rd Floor

B303-B320 Administrative Offices  
B325 Business Office  
B331 Student Success Program  
B336 Adjunct Faculty Center

## C-BUILDING

### 1st Floor

C-Lounge Student Lounge  
C-Lounge Vending Machines/Games  
C-Lounge WBCC Radio Station

### 2nd Floor

C202 Lecture Hall

### 3rd Floor

Deans' Offices

## D-BUILDING

### 1st Floor

D106-A Audio Visual Department  
D106 Student Activities  
D106 Student Government Association  
D106 Student Clubs and Organizations  
D106 Student Trustee

Textbook Assistance Program  
Academic Computer Center

### 2nd Floor

D-Lounge  
D206 Single Stop  
D206 Volunteer Income Tax Assistance (VITA)

### 3rd Floor

Classrooms

## M (MODULAR)-BUILDING

M103 MathSpace  
M104 MathSpace

## E-BUILDING

### 1st Floor

Facilities Management  
E120 Office of Public Safety  
E127 Central Services  
E138 The Writing Place  
E142 Language Lab  
E144 Commonwealth Honors Center  
E145 Health Services  
E154 Visual & Media Arts Department  
E157 Tutoring & Academic Support Center (TASC)  
E174 Edward L. Kerr Conference Room  
E175

### 2nd Floor

E222 Student Disability Services  
E230 Teaching Learning & Instructional Technology Center (TLITC)  
E233 Quiet/Silent Room  
E235 LifeMap Commons  
• Advising  
• LifeMap Lab  
• Early Advantage  
• Career Planning  
• Internships, Learn & Earn  
• E-portfolio  
International Center

### 3rd Floor

E236  
E300 Library & Learning Commons  
E319 Library Classroom

### 4th Floor

E400 Cafeteria  
E418 Bookstore  
E421 Kershaw Culinary Arts Dining Room

## G-BUILDING

### 1st Floor

Gymnasium  
Lobby Security Desk  
Lobby BHCC Shuttles:  
Chelsea, H-Building-Drop Off/Pick Up  
G102 Fitness Center  
G113A Team Room 2/Lockers  
G113B Officials Lockers  
G113C Team Room 1/Lockers  
G115 Trainers/Exam Room  
G117 Athletic Offices Suite  
G130 Faculty Offices Suite

### 2nd Floor

Health Center Lobby/Lounge  
G201-G215 Faculty Offices Suite  
G218-G225 Medical Imaging Labs  
G231 Dean's Office Suite  
G240 Acute Critical Skill Unit  
G243 Basic Skills Unit

## H BUILDING

Lobby Security Desk

Lobby BHCC H-Building Shuttle: Drop Off/Pick Up  
Faculty Offices

H103 Workforce Development Center  
Community Education Office  
Welcome Back Center

H134 BHCC Online/Weekend College  
H134 Distance Learning

H157 Student Lounge

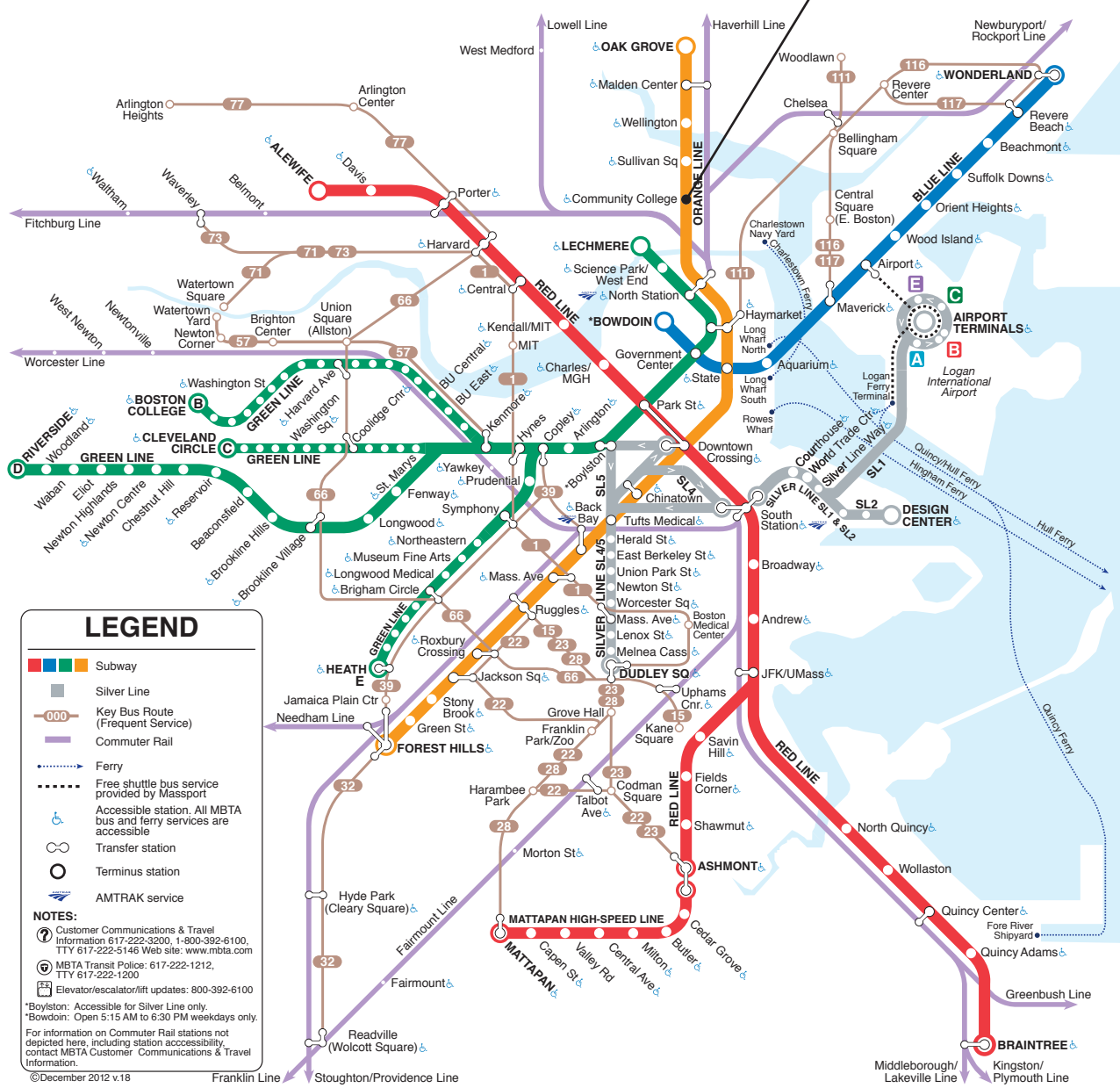
H165 Center for Self-Directed Learning (CSDL)  
• Testing Room

H169 Basic English as a Second Language (BESL)  
H169 Language Lab





**Bunker Hill  
Community College**  
 imagine the possibilities



### LEGEND

- Subway
- Silver Line
- Key Bus Route (Frequent Service)
- Commuter Rail
- Ferry
- Free shuttle bus service provided by Massport
- Accessible station. All MBTA bus and ferry services are accessible
- Transfer station
- Terminus station
- AMTRAK service

**NOTES:**

- Customer Communications & Travel Information 617-222-3200, 1-800-392-6100, TTY 617-222-5146 Web site: [www.mbta.com](http://www.mbta.com)
- MBTA Transit Police: 617-222-1212, TTY 617-222-1200
- Elevator/escalator/lift updates: 800-392-6100
- \*Boylston: Accessible for Silver Line only.
- \*Bowdoin: Open 5:15 AM to 6:30 PM weekdays only.

For information on Commuter Rail stations not depicted here, including station accessibility, contact MBTA Customer Communications & Travel Information.

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# Academic Calendar: Fall 2016 and Spring 2017

Fall 2016 Semester	
<b>September 2</b>	Last day to register for classes
<b>September 2</b>	Last day to be accepted to the College
<b>September 5</b>	Labor Day – College closed
<b>September 6</b>	Classes begin
<b>September 12</b>	Mini Session I and web late-start (WBL) classes begin
<b>September 13</b>	Last day for adjusting schedules (add/drop)
<b>September 14</b>	Updated rosters available online
<b>September 14</b>	Last day for adjusting schedule (add/drop) for Mini Session I
<b>September 16</b>	Last day for adjusting schedule (add/drop) for Web Late-Start (WBL)
<b>October 7</b>	Last day to register for CSDL classes
<b>October 10</b>	Columbus Day – College closed
<b>October 19</b>	Last day for Mini Session I course withdrawal
<b>October 28</b>	Warning grades due online
<b>October 30</b>	Mini Session I classes end
<b>October 31</b>	Mini Session II classes begin
<b>November 9</b>	Last day for adjusting schedules (add/drop) for Mini Session II
<b>November 11</b>	Veterans' Day – College closed
<b>November 17</b>	Last day for course withdrawal
<b>Nov 24-Nov 27</b>	Thanksgiving Day Recess – College closed
<b>November 30</b>	All Student Registration for Spring Semester 2017 begins
<b>November 30</b>	First day to apply for Spring 2017 graduation
<b>December 7</b>	Last day for Mini Session II course withdrawal

<b>December 8</b>	Last day to officially withdraw from the College
<b>December 16</b>	Classes end
<b>December 17-23</b>	Final week includes: final exams, weekend College final and make-up day
<b>December 18</b>	Mini Session II classes end
<b>December 31</b>	Fall 2016 diploma date
Spring 2017 Semester	
<b>September 2</b>	Last day to register for classes
<b>January 13</b>	Last day to register for classes
<b>January 13</b>	Last day to be accepted to the College
<b>January 16</b>	Martin Luther King Jr. Day – College closed
<b>January 17</b>	Classes begin
<b>January 24</b>	Last day for adjusting schedules (add/drop)
<b>January 25</b>	Updated rosters available online
<b>January 30</b>	Mini Session I and web late-start (WBL) classes begin
<b>February 1</b>	Last day for adjusting schedule (add/drop) for Mini Session I
<b>February 3</b>	Last day for adjusting schedule (add/drop) for Web Late Start (WBL)
<b>February 10</b>	Last day to register for CSDL classes
<b>February 20</b>	Presidents Day – College closed
<b>February 28</b>	Last day to apply for June 2017 graduation
<b>March 1</b>	Last day for Mini Session I course withdrawal
<b>March 1</b>	Spring 2017 graduation application deadline for department honors consideration
<b>March 10</b>	Warning grades due online

Please note that Fast-track (FT) sections have specific deadline dates to withdraw. Please check with the Academic Records office for those dates.

# Academic Calendar: Spring 2017 and Summer 2017

<b>March 13-19</b>	Spring Break – no classes
<b>March 26</b>	Mini Session I classes end
<b>March 27</b>	Mini Session II classes begin
<b>March 29</b>	Last day for adjusting schedules (add/drop) for Mini Session II
<b>April 5</b>	Continuing Student Registration for Summer and Fall 2017 begins for currently enrolled students
<b>April 5</b>	First day to apply for Summer 2017 and Fall 2017 graduation
<b>April 6</b>	Last day for course withdrawal
<b>April 12</b>	New or All Student Registration for Summer 2017 begins
<b>April 17</b>	Patriots Day – College closed
<b>April 27</b>	Last day for Mini Session II course withdrawal
<b>May 3</b>	All Student Registration for Fall 2017 begins
<b>May 5</b>	Last day to officially withdraw from the College
<b>May 7</b>	Classes end
<b>May 8</b>	Web Late-Start classes (WBL) end
<b>May 14</b>	Mini Session II classes end
<b>May 8-15</b>	Final week includes: final exams, weekend College final and make-up day
<b>May 17</b>	ABE Ceremony
<b>May 18</b>	Scholarships and Awards Ceremony
<b>May 20</b>	Commencement
<b>May 20</b>	Spring 2017 diploma date
<b>May 29</b>	Memorial Day – College closed

Summer 2017 Semester	
<b>June 2</b>	Last day to register for Session I, Bridge, ESL, & Web classes
<b>June 5</b>	Session I/Bridge/Academic ESL classes begin
<b>June 7</b>	Last day for adjusting schedules (add/drop) for Session I, Bridge, & Academic ESL
<b>June 8</b>	Updated rosters available online
<b>June 21</b>	Last day for Session I course withdrawal
<b>June 30</b>	Last day to register for CSDL classes
<b>June 30</b>	Last day for Bridge Session course withdrawal
<b>July 4</b>	Independence Day – College closed

Please note that Fast-track (FT) sections have specific deadline dates to withdraw. Please check with the Academic Records office for those dates.

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250 New Rutherford Avenue  
Boston, MA 02129-2929  
bhcc.edu

### **CHARLESTOWN CAMPUS**

250 New Rutherford Avenue  
Boston, Massachusetts 02129-2995  
Telephone: 617-228-2000 | TTY: 617-242-2365  
[www.bhcc.edu/charlestowndirections/](http://www.bhcc.edu/charlestowndirections/)

### **CHELSEA CAMPUS**

175 Hawthorne Street, Bellingham Square  
Chelsea, Massachusetts 02150-2917  
Telephone: 617-228-2101 | TTY: 617-884-3293  
[www.bhcc.edu/chelseadirections/](http://www.bhcc.edu/chelseadirections/)

### **EAST BOSTON SATELLITE** (current location)

250 Sumner Street  
East Boston, Massachusetts 02128  
20 Maverick Square  
East Boston, Massachusetts 02128  
Telephone: 617-568-6492 | TTY: 617-242-2365  
<http://www.bhcc.edu/eastboston/directions/>

### **MALDEN SATELLITE**

Malden High School  
77 Salem Street  
Malden, Massachusetts 02148  
Telephone: 617-228-3319 | TTY: 617-242-2365  
<http://www.bhcc.edu/locations/maldensatellite/directions/>

### **SOUTH END SATELLITE**

Inquilinos Boricuas en Accion (IBA) Villa Victoria  
405 Shawmut Avenue  
Boston, Massachusetts 02118  
Telephone: 617-927-1707 | TTY: 617-242-2365  
<http://www.bhcc.edu/locations/southendsatellite/>

*\*Please note, refer to the College's website at  
[www.bhcc.edu](http://www.bhcc.edu) for updated information.*

#### **AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY**

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs and in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws; Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.

Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College's Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129, by emailing [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu) or by calling 617-228-3311.