## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Discrimination Policy</td>
<td>4</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>4</td>
</tr>
<tr>
<td>College Policies</td>
<td>4</td>
</tr>
<tr>
<td>Welcome From the Interim President</td>
<td>5</td>
</tr>
<tr>
<td>Baltimore City Community College Mission, Vision and Core Values</td>
<td>7</td>
</tr>
<tr>
<td>College Mission</td>
<td>7</td>
</tr>
<tr>
<td>College Vision</td>
<td>7</td>
</tr>
<tr>
<td>Core Values</td>
<td>7</td>
</tr>
<tr>
<td>5 Steps to Enrollment Success</td>
<td>8</td>
</tr>
<tr>
<td>Schedule Your Exams</td>
<td>9</td>
</tr>
<tr>
<td>Academic Calendar 2018-2019</td>
<td>10</td>
</tr>
<tr>
<td>Panther Portal</td>
<td>15</td>
</tr>
<tr>
<td>Orientation</td>
<td>16</td>
</tr>
<tr>
<td>For Students Enrolled in Online or Hybrid Courses</td>
<td>16</td>
</tr>
<tr>
<td>Telephone Directory</td>
<td>17</td>
</tr>
<tr>
<td>Main Telephone Numbers</td>
<td>17</td>
</tr>
<tr>
<td>Additional Information</td>
<td>17</td>
</tr>
<tr>
<td>Important Information to Know</td>
<td>18</td>
</tr>
<tr>
<td>Workforce Development and Continuing Education Division (WDCED)</td>
<td>21</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>21</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>23</td>
</tr>
<tr>
<td>English Language Services and Basic Skills</td>
<td>23</td>
</tr>
<tr>
<td>Important Phone Numbers for Noncredit Programs</td>
<td>25</td>
</tr>
<tr>
<td>Workforce Development and Continuing Education Programs</td>
<td>25</td>
</tr>
<tr>
<td>Workforce Enrollment Management and Student Services</td>
<td>25</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQS)</td>
<td>26</td>
</tr>
<tr>
<td>Student Accounting</td>
<td>28</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>28</td>
</tr>
<tr>
<td>BCCC Bookstore</td>
<td>32</td>
</tr>
<tr>
<td>Career Development &amp; Employment Services</td>
<td>33</td>
</tr>
<tr>
<td>Services Available</td>
<td>33</td>
</tr>
<tr>
<td>Disability Support Services Center</td>
<td>35</td>
</tr>
<tr>
<td>How to Register with DSSC</td>
<td>35</td>
</tr>
<tr>
<td>Services Offered to DSSC Registered Students</td>
<td>35</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>36</td>
</tr>
<tr>
<td>Earning Your Financial Aid/Return to Title IV</td>
<td>36</td>
</tr>
<tr>
<td>Public Safety and Parking</td>
<td>38</td>
</tr>
<tr>
<td>Public Safety Information Center</td>
<td>38</td>
</tr>
<tr>
<td>Parking Policy</td>
<td>38</td>
</tr>
<tr>
<td>Disability Parking</td>
<td>38</td>
</tr>
<tr>
<td>Parking Hangtags Prices</td>
<td>38</td>
</tr>
<tr>
<td>Parking Tickets</td>
<td>38</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>38</td>
</tr>
<tr>
<td>Campus Events and Programming</td>
<td>39</td>
</tr>
<tr>
<td>College Athletics</td>
<td>39</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>42</td>
</tr>
<tr>
<td>Vocational Support Services</td>
<td>43</td>
</tr>
<tr>
<td>College Policies and Some Key Requirements</td>
<td>44</td>
</tr>
<tr>
<td>Auditing Courses</td>
<td>44</td>
</tr>
<tr>
<td>Computer Literacy Requirement</td>
<td>44</td>
</tr>
<tr>
<td>Courses That Satisfy the Computer Literacy Requirement</td>
<td>44</td>
</tr>
<tr>
<td>Grade Corrections</td>
<td>44</td>
</tr>
<tr>
<td>Course Substitutions</td>
<td>44</td>
</tr>
<tr>
<td>Developmental Courses</td>
<td>44</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>45</td>
</tr>
<tr>
<td>Health and Life Fitness Requirement</td>
<td>45</td>
</tr>
<tr>
<td>Graduation Policy</td>
<td>45</td>
</tr>
<tr>
<td>Inclement Weather Policy</td>
<td>45</td>
</tr>
<tr>
<td>Emergency Text Messaging Service (e2Campus)</td>
<td>45</td>
</tr>
<tr>
<td>Independent Study</td>
<td>45</td>
</tr>
</tbody>
</table>
NON-DISCRIMINATION POLICY:
Baltimore City Community College is committed to a policy of eliminating unlawful discrimination on grounds of race, color, creed, gender, sexual orientation, marital status, age, ancestry or national origin, or disability, in the administration of any of its educational programs, services or activities or with respect to employment.

DISCLAIMER:
While this Student Handbook and Planner was prepared on the basis of the best information available at the time, Baltimore City Community College reserves the right to change any information, including program dates, statement of fees, course offerings and admission and graduation requirements, without notice or obligation, in keeping with the policies of the Board of Trustees and in conformance with the laws of the State of Maryland. This Handbook and Planner is not a legal document and does not constitute a contract between Baltimore City Community College and the user. Please go to the Baltimore City Community College website www.bccc.edu for all updated information.

COLLEGE POLICIES:
For up-to-date information on college policies, please refer to the 2018-2019 Baltimore City Community College Catalog located on the college website (www.bccc.edu) under the “Programs and Courses” tab and then the “Schedules of Classes” link.
Congratulations on your decision to pursue your higher education at Baltimore City Community College. On behalf of the Board of Trustees, faculty, and staff, I am delighted to welcome you. Within this institution, you will find guidance, support, and total commitment to your academic and personal success. Dedicated professionals are here to assist you.

This 2018-2019 Student Planner and Handbook is your guide to a wide variety of resources, extracurricular activities, and growth opportunities at BCCC. I urge you to pay special attention to the many options available for your enjoyment and enlightenment. Out-of-classroom involvement and participation with a student club or professional organization can greatly enhance your college experience. Participating in campus life is an excellent way to make friends and gain valuable insights and connections in your field of interest.

Please remember that as a BCCC student, you are joining a distinguished community. This academic year will mark BCCC’s 71st year of offering life-changing opportunities through quality education and training, making this College a major contributor to workforce development in the region. You are part of a diverse and dynamic student population that includes local residents and international students hailing from more than 100 nations. You will find BCCC alumni in all walks of life, serving the community as health care workers, law enforcement officials, educators, entrepreneurs, legislators and more.

Now that you are part of this rich tradition, you have your own mark to make. Fulfill your commitment to achieve your goals and pursue whatever assistance or resource you need to make your mark.

Have a wonderful school year!

Respectfully,

James H. Johnson, Jr., Ph.D., P.E.
Interim President
Greetings, new and returning students! Welcome to Baltimore City Community College. We are delighted to welcome you to the 2018-2019 academic year. Our names are Victor C. Anokwuru and Madelle Djomou. We are your newly elected Student Government Association (SGA) President and Vice President.

Baltimore City Community College is not about the buildings that surround us. It’s about the students that attend this wonderful institution. Your time at BCCC will be the best years of your life. With that in mind, the SGA has brought together programs that would positively impact student lives and leadership skills. BCCC is your home, thereby, I implore you to make the most of every opportunity you get.

BCCC has several clubs and organizations where you can meet new people, and participate in activities on and off campus. The SGA has an open-door policy, hence ideas, suggestions, and contributions of any student at BCCC are highly encouraged. I challenge you all to try something new, participate and engage with students, staff, and administrators and most importantly, make good use of the school facilities.

To our first-year students, welcome to BCCC, we’re sure you will have a great time here and to our returning students, welcome back. We look forward to working with each and every one of you.

Sincerely,

Victor Anokwuru    Madelle Djomou
President     Vice President
Student Government Association  Student Government Association
Baltimore City Community College provides quality, affordable, and accessible educational opportunities with comprehensive programs that meet the professional and personal goals of students while improving communities in the greater Baltimore area.

Baltimore City Community College is an innovator in providing quality education for a diverse population of students to meet the challenges in an ever-changing competitive workforce and environment.

These core values represent the most important underlying principles and beliefs that are the basis for the vision, strategies, plans, policies, and actions of Baltimore City Community College.

**Integrity** – Unwavering adherence to a strict moral and ethical standard.

**Respect** – Showing genuine concern and regard for the dignity of others while practicing civility, accepting, appreciating, and supporting individual differences.

**Diversity** – Recognizing, accepting, appreciating, and supporting individual differences and lifestyles.

**Teaching** – Impacting knowledge skills, and values that are essential to the success of the individual and growth of the community.

**Learning** – Gaining knowledge, skills, and understanding that are useful to the individual and college community by promoting intellectual curiosity.

**Excellence** – Providing excellent teaching, student services, customer services and community engagement.

**Leadership** – Empowering, nurturing, and inspiring individuals to be leaders in their own sphere.

**Professionalism** – Adhering to the highest standard of customer service.
1. **Apply for Admissions**
   a) Schedule Pre-Admission Advising
   b) Complete Application
   c) Schedule New Student Orientation (in-person or online)

   Admissions Office
   Liberty, Main 020  410-462-8300 or
   Harbor, Room 03   410-986-3234 or
   Go to www.bccc.edu/admissions

2. **Choose a Payment Option**
   a) Apply For Financial Aid
      Financial Aid Office
      Liberty, Main 24  410-462-8500 or
      Go to www.fafsa.gov
      SCHOOL CODE: 002061
   b) Setup a Payment Plan
      Go to www.bccc.edu/paymentoptions
   c) Direct Payment (cash, credit or debit card, money order or 3rd party payment)
      Cashier’s Office
      Liberty, Main 51C   410-462-8472 or
      Harbor, Room 03    410-986-3234 or
      Go to www.bccc.edu/paymentoptions

3. **Take Placement Test**
   a) Take the ACCUPLACER Review
      Go to www.bccc.edu/testcenter
   b) Schedule a Test
      Go to www.bccc.edu/testcenter
   c) Take the ACCUPLACER Test
      Test Center
      Liberty, Main 57   410-462-7666

4. **Enroll**
   a) Meet with Your Advisor
      Student Success Center
      Liberty, Main 20  410-462-8555
   b) Register for Classes
      Registrar’s Office
      Liberty, Main 08  410-462-7777 or
      Go to www.bccc.edu/registrationoptions
   c) Pay Your Bill
      Cashier’s Office
      Liberty, Main 51C  410-462-8472 or
      Harbor, Room 03   410-986-3234 or
      Go to www.bccc.edu/studentaccounting

5. **Prepare for Class**
   a) Print Your Schedule
      Located on the Student Portal
      Go to www.bccc.edu/pantherportal
   b) Buy Books and Supplies
      Bookstore
      Liberty, Main 013  410-462-8484
      Go to www.bccc.edu/bookstore
   c) Obtain Student ID
      Public Safety
      Liberty, Main 16B  410-462-7700
   d) Buy Parking/Transit Pass
      Cashier’s Office
      Liberty, Main 51C  410-462-8472
   e) Attend Classes
      Check your schedule on the Student Portal
      Go to www.bccc.edu/pantherportal
Students interested in scheduling an exam in the Test Center at BCCC must schedule an appointment online by visiting the website at www.bccc.edu/testcenter.

A valid photo identification and student inquiry is required to take an exam in the center. The student inquiry is not required for departmental examinations.

Select the date and time convenient for you.

**Hours of Operation**
Monday, Thursday, and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m.

**Testing Hours**
Monday, Thursday and Friday, 9 a.m. - 1 p.m.
Tuesday and Wednesday, 9 a.m., 1 p.m. and 5 p.m.
Saturday, 10 a.m.

**Exams offered in the center are:**
ACCUPLACER, Computer Literacy, Departmental Examinations, Distance Education Examinations, CLEP, and Specialty Examinations (GED, TEAS and others).

Questions can be directed to the Test Center at 410-462-7666 or by visiting our office, Main Building, Room 57.
# ACADEMIC CALENDAR 2018-2019

## FALL 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>16-week</th>
<th>Accelerated I 8-week</th>
<th>12-week</th>
<th>Accelerated II 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration (Payment Due Aug 6)</td>
<td></td>
<td></td>
<td></td>
<td>April 23-August 6</td>
</tr>
<tr>
<td>General Registration (Payment Due at Reg.)</td>
<td>August 7-27</td>
<td>August 7-27</td>
<td>August 7-Sep 22</td>
<td>August 7-Oct 20</td>
</tr>
<tr>
<td>Senior Registration</td>
<td>August 23-25</td>
<td>August 23-Aug 25</td>
<td>September 20-22</td>
<td>October 18-20</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 27</td>
<td>August 27</td>
<td>September 24</td>
<td>October 22</td>
</tr>
<tr>
<td>ADD/DROP Period (Without academic penalty)</td>
<td>August 27-Sept 4</td>
<td>August 27-28</td>
<td>September 24-25</td>
<td>October 22-23</td>
</tr>
<tr>
<td>Withdraw Period (&quot;W&quot; code on transcript)</td>
<td>September 5-Nov 12</td>
<td>August 29-Oct 1</td>
<td>September 26-Nov 26</td>
<td>October 24-Dec 3</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>October 15</td>
<td>September 17</td>
<td>October 29</td>
<td>November 12</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>December 9</td>
<td>October 20</td>
<td>December 9</td>
<td>December 16</td>
</tr>
<tr>
<td>Final Exam</td>
<td>December 10-16</td>
<td>Last Day of Class</td>
<td>December 10-Dec 16</td>
<td>Last Day of Class</td>
</tr>
</tbody>
</table>

Saturday Classes: September 8, 15, 22, 29; October 6, 13, 20, 27; November 3, 10, 17; December 1, 8

Saturday (Student Service Open) August 11,18, 25; September 15, 29; October 6, 20; November 3, 15; December 1, 15

## HOLIDAYS

- **Holiday**
  Community Forum Thursday August 16, 2018 No College Services
  Full-time Faculty Academy Friday August 17, 2018 No Academic Classes
  Adjunct Faculty Academy Saturday August 18, 2018 No Academic Classes

- **Labor Day, Monday, September 3 **College Closed**
- Convocation, Wednesday September 12, 2018 No College Services 12-2pm
- Thanksgiving Holiday, Thursday, November 22- Friday, November 23 **College Closed**
- Winter Break Friday, December 21-Tuesday, January 1 **College Closed**

## WINTER 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>November 19-December 17</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration (Payment due Dec 17)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Registration (Payment Due at Reg.)</td>
<td>December 18-Jan 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Registration</td>
<td>December 18-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADD/DROP Period (Without academic penalty)</td>
<td>January 2-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw Period (&quot;W&quot; code on transcript)</td>
<td>January 4-Jan 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes/Final Exam Period</td>
<td>January 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING 2019</td>
<td>Accelerated I</td>
<td>12-week</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>Early Registration</td>
<td></td>
<td>16-week</td>
<td></td>
</tr>
<tr>
<td>(Payment Due Jan. 2)</td>
<td></td>
<td>November 19</td>
<td>January 2</td>
</tr>
<tr>
<td>Senior Registration</td>
<td>January 17-19</td>
<td>January 17-19</td>
<td>February 14-16</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 21</td>
<td>January 21</td>
<td>February 18</td>
</tr>
<tr>
<td>ADD/DROP Period (Without academic penalty)</td>
<td>January 21 - January 29</td>
<td>January 21 - 22</td>
<td>February 18-19</td>
</tr>
<tr>
<td>Withdraw Period (&quot;W&quot; code on transcript)</td>
<td>January 30 - April 22</td>
<td>January 24 - March 2</td>
<td>February 20- April 27</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>March 11</td>
<td>February 18</td>
<td>April 1</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 12</td>
<td>March 17</td>
<td>May 12</td>
</tr>
<tr>
<td>Final Exam</td>
<td>May 13-19</td>
<td>Last Day of Class</td>
<td>May 13-19</td>
</tr>
</tbody>
</table>

Saturday Classes: January 26; February 2, 9, 16, 23; March 2, 9, 16, 23, 30; April 6, 13, 27; May 4, 11, 18
Saturday (Student Service Open): January 5, 12, 19, 26; February 2, 16; March 2, 16; April 6; May 4, 18

**Holiday**

Full-time Faculty Academy Friday January 11, 2019 No Academic Classes
Adjunct Faculty Academy Saturday January 12, 2019 No Academic Classes

*Dr. Martin Luther King, Monday, January 21* *College Closed*

Spring Break, Monday, April 15-Sunday, April 21 No Academic Classes

*Good Friday, April 19* *College Closed*

Memorial Day, Monday, May 27 *College Closed*

Commencement 2019 Saturday, June 1 No College Services

<table>
<thead>
<tr>
<th></th>
<th>Summer 2019</th>
<th>Summer I 5 week</th>
<th>Summer I 8 week</th>
<th>Summer II 5 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td></td>
<td>April 22- May 27</td>
<td>April 23- May 27</td>
<td>April 24- June 30</td>
</tr>
<tr>
<td>General Registration (Payment due at reg.)</td>
<td>May 28- May 31</td>
<td>May 28- May 31</td>
<td>May 28- May 31</td>
<td>July 1-July 8</td>
</tr>
<tr>
<td>Senior Registration</td>
<td>May 30 - June 1</td>
<td>May 30 - June 1</td>
<td>May 30 - June 1</td>
<td>July 3 – 6</td>
</tr>
<tr>
<td>Classes begin</td>
<td>June 3</td>
<td>June 3</td>
<td>June 3</td>
<td>July 8</td>
</tr>
<tr>
<td>ADD/DROP Period (Without academic penalty)</td>
<td>June 3-4</td>
<td>June 3-4</td>
<td>June 3-4</td>
<td>July 8-9</td>
</tr>
<tr>
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<td>June 5-June 15</td>
<td>June 5-June 22</td>
<td>June 5-June 22</td>
<td>July 10-July 29</td>
</tr>
<tr>
<td>Last Day of Classes/ Final Exam</td>
<td>July 7</td>
<td>July 28</td>
<td>July 28</td>
<td>August 11</td>
</tr>
</tbody>
</table>

Saturday Classes: June 8, 15, 22, 29; July 6, 13, 20, 27; August 3, 10
Saturday (Student Service Open): June 16, 29; July 6, 20; August 3,
<table>
<thead>
<tr>
<th>Pre-Health Professions Pathway</th>
<th>Associate Degree</th>
<th>Certificate</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Coding Specialist</td>
<td>Health Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Practical Nursing</td>
<td></td>
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<tr>
<td>Physical Therapist Assistant</td>
<td>Paramedic</td>
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<td>Paracardiology</td>
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<tr>
<td>Construction Management</td>
<td>Construction Management</td>
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<tr>
<td>Computer Security and Assurance</td>
<td>Construction Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fashion Design</td>
<td>Construction Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Administration</td>
<td>Construction Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>Construction Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate/Areas of Concentration (AOC)</td>
<td>Associate Degree</td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------</td>
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<tr>
<td>Addiction Counseling</td>
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<tr>
<td>Allied Human Services</td>
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<td></td>
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<tr>
<td>Early Childhood Education</td>
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<td></td>
<td></td>
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<tr>
<td>Special Education Assistant</td>
<td>Elementary Education/Generic Special Education Pre K-12 (AAT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Certificate/Area of Concentration (AOC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement and Correctional Administration</td>
<td>Pure and Applied Mathematics (AOC)</td>
<td></td>
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</tr>
<tr>
<td>Legal Assistant</td>
<td>Science (AOC)</td>
<td></td>
<td></td>
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<td>Associate Degree</td>
<td></td>
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</tr>
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<td>Psychology (AOC)</td>
<td>Arts and Science Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Studies Transfer</td>
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</tr>
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<td>Substitute Teacher (Certificate)</td>
<td>Teacher Education Transfer</td>
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*Programs that don’t have a specific career pathway from Certificate to an Associate’s Degree.*
Student Affairs - Student Success Career Pathways Advisors

Nana Gyesie, Director of Student Success Center
Main Building, Room 020E, 410-462-8344, NGyesie@bccc.edu

Behavioral and Social Sciences
Rasheedah Jones
MNB 20 A
410-462-8339
Sandra Agrafiotis
MNB 20 G
410-462-7441

Business
Justin Young
MNB 20 E
410-462-8466
Adaria Hathway
MNB 20 L
410-462-8466

Pre-Health Professions
Tanya Deshields
MNB 20 I
410-462-9386
Kenneth Gillespie
MNB 20 H
410-462-8348

STEM (Science, Technology, Engineering and Mathematics)
Judy Gordon
MNB 20 B
410-462-8223
Jeffrey Sams
MNB 20 L
410-462-8409

Visual and Performing Arts
Jeffrey Sams
MNB 20 L
410-462-8409

Career Development Liaison –Jasmine Fleming, Student Success Advisor, MNB 20K, 410-462-8321
How to Access Credit Class Schedules

Get the most up-to-date course information when you need it! Access the BCCC schedule from any Internet-equipped computer!

Search for classes by course number, title, instructor or index number! Help BCCC become a responsible global partner in paper conservation!

From the BCCC home page (www.bccc.edu) click the Student Portal link on the right side of the page. Under Credit Courses, click on Course Search.

You are now at the online Credit Course Lookup section.

The steps below briefly explain how to search the credit course lookup for course information.

- First, click on the arrow of the Session box to select your choice of session.
- To select courses by Department, choose a department from the Course by Department drop down menu and click on Submit Lookup.
- To select courses by Course ID, click on the Course ID box and enter Course ID code (eg. ENG for English course). Tab to next box, enter course number (eg. 101 for 101 course), and click on Submit Lookup.
- To select courses by Index, click on box next to Index and enter the Index number (eg. 1022) and click on Submit Lookup.
- Repeat above steps to check availability of other classes.

Note: If you want to check a specific course and you know the index number, select the session and then enter the index number in the space provided, and click on Submit Lookup.

How to Access Noncredit Class Schedules:

From the BCCC home page (www.bccc.edu) click the Student Portal link on the page. Under Non-Credit Courses, click on Continuing Education/Noncredit Course Search.

You are now at the online Noncredit Course Lookup section.

The steps below briefly explain how to search the noncredit course lookup for course information.

- First, click on the arrow of the Session box to select your choice of session. Next to Show Courses select Open or All Courses.
- To select courses by Department, choose a category from the Course by Department list and click on the Submit Lookup button.
- To select courses by Course ID, click on the Course ID box and enter the ID code (e.g., CEC or CI0). Tab to the next box, and enter the course number (e.g., 101), and click on the Submit Lookup button.
- To select courses by Index Number, click on the box next to Index and enter the index number (e.g., 1022), then click on the Submit Lookup button.

Repeat above steps to check availability of other classes.

Note: If you want to check a specific course and you know the index number, select the session and then enter the index number in the space provided, and click on Submit Lookup.
E-Learning Orientation
To become familiar with course expectations and the learning management system (Canvas), students who register for online and/or hybrid courses for the first time are required to complete an orientation prior to the start of the semester. The orientations may be done in Canvas, on campus, or through webinars conducted online in real time. All students should have Student Canvas Orientation listed in Courses under their Canvas login.

Canvas login instructions can be found by going to the Canvas login page (https://bccc.instructure.com) and clicking on Canvas Login Help Page. This information will help students find their username and default password. No login is required to access this information.

For more information or assistance, contact the E-Learning Department, Liberty Campus, Harper Hall, Room 110, 111, or 103. The email address is online@bccc.edu, and the phone number is 410-462-7625.

What is an online and/or hybrid course?
Online courses are taught via the Internet. Students communicate with their instructors and one another asynchronously (not real time). Course documents, papers and assignments are exchanged through Canvas, the learning management system used at the College. For certain courses, students may be required to come to campus for testing.

Hybrid courses are taught partly online and partly in the classroom. Students enrolled in hybrid courses must attend specific on-campus sessions (see Course listings for dates, times and locations), and complete the rest of the coursework via the Internet.

Are there hardware requirements for online or hybrid courses?
Please contact the E-Learning Department for more specific information regarding required computer and browser capabilities if you have trouble accessing your courses in Canvas. Older hardware and browser software may not be compatible.

Canvas also offers FREE mobile applications (apps) for both Android and iOS!

What computer skills or requirements are needed for online or hybrid courses?
Students must have regular access to a computer or device with Internet access. Students must also possess basic computer skills such as creating and saving Microsoft Word documents, managing files, using email, and navigating the internet. For a self-test of required computer skills and more information about E-Learning, please go to https://www.bccc.edu/elearning, click on Are online classes for you?, then click to start the Computer Skills Inventory quiz.

Additionally, students will need to be able to navigate and interact with BCCC’s online course system, Canvas. Upon logging into Canvas for the first time, students will have access to the Student Canvas Orientation, which will provide them with the necessary Canvas skills.

What other student skills are needed to be successful in online or hybrid courses?
The most important skill is asking for help when you need it. After that, make sure you have a good time management plan to schedule time to complete assignments and get feedback for improvement. Pay particular attention to assignment directions to make sure you understand what's asked of you and how to submit your work. Finally, remember that online reading assignments may require new approaches to taking notes and studying materials. The Center for Academic Achievement can help guide you.
### MAIN TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>General Information/Admissions Office/Call Center</td>
<td>410-462-8300</td>
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<tr>
<td>MD Toll-Free</td>
<td>1-888-203-1261</td>
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### ADDITIONAL INFORMATION

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<th>Department</th>
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<tr>
<td>Academic Advisement</td>
<td>410-462-8555</td>
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<tr>
<td>Academic Affairs, Vice President</td>
<td>410-462-8538</td>
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<tr>
<td>Alumni Relations Office</td>
<td>410-209-6036</td>
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<td>Articulations</td>
<td>410-462-8235</td>
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<td>Assessment</td>
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<td>BCCC Foundation</td>
<td>410-209-6059</td>
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<tr>
<td>Bookstore Liberty</td>
<td>410-462-8484</td>
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<tr>
<td>Workforce Development and Continuing Education Division</td>
<td>410-986-3200</td>
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<tr>
<td>Business and Finance Division</td>
<td>410-209-6048</td>
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<tr>
<td>Cafeteria</td>
<td>410-462-7429</td>
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<td>Call Center</td>
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<td>Career Development and Employment Services</td>
<td>410-986-5438</td>
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<tr>
<td>Harbor</td>
<td>410-462-8470</td>
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<td>Liberty</td>
<td>410-462-3234</td>
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<td>Cashier Harbor</td>
<td>410-462-8474</td>
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<td>Center for Academic Achievement</td>
<td>410-462-8568</td>
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<td>Clarence W. Blount Child Development Center</td>
<td>410-462-7760</td>
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<td>Complete College Baltimore</td>
<td>410-462-7728</td>
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<td>Construction Technologies</td>
<td>410-462-8326</td>
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<td>Disability Support Services</td>
<td>410-462-8585</td>
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<td>E-Learning</td>
<td>410-462-7625</td>
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<td>English Language Instruction (ELI)</td>
<td>410-986-5430</td>
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<td>Facilities Help Desk</td>
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<td>Financial Aid Office</td>
<td>410-462-8500</td>
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<td>GTW Honors Program</td>
<td>410-462-8303</td>
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<td>Human Resources Office</td>
<td>410-209-6007</td>
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<tr>
<td>Institutional Advancement, Marketing and Research</td>
<td>410-209-6056</td>
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<td>Intercollegiate Athletics</td>
<td>410-462-8320</td>
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<td>International Student Services</td>
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<td>ITS Service Desk</td>
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<td>Judicial Affairs</td>
<td>410-462-8505</td>
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<td>Library Liberty</td>
<td>410-462-8400</td>
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<td>The Life Sciences Institute at UMB BioPark</td>
<td>410-637-3802</td>
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<td>Lost and Found Liberty</td>
<td>410-462-7700</td>
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<td>Mathematics Learning Center</td>
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<td>Panther Workforce Center</td>
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<td>Physical Education Center</td>
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<td>Phi Theta Kappa</td>
<td>410-462-7497</td>
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<td>President’s Office</td>
<td>410-209-7799</td>
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<tr>
<td>Preventive Dentistry Clinic</td>
<td>410-462-7712</td>
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<td>Promise Academy</td>
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<td>Public Safety/Parking Liberty</td>
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<td>Recruitment, Admissions and Registration</td>
<td>410-462-8300</td>
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<td>Registrar’s Office</td>
<td>410-462-7777</td>
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<td>Reisterstown Plaza Center</td>
<td>410-580-2750</td>
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<td>Science Resource and Learning Center</td>
<td>410-462-8008</td>
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<td>Shuttle Bus Service</td>
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<td>Student Accounting Office</td>
<td>410-462-8333</td>
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<td>Student Affairs, Vice President</td>
<td>410-462-7676</td>
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<td>Student Government</td>
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<td>Student Life and Engagement</td>
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<td>Student Success Center</td>
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<td>Student Support and Wellness Services</td>
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<td>Test Center</td>
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<td>Transfer Services</td>
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<td>TRIO/SSS-STAIRS Program</td>
<td>410-462-8396</td>
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<td>Talent Search</td>
<td>410-462-7456</td>
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<tr>
<td>Upward Bound</td>
<td>410-462-7440</td>
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<td>Veteran Services</td>
<td>410-462-8372</td>
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<tr>
<td>WBJC-FM</td>
<td>410-580-5800</td>
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IMPORTANT INFORMATION TO KNOW

General Information is received by the BCCC Call Center which directs questions and needs to the appropriate College offices Monday through Friday, 8 a.m. - 5 p.m. The MD toll-free number allows free calls to the College from anywhere in Maryland. The TTY number is available for hearing-impaired callers.

Toll-Free (from anywhere in MD) 1-888-203-1261
TTY for Hearing-Impaired Callers 410-462-8584

Admissions Office
Liberty MNB 02, 410-462-8300
Hours: Monday, Thursday and Friday, 8:30 a.m. 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m. (1st, 3rd and 5th Saturday ONLY)
WDCED 4, 410-986-5421
Hours: Monday, Tuesday, Thursday, and Friday, 8:30 a.m. - 6 p.m.
Wednesday, 8:30 a.m. - 7 p.m.

Articulation Office
Liberty MNB 251, 410-462-8235
Hours: Monday - Friday, 9 a.m. - 5 p.m.

Bookstore
Liberty MNB 13, 410-462-8484
Hours: Monday and Thursday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m., Friday, 8:30 a.m. - 4:00 p.m.

Career Development & Job Placement Services
Harbor WDCED 29, 410-986-5438
Monday – Friday, 8:30 a.m. - 5 p.m.

Cashier’s Office
Liberty MNB 51, 410-462-8472
Harbor WDCED 29, 410-986-5438
Hours: Monday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m., Saturday, 9 a.m. - 1 p.m. (1st, 3rd and 5th Saturday ONLY)
WDCED 3, 410-986-3234
Hours: Monday, Tuesday, Thursday, and Friday, 8:00 a.m. - 5 p.m.
Wednesday, 8:00 a.m. - 7 p.m.

Clarence W. Blount Child Development Center
Liberty HH 115, 410-462-7760
Infants and Preschool: ages 2-5
Hours: 7:30 a.m. - 5:30 p.m.
Evening: ages 4-12
Hours: 5 p.m. - 9 p.m.

Dental Hygiene Clinic
Liberty LSB 110, 410-462-7712
Hours: Monday, Tuesday, and Friday 10 a.m. - 5 p.m.
Tuesday and Thursday, 8 a.m. - 12 p.m.

Disability Support Services Center (DSSC)
Liberty MNB 23
410-462-8585 (Voice)
410-462-8584 (TTY)
Hours: Monday - Friday, 8 a.m. - 5 p.m.
E-Learning Department
Liberty HH 110 and 111, 410-462-8016
Hours: Monday - Friday, 8:30 a.m. - 7 p.m.

Financial Aid
Liberty MNB 24, 410-462-8500
Hours: Monday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m. (1st and 3rd Saturday ONLY)

International Student Services
WDced 19, 410-462-8319
(BY APPOINTMENT ONLY)
Liberty MNB 02, 410-462-8319
Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Library
Liberty LIB, 410-462-8400
Hours: Monday-Thursday, 7:45 a.m. - 9 p.m.
Friday, 7:45 a.m. - 6 p.m.
Saturday, 8 a.m. - 4:30 p.m.
WDced, 410-986-5491
Wednesdays Only

Noncredit Testing
Pre-GED & GED
WDced 61, 410-986-3200
Hours: Monday and Wednesday 8 a.m.-5 p.m.
Tuesday and Thursday 8 a.m.-8 p.m.
Friday 8 a.m.-2 p.m.
ELI - English Language Instruction (LOEP)
WDced 68, 410-986-5430
Hours: By Appointment Only
BELS - Community ESL
WDced 2, 410-986-5430
Hours: By Appointment Only

Off Campus Centers
RPC, 410-580-2750
Hours: Monday-Thursday 8 a.m.-9 p.m.
Friday 8:00 a.m.- 4:30 p.m.
Saturday, 9 a.m. - 1 p.m.
BIOP, 410-637-4835
WDced, 410-986-3200
Hours Vary
Workforce Development Training Center, 410-462-8260
Monday-Friday 8 a.m.-4:30 p.m.
(Preston Street location)

Public Safety
Harbor Campus, 410-986-3250
Liberty MNB 51B, 410-462-7700
ID Services Only at Harbor Campus
ID/Parking Services available at Liberty Campus
Hours: Monday, Tuesday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Wednesday, 11 a.m. - 7 p.m.
Saturday, 9 a.m. – 1 p.m. (General Registration Only)

Records and Registration
Liberty MNB 08, 410-462-7777
Hours: Monday, Thursday and Friday
8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m. (1st, 3rd and 5th ONLY)
WDced 4, 410-986-5421
Hours: Monday, Tuesday, Thursday and Friday, 8:30 a.m. - 6 p.m.,
Wednesday, 8:30 a.m. - 7 p.m.
Shuttle Bus
410-462-8300

Student Accounting
Liberty MNB 27, 410-462-8333
Hours: Monday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m. - 1 p.m. (1st, 3rd and 5th Saturday ONLY)

Student Life and Engagement
Liberty MNB 09-H, 410-462-8385
Hours: Monday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.

Student Success Center
Liberty MNB 20, 410-462-8555
Hours: Monday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m. (1st and 3rd Saturday ONLY)

Student Support and Wellness Services
Liberty MNB 260, 410-462-8384
Call to request an appointment.
Walk-ins will be seen if counselor is available.

Test Center
Liberty MNB 57, 410-462-7666
Hours: Monday, Thursday and Friday, 8:30 a.m. - 5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m.

TRIO/SSS-STAIRS Program
Liberty MNB 23, 410-462-8396
Hours: Monday-Thursday, 8:30 a.m. - 5 p.m. and Friday 8:30 a.m. – 1 p.m.
Evening hours by appointment only
No weekend hours

Veterans Affairs
Liberty MNB 07B, 410-462-8372
Hours: Monday, Wednesday Thursday and Friday, 8 a.m. - 5 p.m.
Tuesday 10 a.m. - 7 p.m.
Saturday 9 a.m. - 1 p.m. (3rd Saturday ONLY)

Workforce Development and Continuing Education Division
WDCED, 410-986-3200
Adult Basic Education, GED® and Alternative Options,
English Language Services, Workforce Development.
Hours: Monday - Friday 8:30 a.m. - 5 p.m.

Disclaimer: Service Hours are subject to change.
See BCCC Website for up-to-date information and additional hours during General registration periods.
For more information regarding Gainful Employment (Certificate Programs), please go to the BCCC Main Web Page (www.bccc.edu) and click Gainful Employment under the “Quick Links” section on the lower right side of the page.
The Workforce Development and Continuing Education Division (WDCED) offers courses designed to create opportunities for personal growth and professional development. WDCED works with businesses, government agencies, and professional associations to identify training needs for the residents of Baltimore City. WDCED courses are offered at the Liberty Campus, the Harbor Campus, Reisterstown Plaza Center, workplace sites, and more than 60 off-campus locations throughout Baltimore City. WDCED offers services in four primary areas: Workforce Development, Adult Basic Education, and English as a Second Language.

WORKFORCE DEVELOPMENT
Various Locations
410-986-3200
The Workforce Development and Community Education Services Department, partners with local business and industry to offer cost-effective, state-of-the-art contract and customized training, occupational training, industry certifications and lifelong learning opportunities. The department’s primary focus is on engaging employers, community organizations and agencies to build a competitive workforce. Workforce Development’s programs contribute significantly to Baltimore’s economic and workforce initiatives. Below are the industries for which we provide high-quality, low-cost career training.

HEALTHCARE
• Medicine Aide
• Nursing Assistant CNA/GNA
• EKG Essentials
• CPR for Healthcare Providers
• Multi-Skilled Medical Technician
• Advance Patient Care
• Phlebotomy
• Pharmacy Technician

HOSPITALITY/TOURISM
• Food Service Sanitation Management
• Food Service Sanitation Management Recertification
• Maryland’s BEST Alcohol Awareness

CONSTRUCTION AND MANUFACTURING
• Home Energy Professional (HEP) Energy Auditor and Quality Control Inspector
• Construction Pre-Apprenticeship
• Weatherization Installer
• Cabling Technician

TRANSPORTATION
• CDL
• Mechanic Technician
• Warehousing Logistics
IT/CYBER SECURITY
- Microsoft Office Applications
- A+
- Network +
- Security +

OTHER CAREER TRAINING
- Child Care Professional

CUSTOMIZED BUSINESS TRAINING
BCCC offers staff development training that can be customized to fit the specific needs of your employees. Training can be offered at any of BCCC’s campuses or on site at a location of your choice. Below is just a sample of training opportunities offered by BCCC:
- Workplace Safety
- Sales Training
- Leadership
- Problem Solving
- Project Management
- Business Planning
- Administrative Essentials
- Communications
- Team Building
- Marketing
- Business Writing
- Conflict Resolution
- Supervisors and Managers
- Negotiation Skill
- Business Etiquette
- Customer Service
- Microsoft Office Suite
ADULT BASIC EDUCATION

Harbor Location and Reisterstown Plaza Center 410-986-3200 or 410-580-2750

BCCC is a leader in helping adults achieve functional literacy and important life skills, and is the largest provider of literacy services in Baltimore City. By combining modern teaching technologies with a caring, committed, and innovative professional staff, WDCED has achieved notable success in helping adults learn. Courses are either free or affordable, and can be customized for businesses, government agencies, nonprofits, schools, churches, and community organizations either onsite, or at the Harbor Campus, Liberty Campus, or Reisterstown Plaza Center.

WDCED offers four interrelated program opportunities to individuals and employee groups: basic literacy, basic skills (Pre-GED® preparation), GED® test preparation, and an Alternative Diploma Options Program.

**Basic Literacy** Basic Literacy classes are designed to help students develop basic reading and writing skills. These classes employ the Wilson Reading Method to support individual and small group instruction.

**Basic Skills (Pre GED®) Course** The Pre GED® course provides learners with instruction in mathematics, reading and writing. The courses are designed to help students develop their basic skills in preparation for the GED® level course. Learners receive 60 hours of direct instruction. These classes are offered in many convenient locations throughout the city at no cost to the student.

**GED® Preparation Course** The General Educational Development (GED®) course prepares adult learners for the GED® test needed to earn the Maryland State High School Diploma. The course offers 120 hours of instruction covering four content areas: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. Learners receive a GED® preparation textbook, calculator, and guidance on completing the GED® application and test scheduling.

**Alternative Diploma Options** As an alternative to GED® test preparatory classes for persons seeking a high school diploma, there is now the option of enrolling in an individualized online credit recovery program at the College. This program, known as APEX, is Internet-based and features a complete course designed to meet students at different ability levels. This option provides flexibility in completing the requirements for a high school diploma as students work at their own individual pace. Adults needing credits for a diploma can complete those credits anywhere they can access the Internet. In addition, students must attend class at the College a minimum of six hours per week. A recently added feature allows a student to begin the course by taking a pre-assessment test from questions randomly selected from throughout the course, and these results then determine what chapters the student still needs to complete to acquire that credit.

ENGLISH LANGUAGE SERVICES AND BASIC SKILLS

Harbor Location and Reisterstown Plaza Center 410-986-5430

WDCED’s English Language Services and Basic Skills offers a variety of English as a Second Language (ESL) curricula to meet the diverse language needs of both Maryland residents as well as international students. Services include: English Language Instruction for immigrants and international students seeking preparation for additional academic study; basic English language skills development for immigrants, refugees, and asylees; specialized programs for refugees and asylees; ESL sections of Adult Basic Education classes for GED® preparation; and citizenship preparation. In addition, English Language Services and Basic Skills also meets the needs of the business community in terms of providing English Language and basic skills development on a contractual basis. Integrated courses that combine both basic skills development as well as workforce training are also available.
English Language Instruction  English Language Instruction (ELI) offers a comprehensive series of English courses for immigrants, international students, and others who want to get a college academic certificate or degree, develop their language skills for personal enrichment, or obtain a GED®. New students take a placement test at the Harbor Campus to determine their appropriate level of study. Academic Track courses are in the core areas of grammar, reading, writing, listening, and presentation skills. Available from intermediate through advanced levels, these courses satisfy the requirement for entry into credit courses for students pursuing a college degree. Successful completion of the required 82-level courses qualifies a student for English 101. BCCC can issue I-20s to international students who qualify.

In addition to Academic Track courses, ELI offers Continuing Education courses for students seeking to develop their English proficiency beyond the basic levels. Pre-GED® for ESL classes develop students’ basic skills and test-taking skills to pass the GED® exam.

Basic English Language Skills  WDCED’s Community ESL program provides basic English skills development and literacy services for the immigrant and refugee populations of Maryland. Sponsored by grants from the Department of Labor, Licensing and Regulation (DLLR) as well as the Maryland Office for Refugees and Asylees (MORA), these courses are offered free of charge to students who qualify. Interested students need to contact the ESL Student Counselor at the Harbor campus to schedule a testing and registration session to ensure they are placed at the appropriate level. Classes are offered throughout the year at both on-campus and off-campus community sites.

Basic Skills Instruction  Basic Skills instruction helps foreign and native born students prepare for the workplace by providing skills upgrading in the areas of reading, writing, math, and English as a foreign language.

Refugee and Asylee Services  WDCED offers numerous services to the Refugees and Asylees that are resettled in both Baltimore City and in Maryland. In addition to the ESL courses available throughout the year, WDCED also coordinates after school and summer programming for refugee youth in the Baltimore metropolitan area as part of the Refugee Youth Project.

Citizenship Preparation  Citizenship Preparation provides the civics knowledge and English language skills necessary to pass the U.S. Citizenship and Immigration Services (USCIS) naturalization interview. Classes are offered at BCCC sites and locations throughout the State of Maryland. Registration is ongoing and is open to all students with permanent residency for at least four years and nine months or marriage to a U.S. citizen for three years minimum.
IMPORTANT PHONE NUMBERS FOR NONCREDIT PROGRAMS

**General Noncredit Information:** 410-986-3200

**WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION PROGRAMS**

**Director of Adult Basic Education**
WDCED 27 .......................... 410-986-5449

**Alternative Diploma Options Programs**
Habor 29 ............................ 410-986-3241

**Basic Literacy**
Habor 22 ............................ 410-986-3200

**Basic Skills (Pre GED) and GED Test Preparation**
WDCED 23 .......................... 410-986-3227
WDCED 23 .......................... 410-986-3226

**Career Pathways/Transition Coordinator**
WDCED 29 .......................... 410-986-3241

**Intake Assessment and Testing**
Adult Basic Education .......... 410-986-5424
................................................ 410-986-5432

**Director of English Language Services & Basic Skills**
WDCED 18 .......................... 410-986-5426

**Citizenship Preparation Program**
WDCED 62 .......................... 410-986-3201

**Community ESL**
WDCED 23 .......................... 410-986-5583

**English Language Instruction**
WDCED 25 .......................... 410-986-5433
WDCED 68 .......................... 410-986-5462
WDCED 68 .......................... 410-986-5434

**Refugee Assistance Programs**
WDCED 17 .......................... 410-986-5464

**Refugee Youth Project**
................................................ 410-558-3194

**Intake Assessment and Testing**
English Language Services .......... 410-986-5431

**Counselor, ESL Student Advisor**
................................................ 410-986-5462

**Workforce Development Directors**
WDCED 24 .......................... 410-986-5545

**Customized Business Training**
WDCED 34 .......................... 410-986-3209

**Child Care**
RPC ................................. 410-580-2760

**Court Reporting**
RPC ................................. 410-580-2760

**Cyber Security**
WDCED ............................... 410-986-5545

**Information Technology**
WDCED ............................... 410-986-5545

**Health Care**
WDCED 23 .......................... 410-986-3207

**Hospitality & Tourism**
RPC ................................. 410-580-2760

**Transportation**
Preston St .......................... 410-462-8260

**Construction**
WDCED 24 .......................... 410-986-5427

**WORKFORCE ENROLLMENT MANAGEMENT AND STUDENT SERVICES**

**Director of Budgets, Contracts and Operational Services**
................................................ 410-986-3225

**Admissions and Registration**
WDCED 4 .......................... 410-986-5421
WDCED 4 .......................... 410-986-3214

**Panther Career Center**
WDCED ............................... 410-986-5438
FREQUENTLY ASKED QUESTIONS (FAQS)

How do I know who my Academic Advisor is?
During your first semester at BCCC you will be assigned an advisor according to your major. You can find your advisor’s name on the Student Portal on your Student Inquiry OR on Canvas. To find contact information for that advisor look under “Contact Us”, then ”A-Z Faculty and Staff Directory”. If you do not have an academic advisor assigned, you should contact the Student Success Center at 410-462-8555.

What if I cannot reach my Academic Advisor?
Most Academic Advisors are full-time staff or faculty whose schedules are either posted on their office doors or on their telephone messages. If you cannot reach your advisor by phone and or/email, try to seek advice through the Associate Dean. The Student Success Center can help you to contact the appropriate Associate Dean at 410-462-8555.

I know what I want to take already. Do I need an Advisor’s Signature to register?
Because there may be changes to the curriculum or prerequisites for your program, you will need to contact your advisor to get permission to register for courses. You need an advisor’s signature or a Goal Attainment Plan (GAP) to register online or in person.

Advising Milestone
BCCC has begun a new project to ensure that students remain on track toward a degree or certificate by requiring them to meet with an advisor once they have completed 15, 30 and 45 credits. The advisor will be able to “lift” the Milestone block after discussing required courses and when it is best to take them. The advisor can also clear the way for the student to register on line by entering a GAP for you. Students who are 15 credits away from graduation should meet with an advisor to review the Educational Plan for completion.

I have taken courses at another college or university. How can I register for a class at BCCC that requires one of those courses as a prerequisite?
You must submit an official transcript (unopened) to the Admissions Office when you complete the BCCC application and prior to registration. An admissions officer will place the prerequisite transfer courses on your record.

How does my Academic Standing affect my ability to register?
If you are “In Good Standing”, you are eligible to participate in Early and online registration. If you are in “Academic Warning” or “Academic Dismissal” and are currently taking classes, you will not be able to register for the next semester until your grades for the current semester are posted on your grade report. You will need to see your advisor in the Student Success Center or contact your advisor in a special program such as DSS or TRIO/SSSTAIRS for further details.

I am trying to keep track of my progress in my curriculum. How do I know which version of the catalog to follow?
You and your advisor will discuss the proper catalog you should be using. As long as you do not miss two semesters in a row, you should follow the instructional program described in the catalog “you came in on.” If you are about to graduate, you can also choose to follow requirements as listed in the catalog for the year you graduate. You will receive an Educational Plan from your advisor which is your outline of required courses for your program.

What are co-requisites and prerequisites?
A prerequisite is a course you need to complete before taking another class. A co-requisite is a course you take the same semester as another course.

Does the College accept credit by examination?
The college recognized the following standardized exams that meet course credit requirements including College Level Examination Placement (CLEP), Advance Placement (AP) and BCCC Departmental Exams.
Can I have old grades removed to help boost my GPA?
No college can remove a course from a transcript. However, you may petition for Academic Renewal which may not calculate failing grades into your GPA for up to 15 credits. For more information contact the Records and Registration or the Student Success Offices.

What is the process to take a class for the third time?
If you take a course more than twice, you will have to get approval in the Student Success Center to take it a third time. Note that there may be Financial Aid limits to payment.

When do I need special permission to take a class?
There are several reasons you would need special permission to register for a class.
1) If the course description requires permission of a program head.
2) Permission to register for a course that is full must come from the Department Chair during the first week of classes.
3) To register for more than 18 credits during a Fall or Spring semester, or more than 8 credits in the Summer session(s), approval is needed from the Dean of Student Development.
4) You should always register as early as possible, in case you need to get approval from someone in addition to your academic advisor.

How many credits do you recommend for a new student?
Since an associate degree takes 60 credits (not including any remedial course requirements), to determine how many credits to take each term, you should think about your goals for completing and your work demands. If your goal is to finish an associate degree in two years, you should plan to complete 30 credits each year. You can choose to meet this by taking 15 credits in the fall and spring semesters, or you can take fewer credits per term but also add summer classes. You can also choose to go part-time, and graduate in more than two years. Each credit represents one hour in class, and you are also expected to study for 3-6 hours for each hour in class. So, if you are full-time (12 credits), you need to plan for 12 hours in class, plus time for commuting and using campus resources, and another 24-36 hours. Therefore, if you are a full-time student, going to school is your full-time job. If you are also employed, you will need to add those work hours to get the full picture of your commitment and plan to follow that schedule for the entire semester. You and your advisor should discuss your work and personal responsibilities and determine a completion plan that fits your goals and needs.

How does withdrawing from classes impact my academic status?
Withdrawing from a class does protect you from getting a low grade in a class, but too many withdrawals can affect you in several ways. If you take 6 credits or more in a semester, you must complete at least 50 percent of those credits with passing grades. If you withdraw from a class, or get an F or an Incomplete, the “W” and “F” grades are considered as “did not complete”. Withdrawing or failing half of your current credits will change your academic status form Good Standing to Warning, and from Warning to Dismissal. Please keep in mind that withdrawing from courses may potentially impact your Financial Aid eligibility.
STUDENT ACCOUNTING

TUITION AND FEES
Effective Fall Semester 2017

TUITION

 Maryland Residents ................................................................. $110/credit hour
 Out-of-State and Foreign Non-Immigrant Residents* .................. $280/credit hour

*Students from foreign countries who enter the College with a student or non-immigrant visa are classified as Out-of-State regardless of age or length of time residing in Maryland.

FEES:

THE FOLLOWING FEES ARE NON-REFUNDABLE:

Commencement Participation Fee: $25
(paid by all applicants who wish to participate in graduation)

Registration Fee: $26
(a one-time fee per semester for students who register for classes)

THE FOLLOWING FEES ARE REFUNDABLE PRIOR TO THE BEGINNING OF CLASS:

Consolidated Fee per Credit: $18
Facilities Capital Fee per Semester: $11

OTHER FEES:

Testing Center: Please note, Online scheduling fee is an additional $3.00

 BCCC Students:
   Proctoring Fee (TEAS, ParaPro, CLEP, etc.): $25.00
 Non-BCCC Students:
   Proctoring Fee (TEAS, ParaPro, CLEP, etc.): $35.00
   Examinations for Students from Other Colleges, etc.: $35.00

Academic Exams

 BCCC Students:
   Credit by examination (Science, Nursing, & Writing courses): $35.00
   Credit by examination (All other courses): $25.00
 Non-BCCC Students:
   Credit by examination (Science, Nursing, & Writing courses): $45.00
   Credit by examination (All other courses): $35.00

Course Audit Fee: same as tuition per credit hour

Parking Fees:

• Full-time students (per semester): $25
• Part-time students (per semester): $15
• Summer only student: $15

Returned Check Fee: $25
(a per transaction fee if a student’s check has been returned from their bank)

Transcript Fee: $5 (A per transaction fee to process and send student’s transcript request)
TUITION AND FEES
Effective Fall Semester 2017

Maintaining access to higher education is Baltimore City Community College’s primary objective, along with offering academic programs of high quality to support career preparation and college transfer. Although fiscal considerations may require changes in tuition and fee rates, BCCC continues to strive to keep its tuition and fees affordable and remains one of Maryland’s most affordable higher education institutions.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition Per Credit</th>
<th>Total Tuition</th>
<th>Fees</th>
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<td>28</td>
<td>$110</td>
<td>$280</td>
<td>$3,080</td>
<td>$7,840</td>
</tr>
</tbody>
</table>

Student non-financial aid refunds are processed at the end of the final add/drop period for each semester as dictated by the Academic Calendar (http://www.bccc.edu/academicinfo). Refunds are based on the College’s refund policy. All refund checks are submitted through the State of Maryland and processed by Annapolis.

Student’s financial aid refunds are processed with Heartland/ECSI services. Students will receive an email from Heartland/ECSI to choose their method of refund. Students can choose between direct deposit or a paper check.

Maryland residents age 60 and over

Credit courses: no tuition, $20 administrative fee, and other mandatory fees per course; Non-credit courses: $10 fee, plus other mandatory fees per course

NOTE: The College reserves the right to change tuition and fees, revise course content, cancel classes, or change instructor assignments without prior notice. Enrollment is not official until payment has been made.
DEFERRED PAYMENT PLAN (HEARTLAND) Baltimore City Community College uses Heartland/ECSI to process the College’s Deferred Payment plans for the students taking credit courses. The Deferred payment plan allows students to defer their tuition, fees and textbooks for the Spring, Summer and Fall semesters only. The payment plan does not have any credit (course) restrictions. Students can also setup a deferred payment plan for just their textbooks if needed. Payments will be due on the 10th of each month.

Once the student has added textbooks to their deferred payment plan they need to contact the AR Clerk or the Bursar to setup their bookstore account. The bookstore account will be setup for the total amount that the student applied to the deferred payment plan. Once you add the textbooks to your Tuition Payment Plan you need to contact the Student Accounting Office to setup the Bookstore account. You can contact Student Accounting at 410-462-8333, or send an email to studentaccounting@bccc.edu.

If you have any questions you can contact Heartland at 866-927-1438.

Heartland/ECSI will charge students a $50.00 application fee each semester.

MAKE SURE YOU ARE USING INTERNET EXPLORER

You can setup your monthly payments with a checking/savings account. If you wish to setup your monthly payments with a Credit/Debit card, students must wait 24 hours. Heartland will send an email to the student’s BCCC email addresses. Once you receive an email from Heartland log onto

If you are new to Heartland you will need to create an account. Copy and paste your Heartland Key from the email you received from Heartland.

You will then be able to review your payment plan, setup reoccurring payments, or make any changes to your account information.

Payment Methods
- Automatic Bank Payment (ACH): checking or savings accounts
- Credit Card/Debit Card: MasterCard, Visa, Discover or American Express

Cost to Participate
- No Down Payment Required. Students will be billed on the 10th of each month.
- Non-refundable Enrollment Fee per semester: $50
- Returned payment fee if payment is returned: $25
Deferred Payment Plan (Heartland) Fall 2018 Schedule

Payment Plans available starting April 23, 2018, and ends on September 30, 2018

<table>
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<tr>
<td>September 1 – September 30</td>
<td>None</td>
<td>$50</td>
<td>2</td>
<td>October - November</td>
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</table>

PURCHASING A MTA BUS PASS

BCCC offers students and staff the ability to purchase bus passes at our Cashier’s Office. Bus pass sales are final at the time of purchase. Students purchasing a bus pass must present a current class schedule and a Baltimore City Community College identification card. Bus pass sale dates are posted at the Liberty Cashier Office room 51 Main Building and Room 3 at the Harbor Campus.

- College monthly bus passes are $52.90; a student must be currently enrolled the month they receive a college bus pass. A student must have six or more credits for Fall or Spring classes. Summer classes require a minimum of three credits.
- Regular monthly bus passes are $72.00; Students with fewer than six credits for Fall or Spring can purchase a regular bus pass. Staff and Faculty can also purchase this bus pass with a current Baltimore City Community College identification card.
- Disability/Senior bus passes are $21.20; Students or Staff must present a MTA Disability/Senior card with BCCC identification. (No class credit minimum)
- Bus passes can be purchased with Cash, Credit Cards and Financial Aid. Students purchasing bus passes with Financial Aid must complete a liability statement. The cardholder must be present if student is paying by credit card.
- Students who have lost their discounted college bus pass can buy one MTA regular bus pass for $72.00, with cash or credit card only.
- Students who have had a pass stolen, must provide a police report from Baltimore City Community College’s Police department for a replacement card to be provided.

For further information contact the Cashier’s Office on the Liberty Campus at 410-462-8474.
BCCC BOOKSTORE

Conveniently Located in MNB, Student Affairs Atrium, we offer new and used textbooks, trade books, apparel, software, electronics and more by Special Order.

All students must present a valid BCCC class schedule and picture ID to purchase textbooks.

NOW PURCHASE TEXTBOOKS ONLINE:
Access the BCCC Online Bookstore via https://www.bccc.edu/domain/14
Bookstore tab is in the middle of the web page.

<table>
<thead>
<tr>
<th>REGULAR HOURS</th>
<th>BACK-TO-SCHOOL HOURS</th>
<th>SUMMER HOURS</th>
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</thead>
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<td>Monday, Tuesday, Thursday</td>
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<tr>
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<td>8:30 a.m. - 5 p.m.</td>
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<tr>
<td>8:30 a.m. - 4 p.m.</td>
<td>8:30 a.m. - 4 p.m.</td>
<td>9 a.m. – 3 p.m.</td>
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</tbody>
</table>

Bookstore Returns Policy

- All returns must be in resalable condition and accompanied by a receipt. Materials with highlighting, writing, marks, stamps, or labels will not be accepted.
- With a valid BCCC receipt, textbook returns during the first TWO WEEKS of the current fall and spring semesters, and during the FIRST WEEK of all 16 weeks or less sessions. Textbooks bought after the 1st two weeks of the semester will receive a 48 HOUR return privilege. Books are not returnable during the week of final exams. **NO EXCEPTIONS.**
- Custom packaged and shrink wrapped books MUST be returned in their original (unopened) packing.
- Study guides, software, lab manual, supplies, electronics, food items, and custom materials cannot be returned.
- General merchandise in perfect condition may be returned within **10 BUSINESS DAYS** of purchase.
- Cash and check transactions will be refunded in cash. Credit card and financial aid 3rd party transactions will be refunded back to the account.
- All sales are **FINAL** on clearance merchandise.
- Students whose course has been cancelled may return their books within **2 BUSINESS DAYS** after the course has been cancelled with documentation.
- The BCCC bookstore reserves the right to determine the salability of all merchandise.
- BOOK BUYBACKS are held at the end of every semester during FINALS.

Phone Number: 410-462-8484
Fax Number: 410-462-7496
CAREER DEVELOPMENT & EMPLOYMENT SERVICES
DISCOVER THE CAREER IN YOU!!

SERVICES AVAILABLE

Career Counseling - Specialists help students choose a major, find a career within their major, develop a career action plan, and interpret self-assessment results (SIGI)

Resume Development – We want your resume to convey your unique abilities, skills, achievements, and aspirations. To that end we assist students in developing Accomplishment Statements through the Challenge-Action-Result (CAR) process.

College Central – An online registration and job posting system where students can find internships, co-ops, volunteer opportunities, information sessions as well as full and part time jobs.

Career Fairs & Employer Visibility Days – These events bring employers on our campus to recruit students and alumni. They also assist students in learning first-hand about career opportunities in different career pathways.

Contact info:
Harbor Campus - WDCED Room 29
410-986-5438

Liberty Campus - Main Building Room 110
410-462-8470
Main Office  
Liberty Campus: Main Building/Room 117  
Office Hours: Monday - Friday, 8:30am – 5:00pm  
Telephone: 410-462-8568  
Website: www.bccc.edu/tutoring

Need help with your courses? Do you want to do better?  

Come to the Center for Academic Achievement. Better starts here.

The Center for Academic Achievement (CAA) offers free academic support to all Baltimore City Community College students. Our services can give you the tools you need to strengthen your academic skills.

The CAA tutoring centers are more than just places to come to work with a tutor or get information. They are comfortable spaces where you can come and study on your own or with a study partner or even with a study group. Our centers are equipped with computers, printers, textbooks, science models, calculators, study guides, and other tools to help you learn better. All tutoring centers can accommodate all students to ensure they have equal access to educational opportunities.

**Hours of Operation**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>9:00am-7:00pm</td>
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<td>Friday</td>
<td>9:00am-6:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00am-1:00pm</td>
</tr>
</tbody>
</table>

All Centers open at 9:00am. Please call individual tutoring sites for closing and Saturday hours.

Math Center  
Main Building (MNB) Room 104  
410-462-7649

Writing Center  
Main Building (MNB) Room 102  
410-462-7649

Science Resource Learning Center  
Life Sciences Building (LSB) Room 302  
410-462-8008

Business, Accounting, Technology Lab  
Main Building (MNB) Room 320  
410-462-7417

CADD Lab  
Life Sciences Building (LSB) Room 244
The Disability Support Services Center (DSSC) supports the success of every BCCC student with a disability. Students with documented disabilities are provided with reasonable assistance to meet all essential academic standards. By talking to students one-on-one, we are available to help them assess their academic progress, learn strategies for successfully navigating the demands of college, and discover their academic strengths and weaknesses.

**HOW TO REGISTER WITH DSSC**

While students with disabilities are not required to register with DSSC, it is highly recommended that they do so.

- Visit the DSSC and obtain the Disability Verification Form.
- Have the form completed by a qualified professional.
- Submit the form to the DSSC.
- Students who desire to participate in psycho-educational testing may sign up to be tested.

The DSSC counselor will review the Disability Verification Form and supporting documents to verify your eligibility for services.

**SERVICES OFFERED TO DSSC REGISTERED STUDENTS**

**Academic Counseling:** DSSC provides support for academic planning and encourages students to develop strong self-advocacy skills.

**Note Takers:** Note takers are provided to students who are unable to take notes.

**Testing Accommodations:** Testing accommodations are changes in the standard administration of a test including testing procedures and/or formats.

**Alternate Formats for Written Materials:** Tapes, large print, and electronic format materials are provided. 8-weeks advance notice is necessary for textbooks.

**Interpreters:** Sign language and oral interpreters are provided with advance notice.

**Accommodation Letters:** DSSC provides letters for students to take to their instructors as one method of communicating their needs to their instructors.

**Diagnostic Testing:** DSSC offers psycho-educational assessment to evaluate overall intellectual functioning, cognitive aptitude, and academic achievement.

**Student Success Workshops:** Workshops and assistance regarding study strategies, test-taking, time management, note taking, and test anxiety are provided each semester.

**Readers and Scribes:** Readers and scribes will be provided for testing purposes.

**Adaptive and Assistive Technology Lab:** The Assistive Technology Lab offers adaptive equipment and software.

**Disability Retirement Tuition Waiver**

*Maryland law allows a waiver of tuition at community colleges for any resident of the State who is retired from the workforce by reason of total and permanent disability and who enrolls in a class that has at least 10 regularly enrolled students. In order to receive this exemption, an individual shall obtain certification from the Social Security Administration or the Railroad Retirement Board that the individual receives disability and retirement benefits under the Social Security Act or the Railroad Retirement Act. [Annotated Code of Maryland, Educational Article, Section 16-106c]. This waiver is for tuition only; the student is responsible for all other costs associated with enrollment at BCCC. The Disability Retirement Tuition Waiver Certification Form, is available in the DSSC.*
Baltimore City Community College (BCCC) is dedicated to helping students and their families remove the financial barriers that might discourage students from attending college. BCCC participates in most major Federal and State programs. In addition, BCCC has different institutional scholarships, as well as a variety of Foundation scholarships.

See scholarship resources on the BCCC website.

Student financial aid is any grant, scholarship, loan, benefit, or employment opportunity provided to help students meet their educational expenses. Financial aid is usually provided by private foundations, Federal and State governments, and by colleges and universities.

The amounts and types of financial aid are determined by Federal, State, and institutional guidelines. Students and parents are expected to make a reasonable contribution toward college costs, based on the family’s financial ability to contribute.

Students are usually offered financial aid “packages” consisting of grants, scholarships, and employment. Grants and scholarships are regarded as “gift” aid and need not be repaid. If aid is offered in the form of a job, the student is paid an hourly rate that cannot be less than the minimum wage. BCCC does not participate in the Federal loan programs; however, the institution does offer the Hackerman Loan, not to exceed $500, to meet eligible students’ short-term emergency needs.

Federal and most State financial aid programs are based on need. Students must reapply each year for most of these programs.

The Office of Student Financial Aid awards campus-based aid (Federal Work-Study and Federal Supplemental Educational Opportunity Grants) and most institutional scholarships on a first-come first-served need basis. Students selected by the Federal government for verification must submit the required documentation to the Office of Student Financial Aid before being awarded financial assistance.

Baltimore City Community College does not participate in any student loan programs. Students who are not eligible for grants should contact the Student Accounting Office to discuss other options to pay their tuition and fees. The Student Accounting Office is located in room 27 in the Main Building on the Liberty Heights Campus. The Student Accounting Office telephone number is (410) 462-8333.

Financial aid recipients have the right to appeal financial aid decisions to the Office of Student Financial Aid.

Office of Financial Aid
Liberty Campus
Main Building, Room 24
410-462-8500

EARNING YOUR FINANCIAL AID/RETURN TO TITLE IV (R2T4)

As part of the Higher Education Act of 1998, Congress passed regulations that dictate how Federal Student Aid funds are handled when a student withdraws officially from classes or stops attending classes during any given semester (unofficial withdrawal). These regulations require that a Return to Title IV (R2T4) calculation be performed in order to determine the amount of aid the student has earned.

Even though students are awarded and allowed to use their financial aid to register, the student is still required to earn the aid by attending classes up to the point that 61% of the semester has passed. When the student attends classes after 61% of the semester has passed, the student has earned all of the Title IV funds that he or she was awarded or was scheduled to receive.

When the student completely withdraws from the semester or stops attending classes before 60% of the semester has passed, the student has failed to earn all of the financial aid that he or she received. Therefore, the College will need to determine how much of the aid must be returned to the Title IV program by the College and the student.
Baltimore City Community College must calculate the amount of the earned aid by using the date of the student’s withdrawal from the college or the date the student stopped attending classes or the last date that the student attended an academically-related activity to determine the withdrawal date.

The Return to Title IV calculation is based on the total number of days in the semester compared to the total number of days that a student attended classes before the last date of attendance. If the student receives more aid than they ‘earned’, then the ‘unearned portion’ of the student’s aid must be returned to the U.S. Department of Education.

When a student’s award has to be adjusted, the monies that are returned to the U.S. Department of Education will be returned in the following order:

1. Pell
2. FSEOG

(BCCC does not participate in the federal student loan programs.)

Students earn the federal portion of their financial aid by attending classes. An example is as follows:

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th># of Days of Class Attend</th>
<th># Days in Semester</th>
<th>% Completed</th>
<th>% of Refund to DOE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
<td>1</td>
<td>110</td>
<td>1%</td>
<td>99%</td>
</tr>
<tr>
<td>9/8</td>
<td>22</td>
<td>110</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>10/13</td>
<td>57</td>
<td>110</td>
<td>52%</td>
<td>48%</td>
</tr>
<tr>
<td>10/22</td>
<td>66</td>
<td>110</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>

To earn 100% of the aid awarded the student must withdraw AFTER 61% of the semester has passed. A complete copy of the Return to Title IV Policy can be found on the college’s web page at www.bccc.edu. In addition, a copy of the policy is available in the Financial Aid Office.

Institutional Refund Policy

BCCC’s non-federal refund policy may be found in the tuition and fee section of the college catalog or course schedule that is published each semester.

Note: If BCCC has to return a portion of the student’s federal financial aid, the funds will be deducted from their account and the student will owe the College for whatever amount had to be returned to the U.S. Department of Education.
PUBLIC SAFETY AND PARKING

PUBLIC SAFETY INFORMATION CENTER
The Public Safety Information Center is located in Room 51B on the ground floor of the Main Building, next to the Cashier’s Office.
Hours: Monday, Tuesday, Thursday and Friday, 8:30 a.m. - 5 p.m. and Wednesday, 11 a.m. - 7:30 p.m.

PARKING POLICY
All students parking on the Liberty Campus must display a valid BCCC parking hangtag. Students may obtain a BCCC Parking Permit Hangtag by registering with the Public Safety Office. A current College ID is required to purchase a hangtag. Parking with the hangtag is offered on a first-come, first-served basis. Due to limited parking spaces, regulations are strictly enforced by the Public Safety Department. **Anyone parking on the Liberty Campus lot without the proper BCCC hangtag will receive a ticket.**

DISABILITY PARKING
Designated Disability Parking is available for vehicles that have the MVA-issued disability registration plates or disability placard and the BCCC Parking Permit Hangtag. Disability parking is not available in zones where stopping, standing, or parking is prohibited to all vehicles, and in those spaces reserved for special types of vehicles.

PARKING HANGTAGS PRICES
Full-time students will pay $25 each session (fall and spring). Part-time students will pay $15 each session (fall and spring).

PARKING TICKETS
Tickets are payable to the BCCC Cashier. Anyone requesting an appeal for a ticket must do so in writing to the Chief of Public Safety. Ticket prices vary according to the violation. Tickets are also issued for parking in a marked fire lane, reserved handicap parking, or any other designated reserved parking space (designated only by signage). Failure to pay a parking ticket in the allotted time frame shall cause your vehicle registration to be reported to the Maryland motor vehicle flagging program.

IDENTIFICATION CARDS
All students are required to have a valid Baltimore City Community College picture identification card. There is no initial charge for the ID card; however, replacement cards cost $5. ID cards may be obtained from the Public Safety Information Center.
CAMPUS EVENTS AND PROGRAMMING
For an updated listing of campus programs and activities, contact the Office of Student Life and Engagement at 410-462-8385 or go to the college website. (https://www.bccc.edu/Page/2544)

COLLEGE ATHLETICS
Baltimore City Community College competes in the National Junior College Athletic Association Region 20 (NJCAA) and is a member of the Maryland Junior College Athletic Conference (MDJUCO) in all sports. BCCC fields athletic teams in the following sports: men’s basketball, men’s cross country, women’s basketball, and women’s cross country.

BCCC’s intercollegiate athletic teams have a long tradition of combining success on the playing field with academic achievement in class. Year in and year out, Baltimore City Community College continues to be one of the most competitive schools in the region. For additional information, contact Athletics at 410-462-8320 or www.bcccpanthers.com.
College can be a rewarding experience but also creates stress in other areas of our lives.

Student Support and Wellness Services are here to help!

We offer various programs to support your success at BCCC:
- Individual counseling
- Wellness Workshops
- Support Groups
- Classroom presentations

All counseling is free and confidential to full and part-time students. Call or visit to set up an appointment.

To get on our wellness email list notifying you about our workshops and events, email StudentSupportandWellness@bccc.edu.

Stressed?
Nervous?
Frustrated?
Depressed?
Negative attitude?
Difficulty Concentrating?
Unmotivated?
Irritable?
Angry?
Sad?
Trouble sleeping?
Easily annoyed?
Hyperactive?
Body aches?
Low energy?
Overwhelmed?
Restless?
Racing Mind?
Exhausted?

These can be signs it is time to take better care of yourself! Together we can find ways to maximize your experience at BCCC!

Student Support and Wellness Services
Liberty Campus – MNB 260
410-462.8384
www.bccc.edu/counseling
TRIO/SSS-STAIRS Program
Students Taking Action In Reaching Success

Location:
Liberty Campus: Main Building Room 023
Office Hours: Monday - Thursday, 8:30 am – 5:00 pm and Friday, 8:30 am - 1:00 pm
Evening hours by appointment only
410 462 – 8396

The TRIO/SSS-STAIRS program is a federally funded Student Support Services program that serves 230 eligible and enrolled students at Baltimore City Community College. The program is designed to increase the college retention, graduation and transfer rates of eligible students, and to foster an institutional climate supportive of their success.

We offer…
♦ Academic Advising, Career Information/Decision Making Skills
♦ Individual/Small group tutoring
♦ Transfer Services including college-visits
♦ Financial Aid information/Assistance with FAFSA
♦ Computer Lab, Financial Literacy, and Book Awards

Come visit us www.bccc.edu/stairs

PARTICIPATION REQUIREMENTS
♦ Must meet federal guidelines for first generation college student, low-income, and/or disability.
♦ Commitment to earning an associate degree, a certificate, or transferring to a 4-year college upon graduation from BCCC.
♦ Have two or more semesters remaining at BCCC.
♦ Successfully completed or exempted from the first levels of developmental courses.
♦ Demonstrate a need for academic support.

“Persistence Prevails When All Else Fails”

TRIO/SSS-STAIRS program is funded for $1,677,240 thru 2020
Thank you for your service to our country! The Baltimore City Community College (BCCC) Admissions Veterans Affairs Office can help Veterans, Dependents, Reservists, and Military Members attending BCCC with:

- Applications for US Department of Veterans Affairs (VA) Education Benefits (“GI Bill”)
- Referral to non-education Maryland and US Department of Veterans Affairs services
- Certification of your Enrollment to the US Department of Veterans Affairs, for receipt of VA Education Benefits.
- Referral to Veterans Service Organizations (VSO)
- Veterans and Military employment resources
- Referral to necessary offices and services within the College
- Veterans Resource Center in MNB 09E

As a Veteran, Dependent, or Military Member, you may be eligible for US Department of Veterans Affairs (VA) Education Benefits. For information about how to initiate your VA Education Benefits contact:

BCCC Admissions Office of Special Populations  
Room 07B, Main Building, Student Services Wing  
2901 Liberty Heights Avenue  
Baltimore, MD 21215  
PHONE – 410-462-8372  
FAX – 410-225-4619  
EMAIL – VABenefits@bccc.edu
Are you enrolled in a career program?

Allied Human Service, Apparel Technology, Biotechnology, Business, Computer & Information Technology, Construction Development, Criminal Justice & Public Safety, Dental Hygiene, Dietetic Technician, Early Childhood, Emergency Medical Services, Health Information Technology, Lab Animal Science, Legal, Nursing, Office Technology, Physical Therapist Assistant, Respiratory Care, Surgical Technology, Teacher Preparation, Technology

If so, work with the VSS Retention Specialist to learn valuable learning and life skills to succeed in your program and enter your career.

The Retention Specialist will provide CTE students with tools for academic success through workshops, individualized sessions, and connections with tutoring services. Services include:

- Assisting with goal setting, study skills improvement, and academic planning
- Providing early academic interventions to enhance student performance in the classroom
- Facilitating communication between students, faculty, and college support staff
- Referring students to appropriate resources
- Clarifying students’ understanding of academic and college policies
COLLEGE POLICIES AND SOME KEY REQUIREMENTS

NOTE: Students are urged to read the Academic Information section of the Catalog for a more complete listing of College policies. ([https://www.bccc.edu/academicinfo](https://www.bccc.edu/academicinfo))

AUDITING COURSES
Students who want to attend a credit class without earning credit may audit a course on a space-available basis if they have met the necessary prerequisites and have written approval of the Associate Dean. Students who audit a course are not evaluated for a course grade and do not receive credit. The tuition and fees for an audited course are the same as those for a course for credit. Financial Aid does not cover audited courses. See the Catalog for information.

COMPUTER LITERACY REQUIREMENT
All BCCC students must meet the College’s Computer Literacy requirement in order to receive a degree or a certificate. Students can meet this requirement in two ways:

1. By taking one of the computer courses listed below and passing the course with a “C” or better.
2. By passing the College’s Computer Literacy Test with a grade of 70.

COURSES THAT SATISFY THE COMPUTER LITERACY REQUIREMENT

- FASH 202: Computer-Aided Pattern Design
- BUAD 112: Computers for Business Management
- BCAP 104: Introduction to Operating Systems
- BCAP 155: Word Processing for Business Applications
- CADD 101: Introduction to CADD
- CISS 109: Principles of Computer Information Systems
- CLT 100: Computer Literacy
- CSC108: Programming in C
- HIT 232: Computer Applications in Healthcare
- HIT 251: Healthcare Management and Supervision
- OFAD 119: Word Processing Applications I

GRADE CORRECTIONS
Corrections to grade reports must be brought to the attention of the Records and Registration Office within one year from the date the class was completed.

COURSE SUBSTITUTIONS
Substitutions for courses required in instructional programs are permitted only in exceptional cases and must have written approval of the Coordinator, the Associate Dean, Dean, and the Vice President for Academic Affairs. Waivers of program requirements are not possible. See the Catalog for details.

DEVELOPMENTAL COURSES
Developmental courses are offered to prepare students for college-level work. These courses are RENG 90, RENG 91, RENG 92, MAT 80, MAT 86, MAT 87, MAT 91, MAT 92. Students are placed in these courses based on their ACCUPLACER scores. Grade of C or better is needed to move to the next level of coursework.

For more information about the RENG courses, contact the Associate Dean at 410-462-7690. For more information about the MAT courses, contact the Associate Dean at 410-462-7631.

ELI Academic Track courses (ELI 80, 81, 82) develop the academic reading, writing, listening, and speaking skills of non-native speakers for college-level studies. For more information, contact the ELI Coordinator at 410-986-5433.
GENERAL EDUCATION REQUIREMENTS
In addition to the requirements of any specific Instructional Program, every student wishing to earn an associate’s degree must complete the College’s General Education Requirements. Students should consult the General Education Requirements and Instructional Programs section of the Catalog. All requirements must be completed within 10 years of initial enrollment. Re-entering students who have been away for two or more consecutive semesters (excluding summers) must meet General Education and Instructional Program requirements outlined in the Catalog in effect at the time of re-entering.

HEALTH AND LIFE FITNESS REQUIREMENT
In addition to Program, General Education, and other requirements, the College also requires two credits of Health and Life Fitness courses.

GRADUATION POLICY
In order to ensure the integrity of Baltimore City Community College, only students who have completed the degree or certificate requirements - including a GPA of 2.0 or higher and no billing obligations by the end of the fall/spring semester preceding commencement will be permitted to participate in the College’s annual commencement exercise. The College’s policy on graduation will be enforced.

INCLEMENT WEATHER POLICY
Closing and delay information will be made available to the media no later than 5 a.m. (EST) for weather events affecting day operations and as soon as possible for weather events that arise during the course of daily operations. The following media will be notified:

WMAR TV 2    WBFF TV 45    WBJC 91.5 FM
WBAL TV11    WJLA TV 7    WBAL 1090 AM
WJZ TV 13    WSMJ 104.3 FM    WTOP 1500 AM
WGMS 103.5    WTOP 107.7

Messages will also be posted on the College website at www.bccc.edu and on the information line: 410-462-8300. Announcements for evening classes start as soon as possible or by 3 p.m.

EMERGENCY TEXT MESSAGING SERVICE (E2CAMPUS)
BCCC has an emergency text messaging service for unscheduled closings, e2Campus, that enables the college to send important campus information to you. The service is free but you must register. Register through the BCCC website: www.bccc.edu or www.e2campus.com/my/bccc.

INDEPENDENT STUDY
Students may apply under certain conditions to take a required course as an Independent Study. Approval from both the Dean and the Vice President for Academic Affairs is required.
INDEPENDENT STUDY POLICY

Students are expected to complete their programs through the normal schedule of courses. However, students in their last term are permitted to apply to take a required course as Independent Study provided that all the following conditions have been met.

1. The Student is in his or her last term
2. The course is required by the student to complete a degree or certificate program
3. The course is not being offered on the term schedule or the time of the course conflicts with another course the student needs to take
4. No appropriate course substitution can be found
5. The Independent Study is first approved by the respective Dean and Vice President for Academic Affairs on the Independent Study Form

Each application of Independent Study will be carefully reviewed and approved by the Academic Associate Dean, Dean and Vice President for Academic Affairs. Students are advised, however, that the College is under no obligation to provide this option. When the Independent Study is approved, the student will meet with the faculty assigned on a weekly basis. A course taken as Independent Study will cover the same content as the regularly scheduled course and have the same requirements and evaluation as outlined in the course syllabus.

ORIENTATION COURSE REQUIREMENT

All first-time full and part-time degree and certificate-seeking students are required to complete PRE 100: Preparation for Academic Achievement, the College’s one-credit orientation course. Transfer and readmitted students who have completed 15 or more credits toward a degree or certificate can be exempted from this requirement.

REPEATING COURSES

Students are expected to make academic progress in all their courses. When students do not successfully complete a course, they are permitted to repeat it one time. The College believes that both students and the institution must act responsibly to ensure the effective use of their resources, time, and finances; therefore, students may not register to take a course for a third time (including class withdrawals) without visiting the Student Success Center. The grade received each time a student enrolls in a course is posted on the student’s official transcript; however, only the highest grade received in the course is computed in the student’s Grade Point Average (GPA).

It shall be the policy of Baltimore City Community College to restrict students from continuously repeating courses for which they have received financial aid for payment of tuition and fees and for which they have received a grade of “C” or better. Therefore, students who receive a grade less than a “C” are permitted to repeat that course one time only and continue to receive financial aid. Withdrawals are not included in this policy.

However, if the student chooses to repeat a class which was twice paid for by financial aid, he or she must assume the cost of tuition and fees for the third attempt. This policy is consistent with the intent of the federal Satisfactory Academic Progress regulations.

STUDENTS WITH UNDECLARED MAJOR

Students who are undecided about their Instructional Program (“major”) or who have not declared a major are encouraged to explore, through the Academic Advisement process, various careers and programs. As part of this process, students are encouraged to declare a major before completing 15 credits. Those who do not are assigned to the General Studies Transfer program (code 008) and to an academic advisor.
TRANSFER CREDIT TO BCCC

General Transfer Policy

It is the policy of Baltimore City Community College that students who have successfully completed college-level courses at a regionally accredited college or university will receive credit toward an associate degree or certificate. In addition, exemption from relevant placement tests will be granted. The total number of allowable credits toward an associate degree is 45 or half the credits required for a certificate. Only credits that apply to the chosen program may count toward graduation. Students can earn up to 30 of these transfer hours through transfer of nontraditional credit. Such credits must be evaluated and approved for transfer credit by the appropriate associate dean of Academic Affairs and the Office of Admissions.

WITHDRAWAL AND REFUND POLICIES

Students dropping or withdrawing from a credit course may be eligible for a tuition refund. Refund information appears on students’ bills. The amount of refund is determined by the date on which the Add/Drop/Withdrawal form is received in the Registrar’s Office, according to the following schedule for 16-week Fall and Spring regular semesters:

- First week of the semester: 100% refund
- Second week: 50% refund
- Third week: 25% refund

No refunds are made after the third week of the semester.

The refund schedule for sessions shorter than the regular 16-week semester is as follows:

- Second day: 100% refund
- Third day: 50% refund
- Fourth day: 25% refund

No refunds are made after the fourth day.

The complete refund policy is available in the Student Accounting Office.

Note: Students who are subject to the federal formula (pro-rata) refund calculation will have different withdrawal percentages. Details are available in the Financial Aid Office.

ADD/DROP/WITHDRAWAL PROCEDURE

Students dropping or withdrawing from courses must complete and file an ADD/DROP/Withdrawal Form. Failure to file will result in F grades and a bill for the courses. Stopping payment on a check, failure to pay the semester bill, or failure to attend classes does not constitute withdrawal.

ADD/DROP can be done during regular registration period office hours with a 100% tuition refund any time before classes begin. All fees are non-refundable, effective the first day of classes.

Pick up ADD/DROP/Withdrawal forms in the Student Success Center, Liberty Main Building 20. Return completed ADD/DROP/Withdrawal forms to the Registrar’s Office, Liberty Main Building 08.

ACCREDITATIONS

Baltimore City Community College is regionally accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

BCCC is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the following degree programs: Accounting, Business Administration Transfer, Computer Information Systems, Office Administration.

The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation.

The Health Information Technology Program is accredited by the American Health Information Management Association (AHIMA) within the Commission on Accreditation of Allied Health Education Programs. (CAAHEP).
The Nursing Program is on the list of approved schools of nursing published by the Board of Nursing. Full accreditation by the National League for Nursing is maintained.

The Physical Therapist Assistant Program is approved by The Commission on Accreditation in Physical Therapy Education/ American Physical Therapy Association (CAPTE/APTA).

The Respiratory Care Program has achieved Provisional Accreditation status as defined for new programs by the accreditation procedures of the Committee on Accreditation for Respiratory Care (CoARC).

The Surgical Technology Program is approved by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), The American College of Surgeons, and The Association of Surgical Technologists.

The National Association of Radio and Telecommunication Engineers (NARTE) recognizes BCCC as an “Electronics and Telecommunications Technology Institution.” Graduates of associate’s degree programs in Electronics Technology and in Telecommunications Technology are eligible-without-testing for Technician Class III Certification.

FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords students in “attendance” at Baltimore City Community College certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
   - A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   - A student who wishes to ask the College to amend a record should write to the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   - If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s 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.

3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   - The College may disclose education records without a student’s prior written consent under several FERPA exceptions including:
     - disclosure to school officials with legitimate educational interests
       - A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); 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 tasks.
       - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
     - the student’s application for financial aid
     - submitting proof of dependency
• response to a judicial order or subpoena
• a bona fide health or safety emergency
• information requested by other schools in which the student seeks or intends to enroll

As of January, 2012, The U.S. Dept. of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your SSN, grades, or other private information—may be accessed without your consent.

• First, the U.S. Comptroller General, The U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

• Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that are authorized to receive your PII, but the Authorities need not maintain direct control over such entities.

• In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

• The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, designates certain information related to a student as “Directory Information.” FERPA gives the College the right to disclose such information to anyone inquiring without having to ask a student for permission, unless the student specifically requests in writing that all such information not be made public without written consent, except by the National Student Clearinghouse to loan guarantors.

• Baltimore City Community College has designated the following as “Student Directory Information:”
  • Name
  • Local address and telephone number
  • Permanent address
  • E-mail address
  • Date and place of birth
  • College
  • Curriculum
  • Enrollment status (full/part-time)
  • Dates of attendance at BCCC
  • Awards and academic honors
  • Degrees and dates awarded
  • Most recent previous educational institution attended
  • Participation in officially recognized activities and athletic teams
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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  
400 Maryland Avenue, SW  
Washington, DC 20202-5901  
ferpa@ed.gov

Questions concerning FERPA should be referred to the Office of Records and Registration, Attention Registrar, Baltimore City Community College, 2901 Liberty Heights Avenue, Baltimore, Maryland 21215 or call 410-462-7777.

**DIRECTIONS**

**LIBERTY CAMPUS**

*From I-695*: Take Lochearn (exit 18) which exits onto Liberty Rd. south. Travel for about 4.5 miles. Liberty Rd. becomes Liberty Heights Ave. At Druid Park Dr. turn right onto the BCCC campus. *From I-95*: Take Caton Ave. north (exit 50). Past Wilkins Ave., bear left onto Hilton St. and travel about 4 miles. Turn right onto Liberty Heights Ave. and travel south for 0.5 miles. Turn right into the BCCC campus at Druid Park Dr. Parking: There is reserved parking around the campus buildings and across the street in the “Palladium” lot. There is limited on-street parking.

*From Liberty Campus to WDCED Campus*: From the main entrance at Liberty, cross Liberty Heights Ave. onto Druid Park Dr. At the next stoplight, turn right onto Reisterstown Rd. After 0.25 miles turn left onto Druid Park Lake Dr. Take I-83 south until it ends in the city and becomes President St. Cross Fayette St. and move into the right lane. Turn right on Lombard St. and go one block. BCED is on your right.

**WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION DIVISION**

From I-83: Take I-83 south until it ends in the city and becomes President St. Cross Fayette St. and move into the right lane. Right turn on Lombard St. and go one block. WDCED is on your right. *From I-95*: Follow signs to downtown (I-395). Turn right onto Conway St. Go two blocks and turn left onto Charles St. Go two blocks and turn right onto Pratt St. Go seven blocks and turn left onto Market Place and go one block. WDCED is on your right. *From I-295*: Take the Russell St. exit past Camden Yards and turn right onto Pratt St. Go 11 blocks and turn left onto Market Place and go one block. WDCED is on your right. *Parking*: Harbor Park pay garage has entrances on both Lombard and Market Place.

*From Harbor to Liberty Campus*: Take Lombard St. one block to Gay St., Turn right and stay in the left lane. Pass Saratoga St. and take I-83N. Take Exit 7A and bear left onto Druid Park Lake Dr. Follow Druid Park Lake Dr. around Druid Hill Park. Turn left at Liberty Heights Ave. (a domed synagogue is on the corner). Follow Liberty Heights Ave., past Mondawmin Mall to the campus, which is at the top of the hill on the left.
REISTERSTOWN PLAZA CENTER

From I 83: Take Northern Parkway west about 3 miles. Turn right onto Reisterstown Rd. and travel approximately 1.5 miles to Reisterstown Plaza. Turn left at Patterson Ave. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A. From I-695: Take Reisterstown Rd. (exit 20) south. Go 2 miles to Reisterstown Plaza and turn right at Patterson Ave. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A. Parking: There is ample free parking in the Plaza parking lot.

For more information, call BCCC at 410-462-8300.
For additional MTA information, call 410-539-5000.
BALTIMORE CITY COMMUNITY COLLEGE
STUDENT CODE OF CONDUCT
2018-2019
ARTICLE I

1. PURPOSE

Baltimore City Community College (BCCC) is a diverse community of students, faculty and staff. We recognize the importance of a Student Code of Conduct that promotes the growth and development of its members, guides actions, and defines sanctions that will be imposed if rules and regulations are violated. For the benefit of the community at large, the Student Code of Conduct limits certain behaviors and activities. Any student whose conduct violates this Student Code of Conduct (the Code) will be subject to disciplinary action.

All students attending BCCC are expected to conduct themselves in a civil manner. Civility at BCCC is defined as behavior that demonstrates respect for the rights, needs, and feelings of others. The standards of behavior set forth in the Student Code of Conduct allows the College to promote civility within its community.

RIGHTS AND RESPONSIBILITIES

Every student attending BCCC has the right to pursue his/her education without hindrance or disruption. Every member of the BCCC community is held personally accountable for conducting himself/herself responsibly within our learning environment.

1.1 Student Rights

The rights and freedoms afforded to every student at each College location and at all credit and non-credit sites include:

1.1.1 The right to have access to and participate in the academic and non-academic opportunities offered by the College.

1.1.2 The right to freedom of thought, speech, inquiry and expression.

1.1.3 The right to be free from unlawful discrimination based on race, religion, color, creed, gender, age, ancestry, disability, marital status, sexual orientation and national origin.

“Fostering a Safe Learning Environment through Honesty, Respect, Integrity and the Consideration of Others”

THE STUDENT CODE OF CONDUCT

1.1.4 The right to due process in the determination of accountability for inappropriate conduct according to the Code.

1.1.5 The right to a learning environment where academic integrity is valued and in which diligent efforts are made to respect the academic environment.

1.1.6 The right to a fair and unbiased grading system with an appropriate grievance process.

1.1.7 The right to be free from any unlawful intimidation or coercion, stalking, cyber stalking, bullying, cyber bullying and harassing behavior, including sexual harassment.

1.2 Student Responsibilities

Every student attending BCCC has the responsibility to:

1.2.1 Exercise the aforementioned rights and freedoms in a manner that neither violates College rules and regulations nor infringes on the rights of other students, faculty and staff.

1.2.2 Obey the law and comply with all provisions of the Code.

1.2.3 Treat all members of the College community with respect.

1.2.4 Use college resources, including information technology, for educational and other authorized purposes in accordance with College policy.

1.2.5 Demonstrate academic integrity in and out of the classroom and meet academic expectations by observing standards of conduct appropriate for an academic institution.
ARTICLE II

2. DEFINITIONS

2.1.1 **Academic Dishonesty** - is defined as the giving, taking or presenting of information or material by a student or students with the intent of unethically or fraudulently benefiting oneself or other students on any work which is to be considered in the determination of a grade or the completion of academic coursework requirements. In addition, aiding another individual in cheating and plagiarizing is also considered to be a violation of the academic integrity policy.

2.1.2 **Accused** means any Student member of the BCCC Community alleged to have engaged in conduct in violation of the Student Code.

2.1.3 **BCCC** - Baltimore City Community College or “the College”

2.1.4 **Workforce Development and Continuing Education Division (WDCED)** - offers courses designed to create opportunities for personal growth and professional development. Both credit and non-credit courses are developed in close collaboration with professional groups and the College’s academic departments. WDCED offers services in three primary areas: Customized Contract Training, Continuing Students, and Adult and Community Education.

2.1.5 **Business day** - a day that the College is open for business, even if no classes are scheduled.

2.1.6 **Bullying or Cyber Bullying** - generally defined as a deliberate act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking and/or aggressive behavior that is intended to hurt, threaten or frighten another person. Bullying is not limited to in-person contact and can also occur over voice messaging systems and electronic media such as text messages, e-mails and social networking sites. All acts of bullying are to be considered violations of the Student Code of Conduct.

2.1.7 **Charged student** - the student whose name is filed on a Student Code of Conduct Complaint Form.

2.1.8 **Chair of the IMAC Committee** – the staff member designated by the Vice President for Student Affairs who provides administrative and procedural guidance to the IMAC hearing. The Chair does not have a vote unless there is a tie.

2.1.9 **The College** - Baltimore City Community College and all of its departments and programs at all of its sites.

2.1.10 **College Premises** – the buildings or grounds owned, used, leased, operated, controlled or supervised by the College.

2.1.11 **College-Sponsored Activity** - any activity either on or off the College premises that is specifically initiated or supervised by the College.

2.1.12 **Community Conferencing** - a process of alternative dispute resolution in which parties involved in a conflict come together to reach an agreement on how to resolve the issue, rather than having the Vice President for Student Affairs impose a resolution. In a community conference, all parties who feel injured by a situation take part in a form of conflict resolution. The student must waive his/her right to due process for this process to be binding.

2.1.13 **Consultant/Advocate** - any person, chosen by the charged student, to advise him/her throughout the disciplinary process. Although a student may consult with his or her consultant/advocate freely, the consultation must occur in a manner that does not disrupt the disciplinary process. Although a student may bring a consultant/advocate to the disciplinary proceedings, the consultant/advocate may not serve as a witness. The consultant/advocate will not be allowed to speak on the student’s behalf or present the student’s case, but will be allowed to provide advice to the student during the course of the proceeding.
2.1.14 Director of Judicial Affairs and Title IX (DJAIX) - the BCCC staff member working under the supervision of the Vice President for Student Affairs to provide general administration, direction and coordination for the Office of Judicial Affairs, including the investigation and mediation of student disciplinary cases at the College and violations of the Code.

2.1.15 Disruptive Behavior - engaging in behavior that substantially or repeatedly interrupts an instructor’s ability to teach in the classroom or impedes the other students’ ability to learn. Disruptive behavior also includes activity or behavior that directly disturbs the College environment, violates the law or exemplifies lewd conduct. Disruptive behavior extends to any setting at the College where students, faculty, staff or community visitors are engaged in BCCC-related work, including distance learning and BCCC-sponsored programs or activities.

2.1.16 Due Process - a charged student will receive in writing the charges against him/her. The charges will be delivered to him/her personally or by certified mail and he/she will have a fair opportunity to be heard by an unbiased decision-maker or the Incident Management Advisory Committee (see 2.1.19 for members of IMAC).

2.1.17 Family Educational Rights and Privacy Act (FERPA) - a federal law that provides the student with certain rights with respect to privacy of the student’s educational records and the right to consent to disclose personal information contained in his/her educational records.

2.1.18 Gang - defined by the Annotated Code of Maryland Criminal Law Statute 9-801 (c) to mean a group or any association of three or more persons that forms to engage in criminal activity, including acts by juveniles that would be crimes if committed by adults, for the purposes of monetary gain or to create an atmosphere of fear and intimidation either collectively or with knowledge of the acts of the members of the group, and whose members have a common identifying sign, symbol, or name. Gang activity of any kind is not allowed at any BCCC location and subjects those students involved in gang-related activity to immediate suspension by the Vice President for Student Affairs until due process can be provided to them.

2.1.19 Grade Grievance - the formal process by which students may challenge his/her assigned grade(s) for a course.

2.1.20 Incident Management Advisory Committee (IMAC) - a committee comprised of two full-time faculty members, one full-time staff member and one full-time student, that may hear complaints of violations of the Code and makes recommendations to the Vice President for Student Affairs.

2.1.21 Mediation - the process of resolving complaints and violations of the Code without a formal hearing. The charged student must waive his/her right to due process for the mediation process to be binding.

2.1.22 Ombudsman - a BCCC staff member appointed by the Vice President for Student Affairs who works in partnership with the Director of Judicial Affairs and Title IX and the Executive Director of Human Resources. He/she provides neutral and impartial dispute resolution for students, faculty and staff on campus. The Ombudsman serves as an alternative to the formal grievance procedure at BCCC and will not act as an advocate for either side in a dispute.

2.1.23 Physical Abuse/Assault - unwanted, threatening and/or harmful bodily contact, with the intent of inflicting injury.

2.1.24 Plagiarism – presenting the work or ideas of others without giving credit (proper citation). Students should refer to Article V of the Student Code of Conduct for more definitive information about plagiarism. All students must follow the instructor’s stated standards for collaboration and acknowledgement.

2.1.25 Petitioner(s) - the individual(s) (student, faculty member and/or staff member) filing a complaint that alleges misconduct or violation of the Code.

2.1.26 Reckless Conduct – behavior that creates risk and or harm to persons or property.

2.1.27 Respondent – a charged student or student alleged to have violated the Code.
2.1.28 **Sexual Harassment** - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other physical or verbal conduct of a sexual nature when it meets any of the following:

2.1.28.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.

2.1.28.2 Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

2.1.28.3 Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning on campus. Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

2.1.29 **Student** - an individual formally enrolled at BCCC, either full time or part time, in a credit or non-credit course or course of study.

2.1.30 **Student Mediation Meeting** - an informal, non-adversarial meeting between the charged student/respondent and the Ombudsman.

2.1.31 **Stalking and/or Cyber-stalking** - may include, but are not limited to, the following:

2.1.31.1 Repeated unwanted and/or unsolicited contact that may be expressed face-to-face, through telephone calls, voice messages, text messages, electronic mail, instant messages, social networking sites, written letters or unwanted gifts;

2.1.31.2 Persistent unwanted and/or unsolicited physical approaches and/or requests for dates, studying, meeting, etc.;

2.1.31.3 Verbal or non-verbal threats or gestures that create fear for one’s life or safety; or fear for the safety of one’s family or friends, or causes the threatened person to have reasonable concern that such harm is about to occur;

2.1.31.4 Pursuing or following another person; repeatedly showing up or waiting outside a person’s home, classroom, place of employment, or car;

2.1.31.5 Invasion of another person’s privacy, whether in person or through the use of electronic devices or software;

2.1.31.6 Trespassing or vandalism of a person’s property.

2.1.32 **Vice President for Student Affairs (VPSA)** - the senior administrator designated by the President of BCCC to be responsible for developing and enforcing the Student Code of Conduct. The VPSA has the authority to take all necessary and reasonable action regarding an alleged violation of the Code.

2.1.33 **Vice President’s Designee** - is a College employee and a representative of the Vice President for Student Affairs who has been trained to resolve violations of the Code without conducting a formal hearing.

2.1.34 **Weapon** - any object or substance designed or used to inflict a wound, to cause injury, or to incapacitate another person or persons, including but not limited to all firearms, pellet guns, switchblade knives, knives with more than three inch blades, toxic chemicals or any other objects which may be used to threaten any student, employee or visitor at the College.
ARTICLE III

3. AUTHORITY AND JURISDICTION

3.1 Overview

3.1.1 The Code and the accompanying disciplinary process covers all full-time, part-time, credit and non-credit students who are currently enrolled at BCCC.

3.1.2 The Code does not apply to speech that is protected by the First Amendment and to BCCC student publications. Students responsible for writing, creating or publishing the material contained in such publications, while they are acting within the scope of their journalistic responsibilities, are also exempt from the Code.

3.1.3 The jurisdiction of the College regarding discipline is generally limited to the conduct of all BCCC students or student organizations on College premises or at any College sponsored activity. However, the College reserves the right to take disciplinary action on a student or students based on conduct, regardless of location, that may adversely affect the College, its students, its faculty, its staff, its visitors and its programs, or that poses a serious and substantial threat and/or danger to others.

3.1.4 Students may also be accountable to both civil and criminal authorities for acts of misconduct that constitute violations of the Code. At the discretion of the President, the Vice President for Student Affairs or the Vice President’s Designee, disciplinary action at the College may proceed while other proceedings are still in process. Such proceedings will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

3.1.5 Students who are officially enrolled in the College, as well as persons who are visitors and/or guests of the College, who, by their actions on College premises, violate their status as invited guests, may be subject to the relevant penalties of the criminal law articles of the Maryland Annotated Code.

3.2 Office of the Vice President for Student Affairs

3.2.1 Vice President - shall take all necessary and reasonable actions regarding an incident.

3.2.2 Incident Management Advisory Committee (IMAC) - will submit a written report of its findings and conclusions–and proposed sanctions, if necessary– to the Vice President for Student Affairs.

3.2.3 Mediation Process- an informal session led by the Vice President’s Designee to explore resolution of violations of the Code without a formal hearing. The charged student must waive his/her right to due process in order for this process to be binding. Both parties must agree to this form of conflict resolution or the incident will be referred to the IMAC for a formal investigation.

3.2.4 Mediation Meeting - an informal, non-adversarial meeting between the charged student and the Vice President’s Designee or the Ombudsman.

3.2.5 The Director of Judicial Affairs and Title IX (DJAIX) - is responsible for assisting the Vice President for Student Affairs with the investigation, mediation and the adjudication of student disciplinary cases at the College. Incident Report Forms are kept in his/her office and are initially screened by the DJAIX to determine a recommendation to the VPSA.

3.3 Public Safety

3.3.1 The Office Public Safety – will maintain Incident Report Forms and provide relevant Incident Reports to the DJAIX for review and necessary action.
ARTICLE IV

4. PROHIBITED CONDUCT

The Code seeks to foster and promote a sense of respect and consideration of others. BCCC is committed to ensuring a safe, learning environment and workplace for its students, faculty, staff, and visitors. Everyone at BCCC is expected to conduct himself/herself in a civil manner. The following types of conduct are prohibited by the Code and may be subject to sanctions under the Code. This list is not intended to be exhaustive or complete.

4.1 Disruption or obstruction of the educational processes of the College - The educational processes include but are not limited to teaching, research, administration, disciplinary proceedings, and all other programs and/or activities sponsored by the College, including but not limited to social, cultural and athletic events. Disruption or obstruction of these processes includes but is not limited to:

4.1.1 Infringing on the rights of other members of the College community;
4.1.2 Leading or inciting others to disrupt scheduled and/or normal activities of any campus, building or area;
4.1.3 Refusing to move when the student’s presence creates an intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus premises, or at BCCC events;
4.1.4 Participating in or inciting a riot or a disorderly assembly such as seizing, holding, commandeering, or damaging any property or facility of the College or threatening to do so.
4.1.5 Physical and/or verbal abuse, intimidation or threat of such abuse to any person on the College premises or at College activities and programs. Examples include but are not limited to sexual harassment, stalking, sexual assault, peer harassment, bullying, and any other form of physical, verbal and/or non-verbal harassment.
4.1.6 Activity or behavior which directly violates the laws of the State of Maryland and including immoral, unethical and lewd conduct.
4.1.7 Failure to comply with the spoken and/or written directions of College officials, including campus public safety officers, faculty, and professional staff acting in performance of their assigned duties and responsibilities.
4.1.8 Failure to obtain proper authorization to use College facilities where required.

4.2 Misuse of Computing Resources/Technology Access

Baltimore City Community College’s computer and technological resources may not be used for purposes that support civil or criminal offenses or violate the College’s official policies or College mission, including the Student Computer Use and Internet Access Policy and the Student Wireless Use Policy. Some of the most common forms of misuse include but are not limited to:

4.2.1 Sharing student passwords or attempting to use another’s password or establish a false identity;
4.2.2 Disregarding copyright laws and/or license agreements;
4.2.3 Participating in illegal acts including but not limited to information theft, computer trespassing, invasion of privacy, computer forgery, identity theft and/or pornography;
4.2.4 Harassing, threatening or otherwise causing harm to specific individuals through the use of the College’s electronic communications or sending messages that appear to be an official communication of the College;
4.2.5 Downloading or posting software or programs that are illegal, proprietary, in violation of College policies, or otherwise damaging to the institution;
4.2.6 Modifying or reconfiguring or attempting to modify or reconfigure, with the intent to damage, the College’s computing resources such as hardware and software;
4.2.7 Using or attempting to use the College’s computer resources to send a message that appears to be an official communication from the College;

4.2.8 Using Facebook, YouTube and other social media to make threats and/or to defame the College or members of the student body, faculty, staff, and/or College guests.

4.3 Misconduct involving alcohol, drugs and tobacco includes:

4.3.1 Unlawful possession, use, manufacture, sale, or distribution of alcohol or other drugs on College premises is prohibited and is a violation of the Code and may also be subject to adjudication by the State of Maryland and/or federal authorities;

4.3.2 Use of any smoking material, including tobacco, a lighted cigarette, cigar or pipe, illegal drugs, or the use of any other lit smoking material in an unauthorized area.

4.4 Failure to comply with published College policies, rules, and regulations include:

4.4.1 Failure to meet financial obligations to the College;

4.4.2 Fraud against the College, including forgery, misuse, or alteration of any College document, record, or knowingly furnishing false information to the College;

4.4.3 Disruption of a College activity and/or program; obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised events, programs or activities;

4.4.4 Unauthorized use of cellular phones or other electronic devices for communication during class. Students who must bring such devices to class must turn off or place devices on an inaudible signal so as not to disturb or interfere with classroom activities. The use of Bluetooth technology, texting, Twitter, cell phone, e-mail, or any other form of electronic communication, is strictly prohibited during exams, tests or quizzes, unless prior authorization is obtained by the instructor. These devices may not be used in any class, unless prior approval is obtained by the instructor.

4.5 Criminal offenses include but are not limited to:

4.5.1 Illegal use, sale, distribution, or manufacture of drugs or alcohol;

4.5.2 Physical assault, battery, and endangerment;

4.5.3 Murder, attempted murder;

4.5.4 Arson;

4.5.5 Sexual assault and/or rape;

4.5.6 Illegal gambling on College premises or at any College function;

4.5.7 The intentional possession, use, storage of firearms or dangerous weapons while on campus, unless on official business. Firearms or weapons are not otherwise permitted on the premises except for authorized academic or employment purposes.

4.6 Failure to comply with the request of a College official includes but is not limited to:

4.6.1 Failing to comply with the request or direction of a College official or law enforcement officer acting in performance of his/her duties; failure to identify oneself or produce personal identification to a College official or College law enforcement officer when requested to do so;

4.6.2 Providing false identifying information to BCCC officials on College premise or at official College events.
4.7 Providing false information regarding a College emergency includes but is not limited to:
4.7.1 Making a false report to a College official regarding the threat of a fire, bomb, or other emergency requiring the immediate or proposed evacuation of any College facilities. State of Maryland and federal adjudication may also be required.

4.8 Offenses against persons on the Campus include but are not limited to:
4.8.1 Conduct that jeopardizes the safety or well-being of self or others;
4.8.2 Intimidation or harassment (See Article IX);
4.8.3 Making noise or causing noise to be made with objects, amplification equipment and instruments in non-authorized activities that disturb classes, meetings, office procedures and other College programs, services and activities;
4.8.4 Making an unauthorized entry upon the playing performance area or the spectator area of any athletic contest, exhibition, program and/or other College event;
4.8.5 Intimidation (or hazing) for the purpose of initiation or affiliation with, or as a condition of continued membership within, a particular organization or group. Disciplinary action will be taken against both the individuals and the organizations responsible for such activities.

4.9 Property offenses include but are not limited to:
4.9.1 Damage or destruction of property belonging to the College or to another person;
4.9.2 Arson or tampering with any fire alarms and fire safety systems;
4.9.3 Illegal or unauthorized entry into any College premises;
4.9.4 Unauthorized possession, duplication or use of keys belonging to the College;
4.9.5 Littering, defacing, destroying or damaging College property or property under College jurisdiction; removing or using such property without proper authorization.

4.10 Sexual Assault (See ARTICLE X)
4.11 Sexual Harassment (See ARTICLE IX)
4.12 Theft - the unauthorized taking or possession of property or services of another or the personal property of any faculty, staff, student, visitor or guest of the College, or knowingly possessing such stolen property.

4.13 Children in the Classroom – In order to prevent disruption of the learning process and potential liabilities for the College, children are not permitted in classrooms, laboratories or administrative office suites or to be left unattended on College property.

4.14 Academic Misconduct- (See ARTICLE V)

ARTICLE V
5. ACADEMIC INTEGRITY POLICY
5.1 College Standards of Academic Integrity
5.1.1 All students are expected to engage in academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity both in and out of the classroom, including online courses. **Academic dishonesty** is defined as the giving, taking or presenting of information or material by a student or students with the intent of unethically or fraudulently benefiting oneself or other students on any work which is to be considered in the determination of a grade or the completion of academic coursework requirements. In addition, aiding another individual in cheating and plagiarizing is also considered to be a violation of the academic integrity policy.
5.1.2 It is expected that all members of the College will work to actively deter academic misconduct and share in the responsibility and authority to challenge and make known to the appropriate authority acts of apparent academic dishonesty.

5.1.3 The College’s Academic Integrity Policy will be published in the College catalog, student handbook, College website, Blackboard (or equivalent means of electronic communication) and clearly stated on all class syllabi. Each faculty member will clarify the meaning and intent of the Academic Integrity Policy, including plagiarism, during the first class meeting.

5.1.4 Each course syllabus should include the College’s definition and expectation of academic integrity.

5.2 Academic Misconduct - The following behaviors and/or actions constitute academic misconduct and are subject to sanctions under the Code:

5.2.1 Cheating on an examination;
5.2.2 Plagiarism - presenting the words or ideas of others without giving proper citation to the author;
5.2.3 Collaborating with others in work to be presented, contrary to the rules outlined by the course;
5.2.4 Submitting a paper or assignment as one’s own work when part or all of the paper or assignment contains the ideas and/or research of others without appropriately identifying the source of the ideas and/or research;
5.2.5 Stealing examinations or course materials;
5.2.6 Submitting work previously presented in another course, if contrary to the rules of the course;
5.2.7 Tampering with the laboratory experiments or computer programs of another student;
5.2.8 Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
5.2.9 Removing materials from the library without proper authority;
5.2.10 Duplicating course materials expressly forbidden in writing by any faculty member;
5.2.11 Using tape recorders or other recording devices in a classroom when not specifically authorized or allowed to do so by the faculty member;
5.2.12 Ignoring or willfully violating class or laboratory instructions and/or policies.

5.3 Reporting Alleged Academic Misconduct

5.3.1 Reporting by a Faculty Member. A faculty member who suspects a student of academic dishonesty must inform the student in writing within three (3) working days after the discovery of the alleged violation. This communication can be in the form of a documented email. The faculty member shall meet with the student to discuss the incident and provide evidence of his/her allegations. If the student admits to the violation, then the faculty member completes and forwards an Incident Report Form to his/her Associate Dean or Director/Coordinator, and to the Director of Judicial Affairs and Title IX (DJAIX) for mediation or referral to the IMAC.

Note: No sanctions will be imposed for plagiarism unless the student has been informed in writing on the course syllabus about what is acceptable and what is not acceptable in the use of outside material.
5.3.2 Should the alleged act of academic misconduct not be resolved, the faculty member will send the Incident Report Form with the notation that the student is challenging the alleged incident to the Vice President for Student Affairs who will assign it for immediate action to the Director of Judicial Affairs and Title IX.

5.3.3 Reporting by a Student – A student who witnesses another student engaged in academic misconduct should inform his/her faculty member immediately. A student should feel free to discuss his/her concerns and observations with their instructor. Students reporting academic misconduct may be requested to testify at a hearing. If a student still has a concern after talking with his/her instructor, he/she may consult the Associate Dean or the Director of Judicial Affairs and Title IX.

5.4 Infractions

5.4.1 Infraction-Level 1-This violation of the Code is considered academic misconduct and should be reported to the Director of Judicial Affairs and Title IX as a warning, who will file and record the violation. A faculty member may also provide a verbal or written reprimand to the student and provide an opportunity for a teachable moment and educational sanctioning.

Note: This level of infraction may occur due to the student’s inexperience or lack of knowledge of the principles of academic integrity and is often characterized by the absence of dishonest intent on the part of the student committing the violation.

Examples of Level 1 violations include but are not limited to:

- Failure to cite or give proper acknowledgement in a very limited section of an assignment.

Sanctions for a Level 1 violation ordinarily include one or more of the following, although this list is not all inclusive:

- Required participation in a non-credit workshop or seminar on plagiarism, ethics or academic integrity.
- An assigned paper, research project or certification of a passing grade on an online quiz related to ethics or academic integrity.
- A make-up assignment that is more difficult than the original assignment.
- A disciplinary warning letter.

5.4.2 Infraction-Level 2 This violation represents a greater degree of academic misconduct, and may also include a repeat of a Level 1 offense. Upon written notification by an instructor that a Level 2 infraction has occurred, a grade of zero will be posted for the assignment, quiz, test or experiment in which the infraction occurred. The grade of zero will be factored into the grading process for the course. Examples of Level 2 infractions include but are not limited to:

- Blatant plagiarism
- Submitting work previously presented in another course, if contrary to the rules of the course.
- Removing materials from the library, classrooms, computer lab, etc. without proper authority.
- Using tape recorders, cell phones, iPods or other recording devices in a classroom when not authorized or allowed to do so by the instructor.
- Ignoring or willfully violating class and/or laboratory instructions and/or policies.
Sanctions for Level 2 violations may include but are limited to one or more of the following:

- A failing grade on the assignment.
- A disciplinary warning letter.
- Academic probation.

5.4.3 Infraction-Level 3

Upon written notification that an Infraction-Level 3 has occurred, the Vice President for Student Affairs or the Vice President’s Designee will meet with the student involved. The student may be informed that the disciplinary sanctions of a Level 3 infraction may include course failure, academic suspension and/or permanent academic dismissal, from BCCC, with a notation of disciplinary action on the student’s BCCC transcript.

Examples of Level 3 violations include but are not limited to:

- A repeated Level 2 violation.
- Cheating on an examination.
- Committing a violation of academic misconduct after returning from suspension for previous violations of academic misconduct.
- Excessive and blatant plagiarism.
- Collaboration with others in work to be presented, contrary to the rules of the course.
- Stealing examinations or course materials.
- Duplicating course materials expressly forbidden by the instructor.
- Tampering with laboratory experiments or computer programs of another student.
- Knowingly or intentionally assisting another student in academic misconduct, including assistance in an arrangement in which coursework, classroom performance, an examination or required academic activity is submitted or performed by a person other than the student for whom the work is submitted or performed.
- Committing a violation of academic misconduct that breaks the law or involves criminal activity (such as forging a grade form, stealing an examination from a professor or from a College office, buying a stolen examination, falsifying a College transcript, etc.).
- Having a substitute take an examination or taking an examination for someone else.

5.5 Charges and Notification

5.5.1 All Level 1, Level 2 and Level 3 infractions are reported to the Judicial Affairs Office.

5.5.2 The Director of Judicial Affairs and Title IX notes the infraction in a central database created to track these infractions and sanctions.

5.5.3 The Director of Judicial Affairs and Title IX searches the database to discover whether other infractions or sanctions have been recorded.

5.5.4 If other infractions or sanctions are identified, the findings will be shared with the Vice President for Student Affairs.

5.5.5 The Director of Judicial Affairs and Title IX will then conduct an investigation to determine if a formal hearing should take place or can be resolved through a pre-hearing conference.

5.5.6 If no hearing is necessary, the DJAIX notifies the student of the infraction(s) through a counseling meeting.
5.5.7 If it is determined that a hearing should take place, the Director of Judicial Affairs and Title IX will facilitate the Incident Management Advisory Committee (IMAC) to convene a hearing. Recommendations from the hearing are forwarded to the Vice President for Student Affairs.

5.5.8 The Director of Judicial Affairs and Title IX will notify the faculty person, his/her Associate Dean, the respective Dean and the Vice President for Student Affairs regarding findings and/or sanctioning.

5.5.9 The Director of Judicial Affairs and Title IX will notify the charged student(s) by certified mail of the results of the IMAC hearing and the Committee’s findings and/or sanctions.

5.5.10 All suspensions and expulsions will be hand delivered to the Records and Registration Office by the Director of Judicial Affairs and Title IX for appropriate notations.

ARTICLE VI
6. JUDICIAL PROCESS

6.1 Reporting

6.1.1 Any member of the College community may refer allegations of student misconduct that may be in violation of the Code. The allegations must be written on an Incident Report Form and delivered to the Office of Judicial Affairs. Persons making allegations are required to provide information pertinent to the case and may be called to testify in a Student Conduct Review Hearing.

6.1.2 When a student’s behavior violates the Code, the faculty or staff member may first attempt to talk to the student privately, reiterating expected behaviors and classroom policies.

6.1.3 The primary responsibility for managing the classroom environment rests with the instructor or faculty member. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be proceeded by a disciplinary conference or hearing. Prohibited acts may include behavior prohibited by the teacher (smoking, persistently speaking without being called upon, refusing to be seated, disrupting the class by leaving and entering the room without authorization, etc.). The lawful expression of a disagreement with the teacher is not in itself disruptive behavior. In cases where the faculty member or instructor determines that it is appropriate to direct the student to leave the class (or area of disruption), the DJAIX should be contacted, given the details of the precipitating incident and provided the conditions under which the student will be allowed to return to the classroom.

6.1.4 If additional action is deemed necessary, the faculty member or instructor should notify the department chair or director/coordinator, Dean or Vice President for Student Affairs immediately. If the faculty or staff needs assistance with reporting an incident the DJAIX may be contacted.

6.1.5 In case of emergency (unlawful behavior or if the disruption is deemed to constitute a threat to anyone) the faculty member or instructor must contact the Public Safety Office to escort the student from the class or area of disruption. An ombudsman, whose name and location can be found on the College’s website, must also be notified by the faculty member or instructor.
6.2 Incident Report Form

6.2.1 Based on the discussion with the disruptive student by the ombudsman, a BCCC faculty member, instructor, staff member or student may decide to file an Incident Report Form.

6.2.2 A faculty member, instructor, staff member or student may submit a College Incident Report Form. The Form is located on the intranet, Canvas and in the Office of Judicial Affairs.

6.2.3 A faculty member, instructor, staff member or student may also request a College Incident Report Form from the DJAIX.

6.3 Due Process

A charged student accused of violation of the Code is entitled to the following procedural protections:

6.3.1 To be entitled to a hearing before the Incident Management Advisory Committee (IMAC) if he/she is subject to suspension or expulsion from the College in accordance with policies set forth in the Code.

6.3.2 To be informed by the Vice President for Student Affairs or the Vice President’s Designee of the charges against him/her in writing and the identity of the complainant.

6.3.3 To be allowed to request an informal resolution, or mediation, to resolve the case.

6.3.4 To be allowed at least three business days after receipt of written charges to prepare for a mediation conference or pre-hearing conference and five business days after receipt of written charges to prepare for a hearing.

6.3.5 To hear and respond to any and all evidence upon which a charge is based, including:

6.3.5.1 To call relevant witnesses.

6.3.5.2 To be assured of confidentiality, in accordance with the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA).

6.3.5.3 To be allowed to request that any person conducting a disciplinary conference, or serving as a hearing board member or hearing officer, be disqualified on the grounds of personal bias as determined by the Vice President for Student Affairs.

6.3.5.4 To be presumed in compliance with the Code until the charges against him/her are proven by the evidence presented and a decision is made by the mediator or the IMAC.

6.3.5.5 To be provided a fair evaluation of College rules and regulations.

6.3.5.6 To have an initial review hearing for academic misconduct which must include the faculty member or instructor who alleges the violation and the Department Chairperson. The student may bring one consultant/advocate to the hearing. The Academic Dean may also be present as a resource.

6.4 Investigation

6.4.1 After a complaint or Incident Report Form is received by the Office of Judicial Affairs against a student, the Director of Judicial Affairs and Title IX (DJAIX) or Vice President’s Designee will initiate an investigation of the charges within three business days of receipt. After completing the preliminary investigation, the DJAIX or the Vice President’s Designee will issue a written report to the Vice President for Student Affairs who may either dismiss the complaint as unfounded or initiate a Student Conduct Review Hearing. If it is determined that the alleged violation of the Code might result in the student’s dismissal or suspension, the charged student shall automatically be given the right to a formal hearing before the IMAC. All other cases may be resolved with a mediation conference.
6.4.2 Mediation is encouraged as an alternative means to resolve disciplinary cases. The Vice President for Student Affairs or Vice President’s Designee shall inform the complainant and the charged student about the availability of this resource. The Vice President for Student Affairs or Vice President’s Designee may decline to process a complaint until the parties make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, the student must sign a due process waiver which is kept in the Office of Judicial Affairs. Any and all mediated settlements must receive the final approval of the Vice President for Student Affairs.

6.5 Hearing

6.5.1 A Student Conduct Review Hearing will be scheduled to obtain information and provide the student with the option to select mediation as an option to resolve the alleged violation of the Code. This conference is an informal, non-adversarial meeting between the charged student and the DJAIX, the Vice President’s Designee or ombudsman. The charging party is not required to attend. Documentary evidence, both verbal and written, may be used as long as the charged student is allowed to respond to it.

6.5.2 When the charged student does not dispute the facts upon which the charges are based, pleads “responsible” to the alleged violations and executes a written waiver of the hearing procedures, the DJAIX, Vice President’s Designee or ombudsman will forward a recommendation for action to the Vice President for Student Affairs. The charged student will be informed in writing of the decision by certified mail within five business days by the Vice President for Student Affairs. In this case, when the charged student accepts responsibility for violating the Code, only the sanction may be appealed.

6.5.3 If a charged student contests the allegations in a Student Conduct Review Hearing, a formal Student Conduct Hearing will be conducted to investigate the allegations.

6.5.4 A charged student’s failure to appear at a Student Conduct Review Hearing may preclude the early resolution of an alleged violation of the Code and may require that a full hearing be held by IMAC.

6.5.5 When a charged student is given a Student Conduct Hearing, he/she must appear before the Incident Management Advisory Committee (IMAC). The IMAC will be chaired by the DJAIX or Vice President’s Designee. The IMAC will be composed of two full-time faculty members**, one full-time staff member, and two student representatives. Representatives from Public Safety, Student Life, Student Development and/or Disability Support Services may serve as resources to the IMAC, as appropriate. The chair has all rights and responsibilities of the IMAC participation but will not have a vote unless there is a tie.

**For adjudication of non-credit Business and Continuing Education Division (BCED) hearings, additional administrators may be substituted for academic faculty, where applicable.

6.6 Formal Hearing Procedures

6.6.1 If any allegation of misconduct is directed to a student and it is reasonably certain that a violation of the Student Code of Conduct has occurred, the Vice President for Student Affairs, Vice President’s Designee or DJAIX will write a letter outlining the alleged violation to the charged student and schedule a Student Conduct Review Hearing.

6.6.2 All charges and dispositions will be issued to the charged student in written form. All charges and disposition notices will be either (a) hand delivered to the charged student or (b) mailed by certified, return receipt first class mail to the student’s address on file in the Office of Records and Registration.
Both the charged student and the complainant will be provided an opportunity to present relevant evidence and witnesses on their behalf. The Chair of IMAC will determine relevancy and admissibility of evidence and witnesses. Both parties will have the opportunity to hear and have relevant questions asked of witnesses. All participants and witnesses will be advised that Student Conduct Hearings are confidential. IMAC may receive evidence and testimony by receiving written statements that are signed in the presence of a College official and receiving the witness signature of that College official. The charged student and the complainant will have the right to read and submit a rebuttal to any evidence. IMAC may reject this procedure in any case where presenting such evidence is believed to be unfair to the charged student or to the complainant. To expedite the hearing process, the charged student and the complainant may, at their discretion, provide written statements to IMAC prior to the Student Conduct Hearing.

IMAC will hear evidence and testimony relevant to the charged students’ alleged violation of the Code and then deliberate in closed session. The Chair is responsible for conducting the hearing. He/she shall be responsible for: reading the charges; explaining to the student the manner and sequence in which the hearing will be conducted; maintaining proper decorum and order and dismissing any person who impedes or threatens to impede a fair and orderly hearing; ensuring that questions asked, evidence and testimony offered are relevant to the case; ensuring that the charged student has the opportunity to examine the evidence, and to hear and question all witnesses appearing and testifying against him/her; ensuring that the charged student has the opportunity to testify, to present evidence, and witnesses in his/her defense; ensuring that all available relevant evidence is presented and that the IMAC’s conclusions are based solely upon the evidence. The Chair will draft the letter to inform the Vice President for Student Affairs of the hearing outcome.

A single official recording will be made of the Incident Management Advisory Committee (IMAC) hearing. No other persons at the hearing will be permitted to make recordings of the IMAC’s proceedings. If a recording malfunction occurs, the IMAC shall include a summary of the testimony sufficiently detailed to permit review on appeal. The recording shall be maintained by the Office of Judicial Affairs. In the event of a charged student’s appeal of the IMAC’s decision, the recording will be made available for review, upon request. The recording is the property of Baltimore City Community College.

The IMAC must vote in the majority to implement the sanction of suspension or dismissal. The charged student and the complaining party and any victim will be informed of the outcomes of any Student Conduct Hearing.

One consultant/advocate is permitted to accompany each charged student, complaining party and/or victim throughout the Student Conduct Hearing. The consultant/advocate may not be a witness in the Hearing and may only serve as a limited advisor to his/her advisee. The consultant/advocate may not address the IMAC or question hearing participants. The consultant/advocate must assist their advisee only in a manner that does not disrupt the hearing. Violations of these limitations may result in the removal of the advisor from the hearing at the discretion of the Chair of the IMAC.

If the charged student or complainant does not appear and does not provide a satisfactory explanation for his/her absence; or if the charged student or complainant leaves the Hearing before its conclusion or adjournment, the hearing may proceed without the charged student or complainant and the IMAC may render a decision based upon the available evidence.
6.6.9 All hearings are closed sessions and only the IMAC, the charged student, the complainant, a single consultant/advocate for each charged student and complainant, witnesses for the charged student and the complainant and College staff designated as resources will be allowed to be present.

6.6.10 The Vice President for Student Affairs shall review the IMAC’s decision and may (1) adopt both the proposed decision and recommendations; (2) reverse the decision if it is not supported by the factual evidence; or (3) change, reduce or increase the proposed sanction if she/he finds it not appropriate. The VPSA shall issue his/her decision in writing within five (5) business days of receipt of the IMAC’s proposed findings.

6.6.11 Either the charged student or complainant may challenge the impartiality of any member of the IMAC. After investigation of the matter, the Chair of the IMAC will determine whether the member should be disqualified from the case.

6.6.12 If a charged student has been charged with multiple offenses arising out of a single occurrence or a series of related offenses, a single hearing may be held for the charged student. When more than one student is charged with misconduct arising out of a single occurrence or out of connected multiple occurrences, or the same operative facts, a single hearing may be held for all the charged students.

6.6.13 The Chair of the IMAC’s role is strictly advisory. The Chair will have all privileges of the IMAC members, but shall not vote unless he/she must vote to break a tie.

6.7 SANCTIONS

The following sanctions may be imposed upon a charged student found to have violated the Student Code of Conduct (the Code):

6.7.1 Range of Sanctions:

6.7.1.1 Verbal Reprimand/Informal Warning

This sanction is the least severe form of disciplinary action. It serves to warn the charged student that corrective action must be taken, and that future violations will be dealt with more severely. No record of this sanction is placed in the charged student’s file.

6.7.1.2 Formal Warning/Disciplinary Reprimand

This sanction indicates that the “good standing” status of the charged student is in jeopardy and further violations may result in disciplinary probation, suspension or expulsion.

6.7.1.3 Disciplinary Probation

This sanction places the charged student on a probationary status during which further violations of the Code may result in suspension or expulsion.

6.7.1.4 Disciplinary Suspension

This sanction terminates a charged student’s status as an enrolled student at BCCC for either a specific or indefinite period of time. The sanction may take effect immediately or on some future date to be specified in writing by the Vice President for Student Affairs. A suspended student is restricted from College premises and may not be present on the premises without specific written authorization from the Vice President for Student Affairs or Vice President’s Designee. Any violation of this restriction shall subject the student to arrest for trespassing. This sanction is noted on the student’s transcript as “Disciplinary Suspension” (DS) via formal written notice to the Registrar from the Vice President for Student Affairs. The charged student may file a written request to the Office of the Vice President for Student Affairs to have this
notation expunged after the period of suspension has ended. Otherwise, the notation will remain on the charged student’s transcript un-less the disciplinary file is expunged. A charged student under this sanction may reapply and/or register after the period of suspension has ended.

6.7.1.5 Disciplinary Expulsion

This sanction permanently terminates a charged student’s status as an enrolled student at BCCC and the student will not be permitted to register at BCCC. An expelled student is restricted from all College sites and may not be on the College campus without specific written authorization from the Vice President for Student Affairs or Vice President’s Designee. Any violation of this restriction shall subject the student to arrest for trespassing. This sanction is noted on the student’s transcript as “Disciplinary Expulsion” (DE) via formal written notice to the Registrar from the Vice President for Student Affairs and will remain on the transcript unless the disciplinary file is expunged.

6.7.1.6 Restorative Justice

This sanction may involve repayment to the College or to any affected party for damages and/or injury. Restorative justice, at its most basic level, is a way for an individual to take responsibility for any harm they may have caused to another individual or the community. This process allows for all parties effected (victim, offender, and community) to process how the harm can be restored for the individuals involved. On a college campus often times students, staff, faculty, and other on and off campus community members may find that they have been affected directly or indirectly by an individual or groups behavior. Restorative justice practices can provide the space for profound learning moments and reparation.

Restorative Justice is driven by four guiding principles:

- Inclusive decision-making - Putting the decision making back into the hand of the individuals that care most about the harm that has occurred.
- Active accountability - An offender cannot sit back and be judged. They must be engaged in the process and take responsibility.
- Repairing harm - Focuses on hearing a reparation to bring up the harmed party.
- Rebuilding trust - Rebuilding the relationships so that the offender can once again be trusted and the harmed party can feel safe.

6.7.2 Special Conditions

The following sanctions, requirements and/or conditions may be imposed, along with a disciplinary sanction, for any charged student found to have violated the Student Code of Conduct. The conditions include, but are not limited to the following requirements:

6.7.2.1 Financial restitution for any loss sustained or incurred by the College and/or member(s) of the College community.

6.7.2.2 Community service or restitution.

6.7.2.3 Required participation in an alcohol and/or drug education program.

6.7.2.4 Required counseling sessions.

6.7.2.5 Completion of educational projects.

6.7.2.6 Suspension of College computer account.
6.7.2.7 Restriction from specific College buildings, areas, or facilities.
6.7.2.8 Restriction or denial of College parking permit.
6.7.2.9 No contact with designated persons.
6.7.2.10 Revocation or denial of BCCC degree/diploma.
6.7.2.11 Registration block.
6.7.2.12 Financial penalty or fine.
6.7.2.13 Loss of College privileges; including social, athletic, co-curricular, and/or facility use privileges.

6.8 Failure to complete a mandated sanction within the allotted time may result in administrative actions including but not limited to blocking a charged student’s ability to register for classes.

6.9 Interim Suspension or Restrictions
6.9.1 A student may be suspended or restricted from College property for an interim period pending a Pre-Hearing Conference, Student Conduct Hearing before the IMAC or a psychological or medical evaluation. The Vice President for Student Affairs is the only person able to initiate this action. The interim suspension or restriction is effective without prior notice, when there is evidence that the continued presence of the student on College property, or in a specific campus facility poses a substantial threat to himself/herself, to others, or to the stability and continuance of normal College functions.

6.9.2 A student may request a review of the interim action. This request must be in writing to the Vice President for Student Affairs. A response to the request will be made typically within five (5) business days from the date of the receipt of the request.

6.9.3 An interim suspension or a restriction from College property shall be followed, typically within ten (10) business days, by an opportunity to have a Student Conduct Review Hearing as described in this Code.

6.10 APPEALS PROCESS
6.10.1 If the charged student is dissatisfied with the outcome of the Vice President of Student Affairs’ decision, he/she may request a final appeal to the President of the College. Such an appeal must be submitted in writing to the President, with a copy to the Vice President for Student Affairs, typically within five (5) business days after receipt of the written notice of the decision. The appeal statement shall set forth the grounds for appeal and be accompanied by a written statement and/or new evidence that was not previously available to the charged student. The Chair of the IMAC will submit a written statement in support of the VPSA’s decision and must be submitted within three (3) business days of receipt of the charged student’s appeal. The President’s review will be limited to a review of the record of the hearing, the written statements submitted by the charged student and the Chair of the IMAC and any new evidence that was not reasonably available and/or previously presented.

6.10.2 Grounds for an appeal are limited to claims that:
6.10.2.1 The procedures described in the Code were not followed;
6.10.2.2 The decision was not supported by the evidence presented at the hearing;
6.10.2.3 The sanction was not appropriate to the violation; or new evidence is available that was not reasonably available at the time of the hearing.
6.10.3 The President’s decision regarding the appeal will be made within ten (10) business days following the receipt of the appeal. The President may:

6.10.3.1 Affirm the VPSA’s decision concerning the violation of the Policy;
6.10.3.2 Affirm the VPSA’s decision concerning the disciplinary sanction imposed;
6.10.3.3 Reverse the original decision concerning the violation of the Policy and direct that the complaint be dismissed;
6.10.3.4 Set aside the original decision concerning the sanction and impose a different sanction.
6.10.3.5 The decision of the President is final and may not be appealed.

6.10.4 Expunging Disciplinary Records and/or removing notations:

6.10.4.1 A charged student may submit a written petition for removal of a transcript notation when:

6.10.4.2 The sanction has expired.
6.10.4.3 After two (2) semesters during which they have been registered, and they have not engaged in behavior that violates the Code.

ARTICLE VII

7.1 INTERPRETATION AND REVIEW

7.1.1 Any questions of interpretation regarding the Code should be directed to the Vice President for Student Affairs or the Director of Judicial Affairs and Title IX (DJAIX).

7.1.2 The Code will be reviewed periodically under the direction of the Vice President for Student Affairs.

ARTICLE VIII

8.1 ACADEMIC GRIEVANCES

A student who has sufficient evidence that his/her grades have not been determined in accordance with the terms set out in the instructor’s syllabus/course outline/course policy, may seek resolution through the grievance process. In filing an academic grievance, a student must take the following steps:

8.1.1 Attempt to resolve the matter with the instructor in a face-to-face meeting.
8.1.2 If the student is dissatisfied with the decision rendered by the instructor, he or she will obtain a Student Grade Grievance Form (Form A) from the respective department’s administrative assistant, complete, and submit to the instructor. This form should spell out the exact nature of the complaint and the remedy sought. The instructor will be asked to provide the rationale for the grade recorded for the student and provide sign off on Form A.
8.1.3 Cases filed after faculty contracts end in May, are processed as soon as the instructor can be contacted and scheduled for a hearing, which usually occurs during the next full (fall/spring) semester. A grade grievance must be filed no later than 30 days after the end of the semester in which the class was taken. The entire grade grievance process must be completed typically within one year of the original filing. Students will be required to submit the following information to complete their grade grievance file:

1. Course Syllabus/Course outline/Course policy
2. All work in question
3. A written explanation as to the nature of the grade grievance
8.1.4 The Chair of the Grievance Committee will review both the student’s documentation and the explanation of the instructor. If there is sufficient evidence to warrant a grievance, the paperwork will be forwarded to the Department Associate Dean, typically within five (5) business days. The Department Associate Dean will attempt to mediate a resolution between the instructor and the student. If a resolution is reached that warrants a grade change, the instructor will submit a grade change form to the Office of Records and Registration within five (5) business days after the decision to change the grade has been made.

8.1.5 If no resolution is reached from the meeting with the Department Associate Dean, the student may request the matter be taken to the appropriate Academic Dean, typically within five (5) business days. The Academic Dean will attempt to mediate a resolution between the instructor and the student. If a resolution is reached that warrants a grade change, the instructor will submit a grade change form to the Office of Records and Registration within five (5) business days after the decision to change the grade has been made.

8.1.6 If no resolution is accomplished with the Academic Dean, the Student Grade Grievance Form (Form A) will be forwarded to the Grade Grievance Committee for further processing. At this point, the Chair of the Grade Grievance Committee will assist the student with submitting a Student Grade Grievance Form (Form B), requesting a review by the GGRC. The GGRC will be made up of the Chair of the GGRC, two (2) faculty and two (2) students. The Senate Executive Committee President will select the two (2) faculty members. The President of the Student Government Association will recommend the two (2) students.

8.1.7 If the GGRC accepts the grievance, the student will appear for a hearing before the IMAC which will conduct a grade grievance hearing (see Article 6.5.5). The IMAC must make a recommendation to the Vice President for Student Affairs. The Vice President for Academic Affairs will make the final disposition of the grievance.

8.1.8 If a student’s grievance is rejected by the Grade Grievance Review Committee, the student will receive written justification for the decision from the Committee chair within five (5) business days. The decision rendered by the Committee represents the final disposition of this process.

8.1.9 The Vice President for Academic Affairs will be the College official designated to resolve and decide student grievances concerning academic and curricular issues.

ARTICLE IX

9. SEXUAL HARASSMENT

Purpose Statement

The College places its community on notice that any sexual misconduct within the college workplace and within educational programs will not be condoned and will not be allowed to interfere with the mission of Baltimore City Community College. These procedures address the complaint and investigation process, disciplinary actions, hearings and appeals and educate the College community on the College’s policy prohibiting sexual harassment.

State/Federal Regulatory Requirements (cite if applicable)

- Title VII of the Civil Rights Act of 1964 as amended
- Title 20 State Government Article, Annotated Code of Maryland
- Title 5, Subtitle 2, Annotated Code of Maryland State Personnel and Pensions Article
- Title IX of the Education Amendments of 1972
- Executive Order-01.01.2007.16 Maryland Code of Fair Employment Practices
- EEOC Policy Guidance on Sexual Harassment, Number N-915-050
9.1 **Procedural Language**

Baltimore City Community College adheres to the sexual harassment definitions promulgated by the Equal Employment Opportunity Commission (EEOC) and then Office of Civil Rights of the United States Department of Education (OCR).

**Sexual Harassment**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature. Sexual harassment may be **verbal** (sexual innuendo, threats, jokes, sexual propositions, or suggestive comments, etc.; **non-verbal** (making suggestive or insulting noises, leering, whistling or making obscene gestures, or displaying sexually explicit or offensive pictures or other illustrations, etc.) or **physical** (touching, pinching, brushing the body, assaulting, or any other contact of a sexual nature).

Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:

9.1.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment by BCCC or an individual’s participation in a BCCC program;

9.1.2 Submission to or rejections of such conduct by an individual are used as the basis for academic or employment decisions affecting the individual;

9.1.3 Such conduct by an employee, student, or third party is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or benefit from an educational program or activity;

9.1.4 A hostile or abusive educational environment; or has the purpose or effect of unreasonably interfering with an individual’s work performance, or of creating an intimidating, hostile, or offensive work environment at BCCC.

*Tangible psychological injury is not a necessary element of a hostile work/academic environment; rather, an environment that is perceived by the victim as hostile or abusive, and that a reasonable person would find hostile or abuse is sufficient to meet the standard. The victim, as well as the accused, may be a female or a male. The harassment does not have to be of the opposite sex.*

A. Types of Sexual Harassment

1. **Quid Pro Quo**
   - Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, non-verbal or physical conduct of a sexual nature constitute “quid pro quo” sexual harassment when:
     a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
     b. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision that affects an individual.

2. **Hostile Work/Academic Environment**
   - Sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes “hostile environment” sexual harassment when the conduct:
     a. was unwelcome;
     b. was based on the victim’s gender;
     c. was sufficiently severe or pervasive to alter the conditions of the victim’s employment and create a work environment that is reasonably perceived as hostile or abusive and that the victim perceives as hostile or abusive; and
     d. is imputable to the College.
9.2 Reporting Violations

For the purposes of these procedures, the Complainant is the person filing a Complaint. The Respondent is the person who is alleged to have violated this Policy.

9.2.1 Any employee who believes that he or she has been the victim of sexual harassment or retaliation should report the alleged incident immediately to Executive Director of Human Resources. Students should report these matters to the Office of Student Judicial Affairs.

9.2.2 Any BCCC employee who receives a report of sexual harassment or becomes aware of conduct in violation of the Policy has an affirmative duty to report immediately to the Executive Director of Human Resources or in cases where it involves a student, the Office of Student Judicial Affairs.

9.2.3 Upon receipt of a complaint the Executive Director of Human Resource, or in the case of students, the Vice President of Student Affairs will consult with the College’s attorney and Public Safety to establish the investigation as harassment or as sexual assault. Public Safety will investigate sexual assault cases.

9.2.4 The Executive Director of Human Resources and/or the Office of Student Judicial Affairs (for incidents involving students) shall promptly contact and inform the Complainant of the College’s policy prohibiting sexual harassment and of the procedures available to resolve a complaint of sexual harassment. Both informal and formal procedures for resolving a complaint of sexual harassment are available for use by employees, students, and volunteers.

9.3 Investigation

9.3.1 If at the conclusion of a Public Safety investigation the allegation is insufficient to support charges of sexual assault, as defined by law, the incident will be referred to the appropriate College office (i.e. Human Resources or Student Judicial Affairs) for further investigation and action.

9.3.2 The Title IX Coordinator or Title IX Investigator(s) will investigate reports of sexual harassment by students toward students.

9.3.3 The Executive Director of Human Resources will investigate sexual harassment behavior by faculty or staff towards students. Students allegedly accused of sexual harassment towards faculty or staff, will be investigated by the Title IX Coordinator and/or Title IX investigator(s) utilizing the Student Code of Conduct.

9.4 Responsibilities

If an employee/student (victim) believes that sexual harassment has occurred, the employee/student (victim) shall take the following steps:

9.4.1 Inform the offending person that his/her conduct is unwelcome and should cease immediately. It is important for the victim to communicate that the conduct is unwelcome, particularly when the alleged harasser may have some reason to believe that the behavior may be welcome. However, a victim of harassment need not confront his/her harasser directly, so long as the victim’s conduct demonstrates that the harasser’s behavior is unwelcome.

9.4.2 If the alleged harassment does not cease, report it promptly to the Executive Director—Human Resources (which is the College’s Fair Practices Officer/EEO Officer), or your supervisor/another management representative. Students should report the alleged harassment to the Vice President of Student Affairs/Judicial Affairs Officer.

9.4.3 If an employee’s or student immediate supervisor or instructor is the alleged harasser, report the incident to the person directly in charge of the supervisor, the Executive Director of Human Resources, or other management representative. Students should report the alleged harasser to the Vice President of Student Affairs/Judicial Affairs Office.
9.5 Baltimore City Community College Responsibilities

9.5.1 When an alleged incident of sexual harassment is reported, the College has 30 days in which to thoroughly investigate the complaint through the informal process and/or the formal process.

9.5.2 Independent review or consulting may be processed through the Office of the Statewide Equal Employment Opportunity Coordinator (OSEEOC).

9.5.3 The College will inform the Complainant of his/her right to pursue an allegation of sexual harassment with the Maryland Commission on Human Relations or the U.S. Equal Employment Opportunity Commission.

9.5.4 The College will inform the Complainant that it will take every reasonable effort to handle the complaint in a manner that protects the confidentiality of all parties.

9.5.5 The College will follow-up with the complainant and any other individuals implicated in the investigation to ensure that no further incidents have occurred. The College will document follow-up efforts.

9.5.6 The College must ensure that employees who make complaints of sexual harassment or provide information related to such complaints will be protected against retaliation.

9.6 Protective Measures and Confidentiality

9.6.1 Retaliation by College Faculty members, staff, or students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment, or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he or she will be subject to disciplinary action. Any individual who has been a victim of sexual harassment or retaliation shall immediately report such conduct to the College’s Fair Practices Officer. As part of the investigation, the respondent will be asked to sign a declaration of non-retaliation.

9.6.2 Complainants, Respondents, witnesses, and all persons involved in making investigations, or resolving a complainant of sexual harassment, shall use their good faith efforts to keep confidential all information relating to a complaint. Failure to maintain confidentiality may result in disciplinary action and/or other serious sanctions.

9.6.3 Allegations of sexual harassment are extremely serious, with potential for great harm if ill-conceived or without foundation. It is a violation of the policy for an individual to file an untruthful or bad faith claim of sexual harassment. The college community should not be discouraged from filing legitimate complaints of sexual harassment. An individual found to have filed an untruthful or bad faith complaint is in violation of this Policy and will be subject to disciplinary action.

9.7 Disciplinary Actions

9.7.1 Disciplinary actions against BCCC faculty staff, vendors, or volunteers for sexual harassment may range from reprimand to termination, depending on the severity of the conduct and the circumstances of the particular offence.

9.7.2 Disciplinary actions against students at the college for sexual harassment may include suspension or expulsion from BCCC programs and are covered in the Student Code of Conduct.

9.7.3 All employees and students should be aware that they may be civilly or criminally liable if they engage in prohibitive conduct.
9.8 Informal Procedures for Resolving a Complaint

9.8.1 The respondent wishing to process a complaint of sexual harassment shall file his or her complaint with the Executive Director of Human Resources or the Office of Student Judicial Affairs within thirty (30) days following the alleged violation(s), or within 30 days following the date on which the complainant knew, or reasonably should have known, of the alleged incident. While not required to initiate an investigation, the Complainant is strongly encouraged to submit a written, signed complaint as a means of achieving a comprehensive resolution.

9.8.2 Upon receipt of a complaint, the Executive Director of Human Resources or in cases involving students, the Director of Judicial Affairs and Title IX shall, within ten days, conduct and conclude a confidential investigation of the facts, which will include:

- An interview with the Complainant, the Respondent, and any witnesses to the material events
- Collection of all relevant documents
- Consultation with the College’s attorney

9.8.3 At the conclusion of the investigation, the Executive Director of Human Resources and/or the Coordinator of Student Judicial Affairs will make reasonable efforts to resolve the Complaint to the satisfaction of BCCC, the Complainant, and the Respondent. If a mutually agreeable resolution is reached, the Complainant, the Respondent and the College will sign a statement acknowledging concurrence with the resolution of the Complaint.

9.8.4 The Executive Director of Human Resources and/or in the case of students, the Office of Student Judicial Affairs shall retain Complaints processed through informal procedures in a confidential file separate from any personnel or student files. The confidential file should include:

- The name of the Complainant;
- The name of the Respondent;
- The nature of the Complaint;
- The incident date;
- The names of witnesses;
- Any other information relevant to the incident

9.9 Formal Procedures for Resolving a Complaint

9.9.1 The Respondent wishing to process a complaint of sexual harassment through formal procedures shall file his or her written complaint with the Executive Director of Human Resources within thirty (30) days following the alleged violation(s), or within 30 days following the date on which the Complainant knew, or reasonably should have known, of the alleged incident.

9.9.2 The written complaint shall be signed by the complainant and shall state:

- The allegations, including when and where the alleged conduct occurred;
- The name(s) of the person(s) alleged to have violated the Policy;
- The names of any witnesses to the violation; and
- The relief requested.

9.9.3 Upon receipt of a formal complaint of sexual harassment, the Executive Director of Human Resources and/or Coordinator of Student Judicial Affairs shall immediately consult with the College’s attorney prior to taking any action to investigate or resolve the Complaint.
9.9.4 The Respondent will be furnished with a copy of the complaint by the Executive Director of Human Resources and/or the Coordinator of Student Judicial Affairs (for incidents involving students) and has ten (10) days to submit a written response to the allegations to the Executive Director of Human Resources.

9.9.5 The Executive Director of Human Resources or the Coordinator of Student Judicial Affairs shall, within ten days of receipt of the formal Complaint and request, conduct and conclude a confidential investigation of the facts. The investigation will include:

- Interviews with the Complainant, the Respondent and any witnesses
- The collection of all relevant documents

9.9.6 The Executive Director of Human Resources or the Coordinator of Student Judicial Affairs shall make every effort to keep the investigation confidential and shall notify all those who are contacted in the course of the investigation that it is a violation of the Policy to fail to maintain confidentiality. Confidentiality applies to both the facts of the investigation, and any information that the individual provides to the Executive Director of Human Resources or the Coordinator of Student Judicial Affairs.

9.9.7 Within five (5) days from the conclusion of the investigation, the Executive Director of Human Resources or the Coordinator of Student Judicial Affairs (for incidents involving students) shall issue to the Complainant and the Respondent a written report setting forth:

- Findings of fact concerning the events that occurred or were alleged to have occurred;
- Conclusions as to whether the events that did occur constituted a violation of BCCC’s Policy Prohibiting Sexual Harassment;
- Recommendation as to what disciplinary sanctions, if any, should be imposed.

9.9.8 In preparing this report, the Executive Director of Human Resources and/or the Coordinator of Student Judicial Affairs shall consult fully with the College’s attorney. If it is concluded that the Policy has been violated and is a disciplinary sanction is recommended, the Executive Director should consult with the President and the Respondent’s supervisor concerning the disciplinary sanction and in the case of students, an Incident Management Advisory hearing will be convened per the Student Code of Conduct.

9.9.9 The Executive Director of Human Resources and/or the Office of Student Judicial Affairs (for incidents involving students) shall mail to the Complainant and Respondent the written report and a statement of the Complainant’s and Respondent’s appeal rights.

9.10 Formal Hearing/Appeal

9.10.1 If either the Complainant or Respondent disagrees with the written decision of the Executive Director of Human Resources, or in the case of students, the Vice President of Student Affairs, either may request an independent review by filing a written request with the President of the College within five (5) days of the date of receipt of the report. The request shall state with specificity the portions of the decision with which the person requesting the hearing disagrees.

9.10.2 If neither the Complainant nor the Respondent requests an independent review within the time stipulated above, the decision of the Executive Director of Human Resources or in cases involving students, the decision of the Vice President of Student Affairs shall be the final disposition of the College, unless the President directs otherwise.
9.11 External Filing Procedures
Should the individual wish to file a formal Complaint with an external agency, he or she may do so with one of the following agencies:

**Equal Employment Opportunity Commission (EEOC)**
1801 L Street, N.W.
Washington, D.C. 20507

**Equal Employment Opportunity Commission (EEOC)**
10 South Howard Street, 3rd Floor
Baltimore, Maryland 21201

**Maryland Commission on Human Relations**
6 St. Paul Street, 9th floor
Baltimore, Maryland 21202

**United States Department of Education**
**Office for Civil Rights**
3535 Market Street, Room 6300
Philadelphia, Pennsylvania 19104-3326

9.12 Education
The College will ensure that all BCCC employees and students are informed and understand the College’s Policy Prohibiting Sexual Harassment. This will be accomplished through:

9.12.1 Employee Orientation: All new employees will receive a copy of the BCCC Policy Prohibiting Sexual Harassment at New Employee Orientation. The policy will be explained and all new employees will acknowledge by signature that they have had the policy explained to them, understand it, and agree to abide by the rules and regulations while employed at BCCC.

9.12.2 New Student Orientation: The Vice President for Student Affairs will ensure that all students are informed of BCCC’s Sexual Harassment Policy prohibiting sexual harassment and that the procedures for filing complaints are distributed through the Student Handbook and are also found in the Student Code of Conduct.

9.12.3 Education: All employees will be required to participate in Sexual Harassment training every two years through Professional Development. This course will discuss the Policy, explain the Procedures and provide updates on any changes. Vice Presidents and department heads can also request additional training for their respective Division/Departments from Human Resources on an as needed basis.

**ARTICLE X**

10. SEXUAL ASSAULT
Senate Bill 283, effective June 1, 1993, requires the governing board of each institution of higher education to adopt and submit to the Maryland Higher Education Commission a written policy on sexual assault. The policy must comply with recent amendments to the Federal Higher Education Act of 1965, which requires colleges nationwide to provide educational programs to promote awareness and sexual offenses. Senate Bill 285 also requires that each institution’s policy include provisions on:

- Informing an alleged victim of the right to press criminal charges;
- Notifying law enforcement officials and disciplinary authorities when an incident of sexual assault occurred;
- Designating which local hospitals are equipped to handle incidents of sexual assault;
- Assisting an alleged victim in obtaining appropriate medical and counseling services;
10.1 PURPOSE
It is the policy of Baltimore City Community College that sexual assault is a severe and criminal act and will not be tolerated within our College community. This policy is intended to ensure that incidents of sexual assault are given serious attention and that students, faculty, staff and alleged victims of sexual assault are made aware of and provided with appropriate assistance, educational programs, counseling, mental health services, and student services. This policy is concerned with providing immediate assistance and protection for: the physical health and safety of the alleged victim; the emotional health of the alleged victim; the safety of the Baltimore City Community College community; the alleged victim from undue embarrassment or publications; and the confidentiality of the alleged victim.

10.2 PROCEDURE

10.2.1 Incidents of sexual assault should be immediately reported to the appropriate authorities.

10.2.1.1 Students should report incidents of alleged sexual assault to the Baltimore City Police Department and the Baltimore City Community College Department of Public Safety. It is also recommended that a student file an Incident Report Form with the Office of Judicial Affairs.

10.2.1.2 Faculty and employees, in addition to reporting incidents of alleged sexual assault to the Baltimore City Police Department and Baltimore City Community College Department of Public Safety, should file a report with the Executive Director of Human Resources.

10.2.1.3 Any Baltimore City Community College staff member responding to an alleged victim of sexual assault should first determine whether the alleged victim is safe and whether medical and/or psychological interventions are needed. Contact should be also made with the Health and Wellness Center in Room 114, Harper Hall.

10.2.1.4 If medical attention is needed for the alleged victim, staff members should obtain appropriate medical attention by calling 911 and contacting the Baltimore Police Department to transport the victim to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit.

10.2.1.5 The alleged victim should be informed that medical treatment may include a physical exam and prophylactic antibiotics for sexually transmitted diseases. The physical exam is important for preserving evidence which may be necessary to obtain a conviction of criminal sexual assault. However, the alleged victim should be informed that having the exam does not commit the alleged victim to legal action.

DESIGNATED HOSPITALS:

Greater Baltimore Medical Center
6701 N. Charles St.
(Has own evidence collection process)
410-828-2000

Mercy Hospital
301 St. Paul Place
Emergency Room
410-332-9477
The alleged victim may directly contact the Baltimore City Police Department (BCPD) and/or the BCCC Department of Public Safety (DPS) or may request the assistance of the Judicial Affairs Officer or Vice President’s Designee to notify the appropriate authorities.

10.3 INVESTIGATION
10.3.1 The alleged victim should be informed of the right to file criminal charges and reassured that contacting the BCPD does not commit the alleged victim to continued legal action. However, contacting the BCPD or the DPS means that evidence must be collected should the alleged victim decide to pursue court action or pursue disciplinary action through the appropriate BCCC policy for students, faculty and staff members.

10.3.2 Emergency Telephone Numbers:
   - Baltimore City Police Department - 911
   - Baltimore City Community College Department of Public Safety:
     - Liberty Campus: 410-462-7700
     - Harbor Campus: 410-986-5500
     - RPC: 410-580-2751

10.3.3 With the alleged victim’s consent, a staff member should attempt to reach a family member – i.e. spouse, parent or friend - to accompany the alleged victim to the medical facility or facility of service.

10.3.4 The Director of Judicial Affairs and Title IX (DJAIX) or Vice President’s Designee shall notify alleged victims of opportunities at the College and in the community for counseling, mental health and/or student support services for alleged victims of sexual assault. Upon the request of the alleged victim, transfer of the alleged victim to alternative classes shall be arranged by the DJAIX.

10.4 BALTIMORE CITY COMMUNITY COLLEGE DISCIPLINARY PROCEDURE
10.4.1 When an allegation of sexual assault has been made and the alleged victim has contacted the appropriate authorities in accordance with this policy, the Vice President for Student Affairs, in conjunction with the Executive Director of Human Resources, shall initiate the investigational and disciplinary proceedings as applicable to students, faculty or staff members.

10.4.2 Both the alleged victim and the Charged shall be entitled to have others present during a College disciplinary proceeding.

10.4.3 Both the alleged victim and the Charged shall be informed in writing within five (5) business days of any College disciplinary proceeding alleging sexual assault.

10.4.4 Disciplinary procedures should be initiated for classified employees in accordance with Merit System Regulations (COMAR 06.01.01.45). Disciplinary action may include: a letter of reprimand, suspension, or termination, depending on the circumstances of each case.
10.4.5 Disciplinary action for students may include: a letter of reprimand, removal from a classroom or the Campus, or expulsion, depending on the circumstance of each case.

10.5 RESOURCES FOR ALLEGED VICTIMS OF SEXUAL ASSAULT

Turn Around
410-837-7000

Sexual Assault Recovery Center, Inc.
410-366-7273

House of Ruth
410-889-7884

National Center for Victims of Crime
202-467-8700

10.6 COMMUNICATION OF SEXUAL ASSAULT POLICY AND EDUCATIONAL PROGRAMS

10.6.1 The Office of Judicial Affairs, the Health and Wellness Center, and Department of Public Safety are responsible for disseminating information to the Campus regarding the policies and procedures regarding the BCCC Sexual Assault Policy and information about educational programs and services for alleged victims of sexual assault.

10.6.2 Baltimore City Community College will continue to develop educational programs to promote the awareness and the prevention of sexual assaults including information regarding rape, acquaintance rape and other sex offenses, forcible or non-forcible.

ARTICLE XI-DISCRIMINATION

11. DISCRIMINATION OVERVIEW

Baltimore City Community College values and celebrates a diverse educational community. The mission of the College is one of teaching and learning, cultivating ideals, preparing future generations for service to others and the community and nurturing the holistic development of the College community. BCCC does not tolerate discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation or preference, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its educational policies, admission policies, scholarship and loan programs, athletics and other school-administered policies and programs or in its employment-related policies and practices.

A student who has a concern about possible discriminatory treatment experienced in connection with College programs, services, facilities or activities is encouraged to discuss those concerns with the Director of Judicial Affairs and Title IX or Vice President’s Designee. It is a violation of the College’s non-discrimination policy to discriminate or retaliate against any student because he/she has opposed any discriminatory practice proscribed by College policy, or because the student has filed a complaint, testified, assisted or participated in any manner in any College procedures designed to resolve an allegation of discrimination.

All College policies, practices and procedures are administered in a manner consistent with the mission and vision of Baltimore City Community College. Student-related inquiries involving the discrimination policy may be referred to the Office of Judicial Affairs. Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Baltimore City Community College has designated two offices be responsible for coordinating the College’s Title IX compliance. BCCC students and/or employees with concerns or complaints about discrimination in employment or educational programs or activities may contact one of the following Title IX coordinators:
STUDENT ALLEGATIONS OF DISCRIMINATION

Contact:
Director of Judicial Affairs and Title IX
Main Building 260D 410-462-8505

EMPLOYEE ALLEGATIONS OF DISCRIMINATION

Contact:
Executive Director of Human Resources West Pavilion 149
410-209-6004

Individuals may also contact the U.S. Department of Education Office of Civil Rights.

11.1 Alleged discrimination complaint by a BCCC student against the College, a member of the faculty, a staff member or the administration in connection with a college program, service or activity:

11.1.1 A BCCC student who believes that he/she has been discriminated against by the College or by a member of the faculty, staff or administration in connection with a College program, service, facility or activity should bring the concern to the attention of the Office of Judicial Affairs.

11.1.2 The DJAIX or designated ombudsman or the Vice President’s Designee will assist the student in assessing the complaint and determine the next course of action. Although some situations can be worked out informally, others may receive a formal review to determine the most effective course of resolution. In these instances, a student may make a formal complaint of discrimination and the complaint will be investigated by the College and a determination made. In some instances, the College may decide to conduct an investigation even if the student does not wish to make a formal complaint. If a student is not satisfied with the resolution of a complaint, the student may seek further review from the Office of the Vice President for Student Affairs.

11.2 Discrimination complaint against a student, a student group or student organization:

A BCCC student who believes he/she has been discriminated against by a student or student group or organization should bring the concern to the attention of the Office of Judicial Affairs, who may designate an ombudsman or Vice President’s Designee to assist the student in assessing the complaint and determining the next course of action. Informal and formal procedures for a student to address a concern about discrimination by students or student groups or organizations are described below:

11.2.1 Informal complaint procedure:

The informal complaint procedure seeks to achieve a resolution upon which both the Plaintiff and Charged agree.

An informal complaint may be oral or in writing, and should be brought to the attention of the Office of Judicial Affairs. Informal complaints provide the complainant an opportunity to discuss the matter with the DJAIX or assigned ombudsman or the Vice President’s Designee to assist the student in assessing the complaint and determining the next course of action which may include the pursuit of more formal actions.

In some cases, the complainant may ask the DJAIX or ombudsman or Vice President’s Designee to act as an intermediary with the charged party and determine whether an informal resolution can be reached. If a resolution is reached by this process, no additional action will be taken and the matter will be considered closed. In all cases, the Office of Judicial Affairs will keep a record of the complaint and its resolution.
11.3 Formal complaint procedure:

11.3.1 A BCCC student can make a formal complaint without first using the informal complaint procedure. The formal complaint should be in writing and an Incident Report Form delivered to the Office of Judicial Affairs. The formal complaint should include: the Charged person’s(s’) name(s); the times, dates, places and circumstances surrounding the allegation of discrimination; and the name(s) of any witness(es) to the incident(s). The DJAIX in the Office of Judicial Affairs may, upon request, assist a complainant in preparing a formal complaint.

11.3.2 After a review of the formal complaint, the Director of Judicial Affairs and Title IX (DJAIX) will review relevant student files or records and consult with the complainant, the Charged, any witnesses, and as appropriate, other individuals associated with the alleged incident in an attempt to resolve the matter and determine whether further investigation is warranted. The DJAIX may continue the investigation, if it is deemed appropriate and will document his/her rationale in writing in the complainant’s file.

11.3.3 The Director of Judicial Affairs and Title IX (DJAIX) has the authority to end a formal investigation at any time. Upon completion of the investigation, the DJAIX will determine if the complaint merits adjudication and will notify the complainant and the Charged in writing within five (5) business days of the findings and recommendations.

11.3.4 When discrimination is not found and the charged student’s conduct is inappropriate or violates the Code, the Director of Judicial Affairs and Title IX may notify the Office of the Vice President for Student Affairs for further review by the Vice President. The VPSA may determine whether the review will be conducted by the Incident Management Advisory Committee or Vice President’s Designee. The proceedings will be conducted in accordance with the Code of Conduct for Baltimore City Community College.

THROUGH THE IMPLEMENTATION OF THIS OFFICIAL STUDENT CODE OF CONDUCT, BALTIMORE CITY COMMUNITY COLLEGE SEeks TO CREATE AND NURTURE A CULTURE AND ENVIRONMENT THAT IS OPEN, RESPONSIVE TO LEARNING AND FOSTERS HONESTY, RESPECT, INTEGRITY AND THE CONSIDERATION OF OTHERS.