CATALOG
2013 - 2014

Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652-1595
(201) 447-7100 • (201) 447-7845 (TTY)

The College reserves the right to change any provisions contained in this publication without prior notice. Students are responsible for the information contained in this catalog. Failure to read this catalog does not excuse students from the requirements and regulations contained herein. The curriculum is accurate as of July 1, 2012. Please check the college Website for additional updates (www.bergen.edu).

NONDISCRIMINATION POLICY: It is the policy of Bergen Community College to provide access to educational programs, services, and benefits to all students, without regard to religion, race, color, national origin, ancestry, age, sexual orientation, marital status, sex, disability, or veteran status, including veterans of the Vietnam era.

The College complies with Title VII of the Civil Rights Acts of 1964 and 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990, and the New Jersey Law Against Discrimination. Complaints or questions concerning violations of these laws and policies should be addressed to: James Miller, Chief Human Resources Officer, Bergen Community College, 400 Paramus Road, Paramus, New Jersey, 07652; (201) 447-7124 (voice mail) or jmiller@bergen.edu (e-mail), or to the Secretary, Department of Education, Washington, D.C. 20201.

www.bergen.edu
VISION STATEMENT

As a college of choice, Bergen Community College provides a comfort level that enables students of all abilities to mature as learners and engaged citizens. A leading community college in the nation, the College creates a stimulating, rigorous, and inclusive learning environment. Use of innovative technology enhances learning experiences and widens access to learning media. Community and business leaders value the College as a reliable partner and principal provider of workforce development. Bergen County residents of all ages and cultural backgrounds appreciate the College as the hub of their educational and cultural activities.

MISSION STATEMENT

Bergen Community College educates a diverse student population in a supportive and challenging academic environment that fosters civility and respect. The College offers a comprehensive set of accessible, affordable, high-quality credit and non-credit courses as well as degree and non-degree programs. Bergen provides lifelong learning opportunities for all members of the community. The College responds to community needs through workforce training and continuing education, and by developing programs for employers.

Serving the Community at these Convenient Locations:
Hackensack • Paramus • Meadowlands
Travel Directions to Bergen Locations

Directions to Main Campus, 400 Paramus Road, Paramus, New Jersey

From the North
(Via Garden State Parkway) – Take Exit 165, turn right (west) on Ridgewood Road, then right onto Ridgewood Avenue (crossing over Route 17) and continue to Paramus Road. Turn left onto Paramus Road and continue approximately 2 miles to College, proceed around jug handle to main entrance.

(Via Route 17) – Turn right off Route 17 onto Ridgewood Avenue (west) to Paramus Road. Turn left onto Paramus Road and continue as above.

From the East
Take Route 4 (via George Washington Bridge from New York City) to Paramus Road, Paramus. (From the east, Paramus Road is approximately 3/4 miles past Route 17 intersection). Turn right onto Paramus Road and proceed north for approximately 2 miles to College entrance on right side of Paramus Road.

From the South
(Via Garden State Parkway) – Take Exit 160 (Passaic Street). Turn left onto Passaic Street. Continue over Route 4 onto Paramus Road (Passaic Street becomes Paramus Road north of Route 4 overpass). Continue north about 2 miles on Paramus Road to College entrance on right.

(Via Route 17) – Take Century Road, second exit to the right, proceed around clover leaf over Route 17 onto Century Road (west). Continue to Paramus Road and turn right onto Paramus Road to College entrance on right.

From the West
Take Route 4 to Paramus Road, Paramus (exit under overpass). Turn right onto Paramus Road and proceed north for approximately 2 miles to College entrance on right side of Paramus Road.

Directions to Meadowlands (Lyndhurst) 1280 Wall Street West, Lyndhurst, New Jersey

Public Transportation:
NJ TRANSIT Bus Routes #192, Clifton-NY; #76, Hackensack-Newark

From the West
Take 1-80 East toward New York City. Take Exit 64 for Route 17 South. Merge on to Route 17 South. Continue to follow Route 17 South past Route 3. Proceed on Route 17 South to Polito Avenue. Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

From the North
Take Route 17 South. Continue to follow Route 17 South past Route 3. Proceed on Route 17 South to Polito Avenue. Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

From the South
Take Garden State Parkway North. Take Exit 129 for I-95 North. Follow signs for Trucks-Buses/Cars and merge onto I-95 New Jersey Turnpike North. Take Exit 16W to merge onto RT-3 West toward Rutherford. Route 3 West to Route 17 South exit. Proceed on Route 17 South to the first traffic light (Polito Avenue). Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.
From the East
Route 3 West to Route 17 South exit. Proceed on Route 17 South to the first traffic light (Polito Avenue). Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

Directions to Ciarco (Hackensack) 355 Main Street, Hackensack, New Jersey

From New York
Take the George Washington Bridge. Cross over the bridge onto Route 80 local. Take Route 80 local until you get to Exit 66 Hudson Street. Go to the intersection with the light; make a left onto Hudson Street and stay on Hudson Street to County Court House. Continue past County Court House where Hudson then becomes Main Street.

Garden State Parkway North
Take the Garden State Parkway to Exit 160. At the foot of the exit ramp, make a right on to Passaic Street. Travel three miles (about nine traffic lights) and immediately after State Street, you will see the Parisian Beauty Academy on your right. The driveway just past the Parisian Beauty Academy is the Learning Center’s parking lot.

New Jersey Turnpike North
Take Exit 18 going north, take Route 80 (local lane reads Route 17, Hackensack). Take the first Hackensack Exit 66 to Hudson Street to the end of the ramp and turn left. You are now on Hudson Street. Stay on Hudson Street to the County Court House, go three quarters around small circle to Main Street.

The College’s facilities are designed to accommodate people with disabilities.
General information

Bergen Community College is a comprehensive, publicly supported two-year college that is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Through its open admissions policy, the College is committed to equal educational opportunities for all.

The instructional programs are designed to prepare students for transfer to four-year colleges and universities, or for immediate entry into a career. There are also non-credit courses offered for those seeking personal enrichment or improvement of specific skills.

The College receives funding from the Bergen County Board of Chosen Freeholders and from the State of New Jersey. This support makes it possible to maintain high-quality facilities and programs while charging low tuition and fees.

Philosophy

Bergen Community College realizes the need to educate citizens to meet the varied demands of a complex society and to prepare people of all ages to undertake the obligations of citizenship and family life. To this end, the College offers diverse and useful educational experiences.

The variety of programs provides choices and permits flexibility of movement from one curriculum to another, to propel the student toward self-discovery and personal self-realization. High academic standards are maintained so that the student can easily transfer to a four-year college or university or, be prepared for immediate employment.

The College is aware of its obligation to the student body and to the community at large. It serves as a cultural center by offering frequent lectures, symposia, films, and musical and dramatic presentations. The College’s proximity to centers of learning and culture such as those in New York City enable it to draw fully on a variety of resources.

The primary emphasis of the faculty is on effective instruction of students. Research and writing directed toward these goals are encouraged. Since the general welfare of the students is of paramount importance, emphasis on individual advisement and counseling is fundamental to the College’s philosophy. Faculty members are selected not only for their academic qualifications and experience, but also for their interest in maintaining close student-teacher relationships that will enable students to develop to their full potential. To enhance this aim, advisement and additional counseling services are centralized under the Vice President of Student Services. The faculty guide a variety of activities such as student government, clubs, societies, and publications. These activities serve to enrich student experiences and provide the maximum opportunity for demonstrated leadership and responsible participation.

The College offers a wide variety of athletic activities such as basketball, baseball, tennis, soccer, golf and intramural sports.

Bergen Community College is committed to helping students meet the challenge of rapidly changing social, political, economic, and educational thought and to reinforcing the principle that higher education for every citizen in our society is a worthy goal that is within reach.

Statement on Civility

Civility is a vital component of an inviting and effective learning environment. It is fitting, given the enormous diversity of the members of the College community that we strive to establish agreement on what constitutes civil behavior in our community. To support the College’s efforts in this regard, and to create an environment of learning for all, students are expected to strive for the following:

1. To allow others the opportunity to express their points of view and to seek to understand their experiences that may have contributed to the formation of these views.
2. To reflect on our own life experiences that contribute to our current views and how these experiences and views may differ from those of others.
3. To seek out opportunities and experiences that will lead to greater understanding of the ways in which the diverse members of our community are at once the same and different.
4. To seek out truth and knowledge by challenging the basis of unfamiliar, new and untested ideas, while acting respectfully towards fellow seekers, especially with whom we strongly disagree.

**Academic Year**
The College offers a flexible, accessible schedule for its students. A year-round slate of courses, including winter and summer sessions, enables students to begin (or continue) their educational advancement at their own pace – and on their own schedule.

Fall Semester – September to December
Spring Semester – January to May
Summer sessions – May to August
Winter Term – January
7-week Cycles – September to August (ESL and GED Courses)

**History**
The emergence of Bergen Community College as the county’s first public two-year institution of higher learning was due to the dedicated efforts of many people to expand the range of state and county educational facilities and services.

On April 3, 1963, the Bergen County Board of Chosen Freeholders passed a resolution appointing a committee of distinguished citizens charged with the responsibility of inquiring into the needs for a two-year county college in Bergen County.

In October 1963, the “County College Study Committee” submitted its final report which stated: “The subcommittee of the county college study committee concludes that there is an immediate need for a two-year public county college in Bergen County.” On April 7, 1965, the Bergen County Board of Chosen Freeholders submitted a petition to the State Board of Education requesting permission to establish a county college in Bergen County and requesting that the Commissioner of Education conduct an independent study to determine the higher education needs of Bergen County and the ability of the county to support the proposed college.

The conclusion of this independent study by the New Jersey State Commissioner of Education, described in the September 1965 report to the State Board of Education (pursuant to N.J.S.A. 18:22-101), was essentially that there was sufficient and reliable evidence of the need for a county college in Bergen County and that the county was financially able to construct and operate the proposed college.

On October 20, 1965, the Bergen County Board of Chosen Freeholders passed the necessary resolutions to establish, operate, and provide financial support for a county college in Bergen County.

On November 3, 1965, a public meeting was held, and the Freeholders passed the following resolution: “I move that the Resolution establishing the County College, which was approved on first reading at a meeting of the Board of Chosen Freeholders held on October 20, 1965, be finally adopted, and that the clerk of the Board publish the same in The Record together with statement of its final passage as required by law.”

The College was projected to fulfill immediate and long-range educational needs of the citizens of the community. The 167-acre site of the Orchard Hills Country Club in Paramus was selected for the home of Bergen Community College.
The College registered its first class of day and evening students in September 1968, in interim buildings designed to accommodate more than 1,300 full-time students. The Master Plan, approved by the Board of Trustees on July 19, 1967, called for two phases of construction. Phase I, completed in 1973, cost about 21 million dollars and totaled 430,000 square feet. In 1987, the Board of Trustees approved a Facilities Master Plan, which called for the construction of the Student Center, the Theatre, and the C-wing of the Pitkin Education Center, which provides classrooms for technology enhanced instruction. The plan included the renovation of the Sidney Silverman Library and barrier-free access for disabled students. With the completion of the Technology Education Center, which opened September 2003, the 1987 Facilities Master Plan was completed.

The Philip Ciarco Jr. Learning Center was founded by the College in 1970 primarily to provide educational and counseling services for adults who had not completed a formal high school education, as well as for adults who were interested in studying English as a Second Language. The newly renovated facility at the corner of Main and Passaic Streets, in Hackensack, was opened on October 14, 1999. The Center houses spacious seminar rooms, classrooms, computer laboratories, and student lounge areas.

Bergen Community College dedicated its newest building at 1280 Wall Street West in Lyndhurst on October 15, 2010. Bergen Community College at the Meadowlands serves as the College’s hub for economic and workforce development initiatives. The College is currently renovating the five-story, 125,000-square-foot facility, which will support the goal of making Bergen Community College at the Meadowlands a branch campus for students to complete designated degree programs.

Dr. Sidney Silverman was named as the first president of the College and consultant to the Board of Trustees in August 1966. He served as president from February 1, 1967, until his retirement on June 30, 1977. Dr. Alban E. Reid was appointed as the second president of Bergen Community College on July 1, 1977-1980. Dr. Jose Lopez-Isa was interim/acting president from 1980-1981, and then the third president in 1981-1995. Dr. Judith K. Winn became the fourth president on July 1, 1995. Dr. G. Jeremiah Ryan became the fifth president on July 1, 2007. Dr. Jose Adames served as the College’s interim president from July 2011 to August 2012. Dr. B. Kaye Walter became the seventh president on August 7, 2012.

**Accreditations**

Bergen Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104; (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

In addition, four programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP):

- Diagnostic Medical Sonography
- Medical Office Assistant
- Respiratory Therapy
- Surgical Technology

The Nursing Program is approved by the New Jersey State Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07101, 973-504-6430 and is also accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000.

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

The Radiography Program and Radiation Therapy Program are accredited by the Joint Review Committee on Education in Radiologic Technology.
The Paralegal Studies and the Legal Nurse Consultant Program are approved by the American Bar Association.

The Veterinary Technology Program is accredited by the American Veterinary Medical Association.

**Title V Grant**

Bergen is the recipient of a five-year federal grant, *123 Connect*, that addresses student progress and retention through innovative academic approaches and student support initiatives. The grant focuses on the development of new curricula and teaching approaches in English basic skills, basic mathematics, and other areas to help students transition to Bergen and remain in the College until they have achieved their degrees.

**HSI STEM Grant**

The Hispanic-Serving Institution Science, Technology, Engineering and Math (HSI STEM) grant, STEM Graduation Pathways to Success (STEM "GPS"), is a five-year grant that the College was awarded from the U.S. Department of Education. The goal of this grant is to improve retention, graduation and transfer rates through improved data-collecting strategies and the development of new formal and informal science and math teaching methods.

**Carnegie Foundation for the Advancement of Teaching**

The Carnegie Foundation for the Advancement of Teaching recognized the College's commitment to excellence when it awarded the Carnegie Foundation for the Advancement of Teaching 2010 Community Engagement Classification. Bergen was one of just 12 community colleges nationwide and 115 colleges and universities in total to garner the Carnegie Foundation designation for successful institutional practices of community engagement. Rutgers University and Richard Stockton College were the only other New Jersey colleges selected.

**Bergen Community College Foundation**

Bergen Community College Foundation administers several funds and endowments that provide annual graduation and scholarship awards for students. All full and part-time students are encouraged to apply for these awards regardless of financial aid status. Each award has a separate set of qualifying criteria so, in most cases, students may qualify for one or more awards. Detailed information can be found on the College's Website or by contacting the Foundation office at bccfoundation@bergen.edu or at (201) 447-7117.

**Bergen Community College Alumni Network**

The Alumni Network, administered by the Bergen Community College Foundation, advances the mission of the College by promoting ideas, leadership, and personal relationships among alumni, current students, faculty, staff, and administration. The Alumni Network links former Bergen students and graduates to the past, present, and future for College benefits and services.

The Network offers members extensive benefits and services:

- Use of College facilities including the Library, pool, computer labs, and athletic facilities
- Special Career services including employment skills workshops, job listings, and assistance with resume writing
- A variety of social activities including seminars, receptions, and special trips
- A newly established business forum and networking component for business leaders from throughout the region

For more information, please contact the Foundation at the College at (201) 447-7117 or by e-mail at alumninetwork@bergen.edu.

**Suburban Studies Faculty Group**

Over 50 College faculty and administrators from a variety of disciplines have collaborated to form the Suburban Studies Faculty group, a valuable professional development and community engagement undertaking. The educators include the dynamics of suburbia into their coursework and incorporate assignments relating to community outreach and civic lessons. Thousands of students will be participating in this project.
The Center for Suburban Criminal Justice

The Center for Suburban Criminal Justice focuses on the study of suburban crime locally, nationally and internationally. Since its inception in 2005, faculty and college officials have been awarded more than $255,000 in grant funding to examine the topic and develop suburban crime awareness programs. Partnering organizations include various state, county and local officials – including the Bergen County Sheriff’s and Prosecutor’s offices, the Bergen County Police Chiefs Association and the New Jersey State Police; along with organizations from throughout New York, Connecticut, Canada and Mexico.

The Department of Public Service
(Criminal Justice and Homeland Security)

This academic department, which works in partnership with Center officials, offers such initiatives as the “criminal justice special police officer” program, which allows students to gain field work experience. Further, the department provides homeland security training for members of local communities.

Suburban Reentry Summit

Designed by Center officials, this project will assist former prisoners in adapting to the suburban society. Seminars will allow former inmates to restore their value to the community.

Torch Television

Bergen Community broadcasts original programming on channel 26 of the Verizon FIOS cable system – the first college in the U.S. to do so. The College provides all content and manages a programming schedule for the channel. Programming includes live and taped debates/speeches/interviews of high-profile guests who have appeared at the College. Torch Television is broadcast 24 hours a day, seven days a week on all Verizon FIOS cable television packages in all of Bergen and part of Hudson and Passaic counties. Many programs are taped in the College’s high-technology and high-definition television studios located in West Hall on the College’s main campus in Paramus.

For more information, please contact Dr. Philip Dolce at the College at (201) 447-7468 or by e-mail at pdolce@bergen.edu.
Admissions
Bergen Community College maintains an open door policy for degree and non-degree-seeking students. Most of Bergen’s academic programs are open to anyone with a high school diploma. Some health programs have limited space and specific entrance requirements.

High School Transcripts
All students wishing to apply for financial aid, NJ Stars program, or any health profession program must have a high school diploma or a General Education Development (GED) certificate. Official sealed transcripts must be sent to the Office of Admissions. Home school students must have completed a high school education in a home school setting that is treated as such under state law. More information on eligibility can be found at the Federal website www.studentaid.ed.gov.

Foreign transcripts
Those submitting foreign high school or college transcripts/diplomas must submit an official foreign credential evaluation from World Education Services (www.wes.org) or another member of the NACES association. Please visit www.naces.org for a list of members. The foreign credential evaluation will attest that the foreign diploma or credits is equivalent to U.S coursework or a U.S degree.

Students with foreign post-secondary credentials should request course-by-course evaluations.

Students should have the documents mailed to the Admissions Office.

About Bergen
Since its founding in 1965, Bergen Community College has been proud of its mix of tradition and innovation in the process of challenging students to raise questions, examine evidence, validate opinions, make decisions, and communicate ideas effectively. Whether experienced through engaging classroom teaching or through an independent online class, Bergen’s faculty and technological resources are top-notch. Bergen’s extensive fiber-optic and wireless networks covering the library, the classrooms, the Information Commons and Smart Classrooms, permit e-mail and the Internet to be incorporated into all facets of the College’s curriculum and daily activities.

At Bergen, the 17,271 students from around the world are united in their common pursuit of knowledge and in their participation in and enjoyment of sports, the arts and activities. Bergen is a place where students are encouraged to reach for levels of achievement that they have never attempted before. This is a personal process that can often have profound results because Bergen instills in students the knowledge and the professionalism needed to succeed in the workplace or to go on to earn their bachelor’s degree. Applicants—both degree-seeking and non-degree-seeking—must apply for admissions to the College.

All applicants are encouraged to apply online at admissions.bergen.edu, and then click on apply online.

Non-Degree-Seeking Students

• Students must have graduated from high school or be over the age of 18.
• The Basic Skills Placement Test need not be completed before registering for class; however, it must be completed before registering for the 12th credit or before registering for an English or Mathematics course.
• Financial aid is not available to non-degree-seeking students.

Degree-Seeking Students

• Students seeking admission to the Health Professions or Nursing programs should refer to minimum entrance requirements and application deadlines. Space in these programs is limited.
• Students seeking admission on an F-1 visa must apply no later than March 1 for fall admissions or October 1 for spring admissions.
• Official high school transcripts are required for Health Professions candidates, International F-1 visa-holders, those with foreign credentials and NJ STARS applicants.

Students with foreign secondary school credentials must submit officially evaluated copies from World Education Services (www.wes.org) or another member of the NACES association. Please visit www.naces.org for a list of members.

Prior to registering for classes, students must complete the Basic Skills Placement Test requirement.

Those with registering for classes, students must complete the Basic Skills Placement Test requirement.

All students accepted to the College must submit a completed medical form before registering for a Wellness and Exercise Science course (WEX).

**General Educational Development (GED) Diploma**

Students ages 16 years of age or older who do not have a high school diploma may qualify for a GED diploma by:

- Passing the official GED test
- Completing a program of 30 General Education college credits.

Please call the Bergen Community College GED Testing Site located at the Ciarco Learning Center in Hackensack at (201) 301-9655 for more information.

**Second Bergen Community College Degree**

Students who have completed a certificate or degree program at Bergen Community College and wish to pursue another certificate or degree at the College must complete and submit a new application for admission. Credits earned toward or for a prior degree or certificate are considered transfer credits and apply toward a second degree as outlined in the College Residency Policy. Such applicants should write “Second degree” at the top of their applications.

Students may earn only one Associate in Arts (A.A.) and one Associate in Science (A.S.) degree at Bergen Community College. Two or more Associate in Applied Science (A.A.S.) degrees and certificates are permissible if in different majors.

**Visiting Students**

Students from other institutions should obtain written permission from their current or previous institutions before attempting to apply or register for any courses at Bergen Community College. All prerequisites and basic skills testing requirements must be met.

**Special Notes**

International applicants cannot apply for Health Professions and/or Nursing upon initial application to the college. They can later apply for these programs once they are enrolled at Bergen Community College through a change of curriculum. There are some prerequisites that must be completed prior to admissions to these curricula. Note: F-1 students should contact the International Student Center prior to applying for a health profession to discuss requirements, such as a Social Security Number.

Students placed in the American Language Program (ESL courses) cannot take college-level courses until they have successfully completed all the required levels of the program as well as having passed the required exit examination. Certain exceptions apply for students in Level 3. After completion of the American Language Program, students must take a mathematics placement test or be granted a waiver.
Testing Services
The Bergen Community College Office of Testing Services (OTS), is located in Room S-127. OTS serves the college community by identifying, developing, procuring, administering, processing, and/or evaluating examinations, which meet a variety of administrative and instructional needs. To contact the OTS, please call (201) 447-7202.

General Test Taking Requirements
The Office of Testing Services will not administer examinations to test takers unless they provide the following:

• Valid Identification. Acceptable identification is a Bergen Community College student identification card, a driver’s license with photo, a Bergen County photo identification card or a valid U.S. passport.
• Student Identification Number. A student identification number is either a social security number or a Bergen Community College student identification number issued by the Office of Admissions and Registration, Room A-129.

Basic Skills Placement Testing
Bergen Community College requires that all degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit take a Basic Skills Placement Test in reading, writing, computation, and algebra. The results of this test determine a student’s required entry-level in both English and Mathematics courses. Under specific conditions, a student may have the placement test requirement waived. For information about waivers as well as placement test information bulletins and subject matter review sheets, visit the Office of Testing Services, Room S-127. There is no fee for this examination.

Levels of English Proficiency Testing – for ESL students (English as a Second Language)
International students or students for whom English is not their native language may be required to take the Levels of English Proficiency Test (LOEP). This test measures proficiency in reading, writing, and listening and may place students in the American Language Program (ALP). Students who complete the ALP or who have tested out of the program through the LOEP are then required to take the mathematics portion of the Basic Skills Placement Test. Under specific conditions, a student may have the LOEP and/or mathematics test requirement waived. Further information about waivers, the LOEP, and the ALP is available at the Office of Testing Services, Room S-127. There is no fee for this examination.

Challenge Testing
Due to a variety of circumstances students may not perform to the best of their abilities on the Basic Skills Placement Test. To assess basic skills proficiency, Challenge Tests are offered in English, Computation, and Algebra. Challenge Tests are offered periodically throughout the semester. A copy of Challenge Test policies and procedures with a current schedule of test dates may be obtained in person from the Office of Testing Services, Room S-127.

Proficiency Testing
Proficiency tests are offered as a means of placement for a variety of college-level courses. Successful scores on proficiency tests allow students to register for a higher level course within the same discipline sequence. However, a successful proficiency test carries no course credit. Proficiency test registration forms can be obtained from the Office of Testing Services, Room S-127. There is a $30 fee for each proficiency test taken.

Credit-by-Examination
The Office of Testing Services administers credit-by-examination (CBE) for several college-level courses. In order to receive college credit for a particular course, a student must earn a passing grade on specific subject examinations. Upon successful completion of an examination, the student will pay a $15 per-credit fee and will receive a CBE grade. The CBE grade is not included in attempted credits but is included in earned credits. The CBE grade is not computed in a student’s cumulative grade point average. Registration information may be obtained at the Office of Testing Services, Room S-127. There is a $30 fee for each test.
College Level Examination Program
Bergen Community College students may earn college credit for learning achieved outside formal college courses through the College Level Examination Program (CLEP).

Advanced Placement Examinations
Bergen Community College students may earn college credit through Advanced Placement examinations (AP). Additional details can be found on pages 18-19.

General Educational Development (GED) Test
Bergen serves as a test center for the official GED test. The GED test consists of five parts: Writing, Social Studies, Science, Mathematics, and Reading. Advanced registration is required. Registrants are required to:

- Register in person on specific dates.
- Pay $50 for the initial test and $10 for each re-test in the form of a money order payable to Bergen Community College.
- Present valid picture identification with signature.
- For candidates 16 and 17 years old, a Certificate of Consent to Participate Form must be signed by a parent or legal guardian and submitted at registration. Please contact the GED Testing Center at (201) 968-9473, ext. 272 for a copy of this form.
- Present all test scores from previous GED tests.
- We offer special accommodations for the GED tests for those with documented disabilities. Please contact the GED Testing Center at (201) 968-9473, ext 272 to obtain a special accommodation application or visit the State website: www.state.nj.us/education

Special Accommodations Testing
A variety of accommodations can be provided to students if they are disabled.

The Office of Testing Services (OSS) will provide special testing based on approval from the Office of Specialized Services, Room L-116.

Instructional Makeup Testing
The Office of Testing Services administers makeup tests as a service for students who, for compelling and exceptional reasons, have missed a scheduled classroom examination. Students must receive prior permission from and make arrangements with their course instructors to take these examinations, under specific conditions, in the Office of Testing Services, Room S-127.

Testing for Online Courses
The Office of Testing Services (OTS) administers examinations to students who are enrolled in online courses originating at Bergen Community College.

Students may take their required examinations during posted testing office hours and must follow the General Testing Requirements.

World Language Testing
The College awards credit for World Languages through the New York University Proficiency Testing in Foreign Languages Program, and the College Level Examination Program (CLEP). For information on any of these testing options, contact the Office of Testing Services at (201) 447-7202, Room S-127.
International Students

Bergen Community College is enriched by the diverse population it serves. The College is authorized by the United States Citizenship and Immigration Services (USCIS) to host those who have obtained the F-1 visa, a special document used by foreign born students to study full time in the US. On average, Bergen Community College hosts 650 F-1 visa holders. As of Spring 2013, the top ten countries represented by the F-1 population were:

- Korea
- Brazil
- Venezuela
- Turkey
- China
- Colombia
- Poland
- India
- Venezuela
- Colombia
- Albania

*Please note that the list above represents only the international students studying full time at Bergen with F-1 status, this data is not reflective of all non US citizens enrolled at BCC.

International Student Center

The International Student Center (ISC) assists international students with admission to the College, immigration and academic counseling, and visa compliance. The ISC also promotes intercultural learning through workshops and quality programming. The ISC strives to serve as a “home away from home” for those international students who have chosen to earn a degree/certificate or study English at Bergen Community College.

Bergen Community College is a Student and Exchange Visitor Information System (SEVIS) approved school. The College is authorized by the USCIS to endorse I-20 forms, travel documents, and other immigration documents related to F-1 student employment. The form I-20 will be issued by a Designated School Official (DSO) at the College for those international applicants seeking admission to the College or a change of status/ reinstatement to F-1 status only when all requirements are fulfilled by the applicant.

The International Student Center is located in the Pitkin Education Center in Room C-102 on the College’s main campus in Paramus.

International Student Admissions

Applicants residing outside of the U.S. may apply for admission to Bergen Community College. For those who must obtain an F-1 student visa to study full time in the US, documentation proving completion of high school and sufficient financial sponsorship ($20,000 USD to cover tuition, housing, food, books and incidentals for the first year) is required. All required documentation must be translated into English by a certified translator. Although not required, F-1 students are encouraged to travel to the US with their own health insurance to cover any US hospital or doctor visits. The complete list of items necessary for admission as an F-1 student is available in the International Student Center or at www.bergen.edu/isc.

Depending upon the applicant’s present immigration status, certain forms may need to be completed and submitted to USCIS. Upon admission to Bergen Community College, the applicant will be issued the proper immigration documents necessary for obtaining or maintaining F-1 visa status. Local F-1 visa holders (those studying at other US institutions) are welcome to visit the International Student Center to meet with an international admissions counselor to discuss the process of transferring to Bergen Community College.

In general, non-immigrants maintaining legal status can apply for the change of status to F-1, but there are some exceptions which should be discussed with an International admissions counselor. Prospective international students may contact the International Student Center to make an appointment with an International Student Counselor at (201) 689-7601.

The ISC also handles the admission process for other non-immigrant visa holders including J-1 visa holders (au pairs).
Recommended deadlines for submitting applications and supporting documents:
For the Fall (September – December) semester, the recommended deadline is March 1; for the Spring semester (January-May) the recommended deadline is November 1.

The change of status deadline for Fall is July 1 and October 1 for the Spring semester.

The deadline for transfer F-1 students is generally three weeks before the semester start date. However, all deadlines (except for a change of status) are flexible.

International Student Counseling
An International Student Counselor is available to assist current F-1 visa holders with academic advisement, cultural adjustment and orientation to Bergen Community College. The International Counselors and ISC staff facilitates an orientation program for all incoming international students in F-1 visa status. Students must attend this mandatory orientation to receive valuable information about the College as well as their immigration status and life in the U.S. Students are required to submit copies of their immigration documents before orientation to satisfy reporting regulations implemented by the United States Citizenship and Immigration Services. Current international students may contact the International Student Center to inquire about walk-in counseling hours or to make an appointment with the International Student Counselor at (201) 689-7601.

Services for Students with Disabilities
The Office of Specialized Services/Deaf Services, located in L-115 in the Pitkin Education Center provides accommodations and auxiliary services to students with disabilities attending Bergen Community College. Students are encouraged to submit documentation to OSS during the early stages of the admission process. The suggested deadlines for submitting documentation are as follows: August 1st for fall semesters, December 1st for spring semesters. For more information please contact our office at 201-612-5270 or at www.bergen.edu/oss.

Transfer to Bergen
Through its many articulation agreements, Bergen Community College makes it easy for its students to transfer to a four-year institution, while New Jersey’s transfer law allows students a seamless transition to the state’s finest institutions.

Transfer Evaluation of Credit from Other Post-Secondary Institutions

Transfer Policy
Bergen Community College will accept credits for courses taken at regionally accredited colleges and universities provided that the course is compatible with the curriculum of Bergen Community College, as approved by the faculty, and the course is applicable to the requested program of study. Bergen Community College also accepts transfer credits based on statewide agreements and will consider awarding credits based on established articulation agreements. Only those courses that have received a grade of “C” or better are accepted for transfer. Transfer credits are not included in computing the grade point average and are recorded as “TR” grades.

It is the student’s responsibility to provide, in a timely manner, all the transcripts and documents needed to evaluate any previous educational experience.

No more than 45 transferred credits will be applied toward earning an associate degree, and no more than 18 transferred credits will be applied toward earning an academic certificate. These credits may be earned from a prior Bergen Community College degree/certificate, transfer credits from other institutions, and proficiency and/or CLEP examinations. The list of approved subject examinations for CLEP credits may be obtained at the Office of Testing Services. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.
Transfer Requirements
Submit an application for admission online at www.bergen.edu/admissions. Click on "Apply Online." Please indicate the degree in the space marked curriculum code. A student must apply to a degree or certificate program in order for his/her official transcript to be reviewed, evaluated and credits transferred. Applications can be transmitted via the web, mailed, faxed, or delivered in person.

If a student is unsure of which degree to apply to, a basic professional studies, AS.PS.GEN, or liberal arts program, AA.LA.GEN, are suggested. If a student subsequently decides to change his/her curriculum, a change of curriculum form can be obtained from The Center for Student Success, Room A-118, on the College’s main campus in Paramus.

Please note that Associate in Arts (A.A.) and Associate in Science (A.S.) degrees are transfer degrees. An Associate in Applied Science degree (A.A.S.) and certificate programs prepare students for a career. Some A.A.S. degrees have articulation agreements to four-year-post-secondary institutions.

Please submit an official high school transcript and an official college/university transcript from every school/college/university attended to the Admissions Office, 400 Paramus Road, Paramus, NJ 07652. Only official transcripts in a sealed envelope are accepted for transfer of credits. Transcripts also may be delivered in person as long as they are in an envelope stamped and sealed by the registrar’s office of the sending institution. Transcripts from other institutions will not be released to the students or a third party.

Unofficial transcripts are only acceptable to waive the English/Mathematics basic skills test requirements. Waivers are determined by the Testing Office. (For more detailed information regarding Testing, please refer to the Testing Website).

Students must be placed or waived from the Basic Skills Test prior to registration.

Students can access a transfer equivalency report via WebAdvisor, http://go.bergen.edu>Log In>WebAdvisor for Students>Academic Profile>Program Evaluation. For questions or appeals, students can contact the Admissions Office, transfertoBCC@bergen.edu

It is strongly suggested that students bring their program evaluation to CAPSS (Center for Academic Planning and Student Success), Room A-118, on the College’s main campus in Paramus, in order to facilitate the process of advisement and registration.

Graduation Residency Policy
Students must be enrolled in the semester in which the degree will be conferred. Exceptions are made on a case by case basis for those students who complete their degree requirements elsewhere for up to two courses and up to five years from the last date of attendance. Students must abide by the Transfer Admissions Policy as stated above.

Degree-seeking students desiring to take a course or courses at another institution must obtain the form entitled “Request Permission to Take a Course at Another Institution” at the Office of Registration, Room A-129, on the College’s main campus in Paramus and have it completed and signed by the appropriate Department Head.

College Level Examination Program (CLEP)
Bergen Community College may award credit to individuals who have received a minimum score of 50, unless otherwise stated (see table below) for the following examinations. Scores must be received directly from the College Entrance Examination Board before credit is awarded. Credit received through CLEP is not necessarily transferable to other colleges and universities.

<table>
<thead>
<tr>
<th>SUBJECT EXAMINATION</th>
<th>REQUIRED SCORE</th>
<th>CREDIT GRANTED</th>
<th>BERGEN COURSE CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>LIT 201</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
<td>LIT 206</td>
</tr>
</tbody>
</table>
College French Level I  50  6  LAN 110 and LAN 200  
College French Level II  59  6  LAN 201 and LAN 202  
College German Level I  50  6  LAN 111 and LAN 210  
College German Level II  63  6  LAN 211 and LAN 212  
College Spanish Level I  50  6  LAN 113 and LAN 230  
College Spanish Level II  63  6  LAN 231 and LAN 232  
American Government  50  3  POL 101  
History of the US I: Early Colon. 1877  50  3  HIS 111  
History of the US II: 1865-Present  50  3  HIS 112  
Introduction to Educational Psychology  50  3  PSY 103  
Introduction to Psychology  50  3  PSY 101  
Human Growth and Development  50  3  PSY 106  
Principles of Macroeconomics  50  3  ECO 101  
Principles of Microeconomics  50  3  ECO 201  
Introduction to Sociology  50  3  SOC 101  
Western Civ. I: Anc. Near East-1648  50  3  HIS 101  
Western Civ. II: 1648-Present  50  3  HIS 102  
College Algebra  50  0  MAT 160  
Precalculus  50  4  MAT 180  
Calculus with Elementary Functions  50  4  MAT 280  
General Biology  50  8  BIO 101 and BIO 203  
General Chemistry  50  6  CHM 140 and CHM 240  
Information Systems and Computer Applications  50  3  INF 101  
Principles of Accounting  50  6  ACC 101 and ACC 201  
Principles of Management  50  3  BUS 207  
Principles of Marketing  50  3  BUS 201  
Introduction to Business Law  50  3  BUS 233  
College Composition  50  3  WRT 101  
Humanities (choice of 2)  50  6  Music Appreciation MUS 101  
Intro to Art & Visual Culture ART 101  
World Literature I LIT  
College Mathematics  50  3  Contemporary Math MAT 130  
Natural Sciences  50  8  Intro to Physics PHY 185 and  
General Biology BIO 101  
Social Sciences and History  50  6  Sociology SOC 101 and  
Western Civ I HIS 101  

Minimum Scores Required To Earn Credit Through The General Examinations

Advanced Placement Examinations (AP)

Students who have taken one or more of the following advanced placement examinations may receive course credit with a score of three or above (see table below). Scores must be received directly from the College Entrance Examination Board (CEEB) before credit is awarded.

<table>
<thead>
<tr>
<th>CREDIT</th>
<th>SCORE</th>
<th>BERGEN CREDIT</th>
<th>CREDITS GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of Art</td>
<td>3, 4, 5</td>
<td>ART 102 and 103</td>
<td>6 credits</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>BIO 101 and 203</td>
<td>8 credits</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3, 4, 5</td>
<td>MAT 280</td>
<td>4 credits</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4, 5</td>
<td>MAT 280, 281</td>
<td>8 credits</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>CHM 140, 141, 240 and 241</td>
<td>8 credits</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4, 5</td>
<td>INF 153</td>
<td>3 credits</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>4, 5</td>
<td>INF 153</td>
<td>3 credits</td>
</tr>
<tr>
<td>Economics</td>
<td>3, 4, 5</td>
<td>ECO 101 and 201</td>
<td>6 credits</td>
</tr>
<tr>
<td>Environmental Sciences</td>
<td>3, 4, 5</td>
<td>BIO 108</td>
<td>4 credits</td>
</tr>
<tr>
<td>History, European</td>
<td>3, 4, 5</td>
<td>HIS 101 and 102</td>
<td>6 credits</td>
</tr>
</tbody>
</table>
Transfer from Bergen

Transferring successfully takes planning and preparation

Recently, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Bergen students can now seamlessly transfer their academic credits from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a Bachelor’s degree program at New Jersey’s public four-year colleges and universities. Associate in Applied Sciences (A.A.S.) degrees, which typically prepare students to enter a career, are not covered by the new transfer law.

While the law does not cover New Jersey’s private colleges and universities, many of those institutions have established similar policies that allow community college graduates to transfer with full junior standing.

Transfer to other institutions

What colleges do students attend after Bergen? Many of them transfer to New Jersey colleges. Bergen sends the largest number of its students to Montclair State University, William Paterson University, Ramapo College, Rutgers University (all campuses), and the New Jersey Institute of Technology. In addition, Bergen students have been accepted to and attended the following schools:

American University
Arizona State University
Baruch College (CUNY)
Boston College
Boston University
Brown University
Cornell University
East Stroudsburg University
Fashion Institute of Technology
Florida International University
Fordham University
Georgetown University
Hampton University
Harvard University
James Madison University
John Jay College (CUNY)
Johnson and Wales University
Lehigh University
Long Island University
Washington University
Manhattan College
New York University
Pace University
Parsons School of Design
Penn State University
Rensselaer Polytechnic Institute
School of Visual Arts
Smith College
SUNY: Albany, Binghamton
New Paltz, Stony Brook
The New School
University of Connecticut
University of Delaware
University of Maryland
University of Massachusetts
University of Michigan
University of Rochester
University of Vermont
University of Virginia
Yale University
Transfer Agreements with Other Schools

Bergen Community College has formal transfer agreements for one or more degrees or programs with the following colleges. In addition, Bergen’s general education courses and transfer degrees are generally accepted at most colleges without formalized articulation agreements. For a complete list of transfer agreements pick up a copy of the Artifacts booklet in the counseling center.

<table>
<thead>
<tr>
<th>Bergen Community College</th>
<th>Mercer College</th>
<th>Saint Peter’s College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley College</td>
<td>Montclair State University</td>
<td>Seton Hall University</td>
</tr>
<tr>
<td>Caldwell College</td>
<td>New Jersey Institute of Technology</td>
<td>St. Thomas Aquinas</td>
</tr>
<tr>
<td>Capella University</td>
<td>New York Institute of Technology</td>
<td>Strayer University</td>
</tr>
<tr>
<td>Centenary College</td>
<td>New York University - The</td>
<td>SUNY Maritime</td>
</tr>
<tr>
<td>Columbia University</td>
<td>Steinhardt School</td>
<td>SUNY New Paltz</td>
</tr>
<tr>
<td>Dominican College</td>
<td>Pace University</td>
<td>Thomas Edison State College</td>
</tr>
<tr>
<td>Fairleigh Dickinson University</td>
<td>Palmer College of Chiropractic</td>
<td>University of Phoenix</td>
</tr>
<tr>
<td>Felician College</td>
<td>Ramapo College</td>
<td>Wesley College Delaware</td>
</tr>
<tr>
<td>Johnson &amp; Wales University</td>
<td>Rutgers University</td>
<td>William Paterson University</td>
</tr>
<tr>
<td>Long Island University Brooklyn</td>
<td>St. John’s University</td>
<td></td>
</tr>
<tr>
<td>Manhattan College</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NJ Transfer

Given the rigorous academic standards set by the state’s community colleges, New Jersey colleges now maintain a statewide transfer agreement, which permits a seamless transfer of credits earned at Bergen Community College to any public four-year institution in the state. The law reduces the amount of time (and cost) a student commits to a four-year institution, and simplifies the process of graduating from a community college and moving on to a baccalaureate program. Please note, students must still submit for acceptance into four-year institutions. Additionally, some required prerequisite courses for specific baccalaureate degree programs may need to be taken once the student enrolls at a four-year institution, since they are not offered at the community colleges.

Transferring with an Associate in Arts or Associate in Science Degree

An Associate in Arts (A.A.) degree will be applied to a Bachelor of Arts (B.A.) degree, and an Associate in Science (A.S.) degree will be applied to a Bachelor of Science (B.S.) degree as half of the credits required for that basic four-year degree.

To transfer most effectively, community college students should select an associate degree program that aligns with their anticipated bachelor degree major. Five-year degree programs will require transfer students to complete all credits required for the bachelor’s degree beyond the initial 60-64 credits that will transfer with the associate degree.

The A.A. and A.S. degrees will satisfy all lower-level General Education requirements, unless there are graduation requirements or major-specific prerequisites that were not completed within the associate degree.

Students should use NJ Transfer www.NJTransfer.org when choosing courses so that they can be sure to complete any prerequisites required by the four-year college or university for their major. Consult with a transfer counselor for additional information.

The statewide transfer agreement does not guarantee admission to any four-year institution. Admission requirements vary by college, and many majors have a competitive admission process. It is a student’s responsibility to research and fulfill all admission requirements, and complete the application process for each institution he/she applies to.

After a student has been admitted, the four-year institution will identify the remaining courses a student will need to take to earn a bachelor’s degree.
Each New Jersey public four-year college or university has a minimum grade requirement for community college courses to count as transfer credit. In most cases, the minimum grade requirement is the same for transfer students as it is for students who attended the four-year institution during their freshmen and sophomore years. However, it is a student’s responsibility to check with the four-year college or university that he/she is interested in to find out the minimum transfer grade requirement.

**Scholarships**

Many colleges offer scholarships to students who graduate with an A.A. or an A.S. degree. These scholarships vary in terms of grade point averages and the amount of money awarded.

Scholarships also are available for graduates who are members of Phi Theta Kappa (The International Honor Society of the Two-year College). These awards usually cover full tuition. A helpful Website for the Phi Theta Kappa awards is [www.njccc.org](http://www.njccc.org), which lists all of the New Jersey colleges offering Phi Theta Kappa scholarships and the person to contact for additional information.

Transfer counselors and Phi Theta Kappa advisors will be able to give students more information about the criteria for these awards.

**Transcript Request Forms**

Transcript request forms are available in the Registration Center and at [www.bergen.edu Quick Links](http://www.bergen.edu Quick Links). College policy requires that a student’s signature appear on all transcripts requests. The college is not obligated to furnish a transcript to any student or alumnus whose financial obligation to the College has not been satisfied. Only unofficial copies of a transcript will be issued directly to students.

**Health Professions**

According to the U.S. Bureau of Labor Statistics, employment in health care has continued to grow even during the current recession: health care has added 559,000 jobs since the beginning of the recession in December 2007. Bergen offers many programs preparing the next generation of health professionals.

**$24 Million U.S. Department of Health and Human Services Administration Grant**

The U.S. Department of Health and Human Services Administration for Children and Families has named Bergen Community College the lead institution and fiscal agent for the 26-member Northern New Jersey Health Professionals Consortium in administering a $24 million grant to support health professions training and certification for low-income individuals.

The NJ State Department of Health projects New Jersey will add 100,400 healthcare jobs through 2016 that will account for nearly 40 percent of New Jersey’s employment growth during that period. This grant is employer-driven and directly addresses occupations in demand throughout the region and the labor shortages being experienced by the consortium’s employer partners. The Northern New Jersey Health Professionals Consortium includes 10 northern New Jersey community colleges, 10 Workforce Investment Boards, and six major health-related companies, including some of New Jersey largest employers: Meridian Health, Care One of New Jersey, Bayada Nurses Inc., CVS Pharmacies, Visiting Nurse Association of Central New Jersey and Caring People Inc.

At Bergen, part of the grant will fund the addition of new Associate of Applied Science degree programs for dietetic technicians and paramedics. The rest of the school’s share will enhance certification programs for nursing assistants as well as pharmacy technicians, phlebotomy technicians, patient-care technicians and home health aides.
This grant will allow the College to provide expanded skill lab instruction, additional equipment for practice and critical financial support for tuition and child care stipends for Practical Nursing students. Bergen is excited to be a part of this collaborative grant effort, which is designed to improve retention and graduation rates for students.

**Entrance Requirements for Health Professions Programs**

Admission to college programs in health professions is limited to a specific number of candidates each year because of requirements imposed by accrediting agencies and by the availability of faculty, college laboratory, and clinical agency resources. To ensure that all applicants are evaluated in the same way, within each discipline, criteria for acceptance have been developed by the School of Health Professions and Student Services. These criteria will be utilized in determining the candidates who will be offered admission. Admission will have a step process: academic eligibility will be determined, as well as a criminal history background check, basic skills testing, and admissions examination for the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Therapy and Veterinary Technology programs.

All eligible candidates for admission to the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Therapy and Veterinary Technology programs are required to take a national Nursing/Health Professions standardized admissions examination - The Admissions Assessment Examination by HESI. There is a fee that is payable directly to the examination company. The examination is given off-campus at a testing center. All eligible Dental Hygiene, Diagnostic Sonography, Nursing, Paramedic Science, Radiograph, Respiratory Therapy, and Veterinary Technology candidates with a clear background report will receive an invitation to take the examination. The invitation will outline all information related to the examination.

If students have not taken the necessary high school prerequisites, the courses can be made up by substituting courses taken at Bergen. These courses must be taken before students apply to Nursing or any Health Professions program. To be considered for most programs, science prerequisites must have been completed within the last five years. Applicable college science courses taken more than five years ago are not transferable.

All students applying to Health Professions programs must take the basic skills test and successfully complete all remedial course-work prior to application. High school students applying to Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Therapy and Veterinary Technology programs must sit for the basic skills test prior to being eligible to sit for the Admissions Exam.

A successful candidate for a health professions program at Bergen Community College must possess certain abilities and skills necessary to provide and maintain safe and effective care administered to the patient. The candidate must be able to function on an independent level without any intermediary. These skills and abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral, and social attributes.

Health Professions students must carry personal medical health insurance, professional liability insurance, and be certified in cardio-pulmonary resuscitation (CPR) by the American Heart Association (Healthcare Provider with AED) or the American Red Cross (Professional Rescue Certification). In addition, all health professions students are required to complete health examination forms upon admission to the program and fulfill the requirement for a yearly Mantoux skin test for tuberculosis.

Students seeking admission to Nursing (Day), Dental Hygiene, Diagnostic Medical Sonography, Paramedic Science, Radiography, Respiratory Therapy and Surgical Technology must submit completed applications including transcripts by February 1 for fall (September) admission. Nursing (Evening) and Veterinary Technology applications are due by October 1, for spring (January) admission.

**Criminal History Background Check Requirement**

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks before admission may be offered. These checks are conducted by an external company, and the information is sent to the Dean of Health Professions. All background reports must be clear to be eligible for admission and to be invited to take any Admissions Examination. Any applicant with a background report that is NOT clear will not be eligible for consideration.
 Minimum Entrance Requirements for Health Professions Degree Programs

**Dental Hygiene Program** AAS.HP.DENTL
Program length: 24 months
Preadmission Test: Dental Hygiene Admissions Exam
GPA for admissions eligibility: 2.50
High School prerequisite courses: Chemistry, with lab; Biology, with lab; Algebra
College substitutions: BIO109; MAT035; CHM100
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: High school Biology is waived if college Biology, preferably BIO 109 is successfully completed.

**Diagnostic Medical Sonography** AAS.HP.DMS
Program length: 24 months
Preadmission Test: Diagnostic Medical Sonography Admissions Exam
GPA for admissions eligibility: 2.50
High School prerequisite courses: AP level science; AP level physics; Algebra
College substitutions: BIO109 (recommended); PHY185; MAT035
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: This is a regional program that utilizes clinical education centers throughout the state of New Jersey. Students might be required to travel to distant sites and provide their own transportation.

**Medical Office Assistant Program** AAS.HP.MOA
Program length: 24 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: None
Application Deadline: There is no deadline date for admission.
Program Admits: Fall/Spring semester

**Paramedic Science Program** AAS.HP.PAR
Program length: 24 months
Preadmission Test: Paramedic Science Admissions Exam and EMT skills screening,
Active NJ EMT License
GPA for admissions eligibility: 2.50
High School prerequisite courses: 1 year science (College Placement Bio and Lab); 1 year Algebra;
College substitutions: BIO109
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: This regional program utilizes clinical education sites throughout the state of NJ. Students will be required to travel to distant sites and provide their own transportation.

**Radiography Program** AAS.HP.RAD
Program length: 24 months
Preadmission Test: Radiography Admissions Exam
GPA for admissions eligibility: 2.50
High School prerequisite courses: 1 year science (College Placement Bio and Lab); 1 year algebra (Algebra II);
College substitutions: BIO109; BIO209; MAT035
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

**Respiratory Therapy Technology** AAS.HP.RESP
Program length: 24 months
Preadmission Test: Respiratory Therapy Admissions Exam
GPA for admissions eligibility: 2.00
High School prerequisite courses: Chemistry with lab; Biology with lab; Math
College substitutions: BIO109; CHM100; MAT035
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

**Veterinary Technology** AAS.HP.VET
Program length: 24 months
Preadmission Test: Veterinary Technology Admissions Exam
GPA for admissions eligibility: 2.00
High School prerequisite courses: No high school prerequisites
College substitutions: MAT-035; BIO115; VET102; VET103; CHM112, MAT035, WRT-101
Application Deadline: October 1 of the current year
Program Admits: Spring semester.
Please Note: Applicants will only be accepted once the pre-requisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

**Nursing** AAS.NURS.DAY
Program Length: 2 academic years
Preadmission Test: HESI Admission Exam
GPA Requirement: 2.5
High School prerequisite courses: Chemistry and biology with Lab; Algebra
College substitutions: CHM100, BIO109 and MAT035 or MAT031/032
Application Deadline: February 1 for Fall admission
Program Admits: Fall semester
Nursing Evening Program AAS.NURS.EVE
Program Length: 2 academic years
Preadmission Test: HESI Admission Exam
GPA Requirement: 2.5
High School prerequisite courses: Chemistry and biology with Lab; Algebra
College substitutions: CHM100, BIO109 and MAT035 or MAT031/032
College prerequisite courses: BIO109 and BIO209; WRT101 and WRT201; PSY101 and PSY106; SOC101
Application Deadline: October 1 for Spring admission
Program Admits: Spring semester

Certificate Programs
Medical Office Assistant Program CERT.MOAA
Program length: 12 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: None
Application Deadline: There is no deadline date for admission.
Program Admits: Fall/Spring semester.

Radiation Therapy Technology Program CERT.RAD.THERAPY
Program length: 12 months
GPA for admissions eligibility: 2.50
Prerequisite courses:
Registered or registry eligible Radiologic Technologist;
two biology, with labs (BIO109 and 209); Algebra/MAT160;
General physics, PHY185. In addition to the above stated requirements, candidates cannot be accepted into the program until at least 2 of the 5 general education courses have been completed: MAT180, MAT250, CIS158, WRT201, COM100. Three of the above listed general education courses may be taken concurrent with the program. Successful completion of all 5 courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.
Application Deadline: February 1 of the current year.
Program Admits: Fall semester only.
Please Note: Students who are interested in the program should make an appointment to meet with the coordinator regarding admissions.

Surgical Technology Program CERT.SURG
Program length: 12 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: High school graduate, or GED
College substitutions: none
Application Deadline: February 1 of the current year.
Program Admits: Fall semester only.

Health Science Program AAS.HP.HLTH.SCI
Program length: 12 months
GPA for admissions eligibility: 2.50
Application Deadline: February 1 of the current year.
Program Admits: Fall and Spring Semester
Please Note: Qualified students will be awarded 30 transfer credits. The credits will be applied to the degree in Health Science upon the completion of the curriculum. It is essential to understand that this program does not entitle the graduate eligibility to advanced certification or licensure within the Health Professions discipline.

Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at this college. Students enrolled in the AAS degree in health sciences must satisfy the English, Mathematics and algebra basic skills requirements. Applicant graduated from a program that has acceptable accreditation agencies that is comparable to the College’s Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee.

Special Student Programs

Educational Opportunity Fund (EOF)
The Educational Opportunity Fund Program was instituted by the New Jersey State Legislature in 1968 for the purpose of helping economically and educationally disadvantaged students obtain a college education. Students who are accepted into the program are provided with a grant and comprehensive support services designed to enhance their college experience and to insure the success of each participant. In addition to the grant, students accepted into the program have access to a number of support services including tutoring and counseling.

Tutoring is offered in all subjects, with special emphasis on Mathematics, English and Science. Personal, academic and career counseling is available in both individual and group settings. Each student is required to meet with his or her counselor on a regular basis. Additionally, the counseling staff, working together with the Financial Aid Office, can offer financial aid advice as well as help with the preparation and follow-up of applications.
All students who are deemed eligible for admission to the EOF Program and who are entering college for the first time are encouraged to attend a six-week summer program immediately prior to the fall semester of the freshman year. The summer programs helps students smoothly transition to the college environment, and also focuses on academic preparation for the fall semester. The program features orientation presentations and the opportunity to take developmental courses.

To be eligible for an Educational Opportunity Fund grant, a student must:

- Be a United States citizen or have a permanent visa.
- Be a legal resident of the State of New Jersey for at least 12 months.
- Enroll or be enrolled as a full-time student (12 or more credits) in a curriculum leading to a degree or certificate.
- Exhibit evidence of financial need and an educational background indicating a need for improvement in basic skills.

Dependent and independent students are financially eligible for an EOF grant based on household income.

The EOF Program is not an entitlement program. Initial EOF eligibility is determined on the basis of both economic and educational criteria. Because a student or a student’s family currently falls within the income criteria does not make the student automatically eligible for EOF. Although students may qualify for the program, admission criteria give priority to first-time, full-time freshmen and to EOF transfer students in good standing from another EOF Program.

Those interested in the Educational Opportunity Fund Program should contact the EOF office in Room A-123, or call (201) 447-7139.

College Experience Program (CEP)

The College Experience Program is intended as a mechanism for talented high school juniors and seniors to pursue advanced education at an early stage in their academic life. Students completing their sophomore year at the time of application for any Summer Session will be considered. Courses should represent an advanced experience and reflect an accelerated academic interest. This program is not intended to compensate for high school course failures or remedial work.

Approved applicants will be permitted to take:

- Up to 2 courses or 6 credits in the Fall or Spring Semesters.
- 1 course or 4 credits in any Summer Session.

Students who participate in the College Experience Program should note that all grades earned as a result of courses attempted or completed serve to establish a permanent record at Bergen Community College.

Eligibility Requirements:

In order to be considered for the College Experience Program, the student must meet all of the following criteria:

1. Be between the ages of 16 and 18 years old.
2. Have an overall average of a 3.0 or better.
3. Have permission from their high school Principal or Guidance Counselor.
4. Have permission of their parent or legal guardian.
5. Home schooled students must meet all eligibility requirements and supply a school transcript.

All interested students may obtain the College Experience Application/Registration form from the most current online registration booklet at www.bergen.edu or contact the Office of Registration at 201-447-7218.

Developmental English and Mathematics

All degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit must take a Basic Skills Placement Test in both English and Mathematics unless they qualify for a waiver. Students placed into English Basic
Skills must enroll in theses developmental courses in their first semester at the College and continue to enroll in them until the requirements are completed. Students matriculated in degree programs must begin their required Developmental Mathematics courses by their 16th attempted credit.

These preparatory courses emphasize the development of basic reading, writing, computation, and algebra skills, which will help students perform successfully in college-level courses. Students are urged to seek academic advisement in choosing these and other courses.

**English Basic Skills Requirements.** Based on the results of the English portion of the Basic Skills Placement Test, native speakers of English or those who have resided in the U.S. for eight or more years may be placed into one of four entry-level English courses: Developmental Skills I and II, English Skills, Directed Studies in Writing and Composition I, or Composition I alone. Students placed in Developmental Skills I and II or English Skills must enroll in their required course in their first semester at the College and remain in these courses in order to take other College credit-bearing courses.

**Math Basic Skills Requirements.** Based on the results of the Mathematics portion of the Basic Skills Placement Test, a student may be placed into developmental math courses: Basic Mathematics (MAT-011) or the sequence of Algebra A and B (MAT-031 and MAT-032), or Algebra (MAT-035).

Students are encouraged to begin developmental mathematics as soon as they enroll at the College. Students matriculated in A.A. and A.S. degree programs must begin their developmental math placement sequence of courses by their 16th attempted college credit.

**Academic Intervention and Monitoring System**

Academic Intervention and Monitoring System (AIMS) is an academic and personal support program designed for students who are most at risk in a college environment because of deficiencies in reading, writing, and mathematical skills. AIMS exists to help these students achieve academic success, remain in school, and develop a greater sense of independence and self-esteem. The AIMS program offers full-time, first semester students at Bergen the following advantages:

- Special orientation and registration session.
- Preselected program of courses, including Basic Mathematics (Computation), Developmental Skills I (English), Basic Communications (Speech), Introduction to College Experience course, and tutoring.
- Prescheduled patterns of courses.
- Small classes, averaging 15-18 students.
- A full-time credit limit of 14 institutional credits.
- Individualized attention from both classroom instructors and counselors.

To discuss the advantages of the AIMS program in further detail, please contact the AIMS program coordinator, located in Room A-333E, on the main campus in Paramus.

**American Language Program (ALP) – for ESL students (English as a Second Language)**

The American Language Program is the College’s academic English-as-a-Second language program. Students whose native language is not English, who have been admitted to or are planning to attend Bergen Community College, are given an English proficiency test. These test results are used to place students into American Language Program (ALP) courses.

**Levels and Courses**

The ALP is divided into four levels: Foundations (low beginner), Level 1 (high beginner), Level 2 (intermediate), and Level 3 (advanced).

Each level is composed of four courses: Grammar (Parts A and B), Reading, Writing and Speaking/Listening.
ALP
Students placed in the ALP may enroll for a maximum of 15 credits per semester. Students who wish to enroll on a part-time basis should seek advisement on proper course selection.

Non-degree college credits earned upon successful completion of American Language Foundations, Level I, II, or III may not be used to fulfill degree requirements. Students placed in the American Language Program cannot take college-level courses until they have successfully completed all levels of the program and have passed required exit examinations.

Upon completion of required ALP courses, students must take a mathematics placement test or be granted a waiver. English Composition I and II “N” sections are for students whose native language is not English regardless of whether or not they have taken courses in the ALP. The “N” sections fulfill the same college degree requirements as English Composition I and II.

Dual Enrollment
As part of the dual enrollment agreement, students will continue to take college-level courses at their high schools while they are completing the necessary coursework to earn their high school diplomas. As part of this program, students can earn up to 18 college credits prior to High School graduation.

Judith K. Winn School of Honors
The Honors Program committee named the School after Dr. Judith K. Winn, in recognition of her contributions during 12 years as the College’s president. Honors sections of General Education courses are offered during the fall and spring semesters. The Honors Program offers courses in the Humanities, the Social Sciences, Business, Science, and Math. A complete listing of honors courses being offered in a given semester is available on WebAdvisor (check the Honors box below the days of the week). Students with a strong high school record, SAT scores of 1700 or higher on the new test, 1100 or higher on the old test, or a college GPA of at least 3.4 are eligible for the program and are invited to enroll.

Honors students enjoy smaller and more challenging classes taught by excellent faculty. They have access to an honors advisor each semester, may attend transfer seminars specifically designed for honors students, and have their honors courses designated as such on transcripts. They also have the opportunity for priority registration during each semester when they are eligible to take honors courses. Participation in the Honors Program also enhances students’ prospects for transferring to desirable universities, often with scholarships.

For further information, please contact:
The Judith K. Winn School of Honors Office
Honors Hall 1
400 Paramus Road, Paramus, NJ 07652

Professor Maria H. Makowiecka, Ph.D., Director
Honors Hall 3, 201-493-3584 and Pitkin Education Center, L-329, 201-447-9281

Wendy Dodge, Honors Office Assistant
Honors Hall 1
wdodge@bergen.edu
201-493-3567
Study Abroad
Through Bergen Community College’s membership in College Consortium for International Studies (CCIS), Bergen students have more than 50 programs in over 30 countries throughout the world from which to choose. Programs are offered in Africa, Asia, Europe, and Latin America. Programs are available in Argentina, Australia, Austria, Belize, Bulgaria, Canada, Chile, China, Costa Rica, Czech Republic, Denmark, Dominican Republic, Ecuador, England, France, Germany, Greece, Hungary, India, Italy, Jamaica, Mexico, Morocco, Namibia, Netherlands, New Zealand, Northern Ireland, Peru, Russia, Scotland, Spain, and Switzerland.

Study abroad experiences range from a summer, a semester or an academic year. The programs are, for the most part, designed for undergraduate credit. Academic studies may include the language and culture of the host country, as well as business, art, the European Union, service-oriented work experiences and more. Study abroad programs are designed for cultural immersion and many sites offer a chance to live with a family in the host country. Students must have completed one semester of college level courses at Bergen, be a full-time student, and be in good academic standing in order to participate. At least a 2.5 cumulative grade point average on a 4.0 scale is required. Certain programs require a 3.0 grade point average.

Financial aid may be used for study abroad programs. It is a good idea to apply early. Early application allows the Financial Aid Office to complete the review of eligibility for financial aid and to get all of the paperwork done. Be sure to apply no later than fifteen weeks prior to departure. Special scholarships are also available for students receiving Pell Grants. Application deadlines for special scholarships are March 1, for summer and fall programs, and October for spring programs.
To find out more about this opportunity, make an appointment with the Study Abroad Advisor, Dean Amparo Codding, at (201) 447-7133.

Continuing Education
The School of Continuing Education embodies commitment to lifelong learning. The School emphasizes social enterprise which we define as economic development through job training and career advancement. Continuing Education serves as a collaborative pathway for adults who seek to pursue higher learning. Educational programming for young adults, teens, and children allow for exploration in a number of compelling Saturday, summer and pre-college options. A wide range of programming is offered for ages 8 to 13, 14-17, 18.

Through the School of Continuing Education, students are able to sample a variety of learning formats. Classes are often hands-on. Students learn in the classroom, through field trips and online. Our Customized and Corporate Training division often brings training to the trainee's workplace through a worksite-based open enrollment program. Classes are offered in the evening or on weekends to accommodate working adults, teens and school children. Daytime schedules and asynchronous online courses provide an avenue of availability to meet almost any schedule.

To ensure the School remains current with the needs of Bergen County residents, the staff reaches out to create partnerships with industry groups, non-profit organizations and other educational institutions. Course topics are relevant, with new titles offered continuously based upon labor market and recreational trends.

Programs offered to the business community include leadership and management skills, project management, presentation and business writing skills, conflict resolution, customer service, as well as all levels of computer training and English as a Second Language. Additionally, The School of Continuing Education partners with the New Jersey Community College Consortium for Workforce and Economic Development in order to bring the services of the entire network to businesses located throughout the state. The Center also provides assistance with customized training grant applications so that training may be underwritten by funding through the department of Labor and Workforce Development.

For more detailed information on the School of Continuing Education and a comprehensive course catalog, please call (201) 447-7488, menu option #4, or visit the Registration Office located in the Technology Education Center, Room 115 on the
College’s main campus in Paramus. Office hours are Monday through Thursday 9:00 a.m. to 7:00 p.m., and Friday, 9:00 a.m. to 5:00 p.m. Information may also be viewed online at www.bergen.edu/continuinged.

**Continuing Education Programs**

**The American Experience.**
The courses in this section will explore the U.S. Constitution; what it says and does not say. Students will gain knowledge about New Jersey born Alice Paul and the Suffragette Movement from 1900 to 1920, and have the opportunity to discover the interesting lives and times of Theodore Roosevelt and Mathew B. Brady, Civil War photojournalist.

**Bergen Goes Green.**
Bergen Community College recognizes the importance and increased interest in Green technologies and their applications. The School of Continuing Education offers courses in Solar Powered Paneling for the Contractor and Smart Home Construction and Sustainability including the EPA Renovator Certification. For those students seeking employment within the green energy workforce, a student may choose one or all of the courses in the new Green Pathways Employment Certificate Program.

**Business & Industry.**
Utilizing the Center for Customized Corporate Training the College draws upon the expertise of professional business practitioners and facilitators who specialize in on-the-job training. Using proven training curriculum and techniques, staff members offer flexible, customized solutions at an affordable price.

**Services include:**
- Needs Assessment
- Customized Training Solutions

Follow-up Evaluations and Recommendations Assistance with Department of Labor and Workforce Development Grant Applications

**Corporate & Public Sector Training:**
The School of Continuing Education, Corporate & Public Sector Training has the answers to address the needs of clientele, Continuing Education has developed a spectrum of programs in key strategic areas. Some of the courses offered are listed below; however, there are many more available.

Specialty areas include, but are not limited to: Leadership Skills, Sales, Communication Management, Six Sigma, Computer Skills, Performance, Management, Team Building, Customer Service, Interpersonal Skills, Basic Math and other Math, English-as-a-Second-Language (ESL), Conflict Resolution, Basic Skills, Project Management, Diversity (Reading, Writing and Grammar), Sexual Harassment, Goal Setting, Basic Supervision, Strategic Planning • Presentation Skills, Business Writing, Time Management, Electronic Technician. The Corporate and Public Sector Training department has a full staff of professionals to customize and tailor programs specifically for students. Trainers are industry professionals who have an expertise in the adult learning environment. The department can provide organizational development consulting to ensure that training is strategic and practical. Since Bergen is a public institution, students may find the College to be a cost-effective way to incorporate training into their business strategy. Bergen welcomes the opportunity to discuss this and other venues that may be able to support individual training needs. For additional information contact Ron McKnight at 201-612-5300.

NJ Community College Consortium for Workforce & Economic Development The New Jersey Business and Industry Association (NJBIA), the New Jersey Department of Labor (LWD) and the New Jersey Community College Workforce Consortium (NJCCWC) has partnered to offer “The Basic Skills Workforce Training Program.” As a full partner of the NJCCWC, the College’s School of Continuing Education, Corporate and Public Sector Training offers programs to update
employees’ basic skills to improve productivity. Programs are offered at campus sites or can be conducted at a business location. All consortium courses are offered in conjunction with the Department of Labor and are presented at no cost to members of the local Chambers of Commerce or the New Jersey Business & Industry Association.

Additional Programs in Business and Industry include:
Administrative Professional Certificate Program, Executive Assistant/Secretary Certificate Program, Government Contract Workshop: Contracting Opportunities for Small Business, The Entrepreneur Certificate Program, Certificate in Social Media for Business Program, Tax and Estate Planning Professional Education Seminars, Computer Training Continuing Education bridges the digital divide by extending opportunities for training and lifelong learning to all members of the community. Computer training in the School of Continuing Education is designed to teach computer skills to the adult learner. It is composed primarily of certificate programs and six-hour, one-subject classes. Certificate programs consist of multiple courses aimed at providing proficiency in the subject area. Single application classes provide intensive, corporate - style training aimed at introducing selected topics to participants.

Construction:
These courses focus on the technical needs of contractors, estimators, architects, engineers, construction, and government officials as they relate to the design, construction, and maintenance of building structures. They are also open to individuals in the field who would like to have a working knowledge of the Uniform Construction Code.

Uniform Construction Code Program
The School of Continuing Education, Bergen Community College, has been approved to offer courses in accordance with N.J.A.C. 5:23-5.20 and approved for credit toward licenses issued by the NJ State Department of Community Affairs. Information concerning Licensing Requirements and Application Procedures can be obtained by contacting: The State Department of Community Affairs Bureau of Construction Code Services Telephone: (609) 984-7834.

CornerStone: Government Leadership Certificate Program:
The CornerStone Government Leadership Certificate Program is designed to give managers, directors and executives in all levels of local government and public service institutions a firm foundation of skills and understanding on which to build vibrant organizations for the 21st century. The Effective Campaign Certificate encourages individuals who seek to engage their communities through service in public office.

Culinary Arts:
Food preparation is both an art and a science. Bergen Community College is the resource for food enthusiasts. Bergen has it all – Award-winning recipes and expert culinary advice. Come and experience culinary excellence.

Fashion Design:
Learn to design clothes and develop an eye for fashion detail. In these “hands on” courses, students will learn the basic principles and small details of drawing fashion figures that will enable them to design an entire wardrobe. Learn to design clothes and develop an eye for fashion detail. After completing these courses, students will receive a Certificate of Completion in Fashion Design.

Finance Program:
A Certified Financial Planner is an individual who has completed the CFP®, Professional Education Program, received the CFP designation conferred by Certified Financial Planners Board of Standards and achieved a high level of technical knowledge in Financial Planning Process and Insurance, Investment Planning, Income Tax Planning, Retirement Planning and Employee Benefits, and Estate Planning.

Green Pathways to Employment Certificate Program:
The Green Pathways to Employment Certificate Program is targeted to offer workforce skills training in a variety of fields with
options to test for industry certifications. The program’s focus is the preparation of job ready skills to assist displaced or unemployed workers in obtaining immediate employment opportunities.

**Health Professions:**
The School of Continuing Education provides initial job training in health care as well as career enhancing professional development programs. Bergen Community College is an approved provider of continuing education units (CEU’s) and contact hours for multiple accrediting organizations.

**Human Resource:**
Human Resource Professional Development Certificate Program is an in-depth program ideal for the Human Resource or business professional seeking to develop or expand their knowledge base for their current job role, to prepare for newly acquired responsibilities or to explore a new career in Human Resources. Through interactive exercises and case studies, the comprehensive workshops offer participants opportunities to gain confidence as well as knowledge in all functional areas of HR for successful on the job performance.

**The Lois E. Marshall Institute for Learning in Retirement:**
The Lois E. Marshall Institute for Learning in Retirement (ILR) services Senior citizens over 55 years of age who participate in short courses covering everything from Ancient History to the Theory of Relativity which are offered during the afternoons in the Spring and Fall semesters.

ILR is one of 300 institutes, affiliated with Elderhostel, established to meet the needs and interests of adults who share a love of learning. Membership includes pool and library privileges and other benefits. There are no prerequisites, exams, or grades for participants. For further information or to be placed on the mailing list, please call (201) 447-7156 and leave your name, address, and telephone number.

**Spanish: CURSOS EN ESPAÑOL**
The School of Continuing Education is a leading provider of adult education. Diverse, educational program offerings are instrumental to the development skills of our community. Our programs provide industry and educational professionals programs that address the populations growth needs and provide work ready credentials. We currently offer a variety of beginner and advanced courses en Español. Please visit our website www.bergen.edu/continuinged for more information.

**Interior Design:**
Interior design is one of the fastest growing professions. Interior designers engage both public and private spaces. An interior environment serves the needs and requirements of the users and provides a sense of space for individual and group activity. The Interior Design Certificate Program will train and assist students in career advancement, career change or personal and professional enrichment. A certificate of completion is awarded to students who successfully complete any one course, some of which require final projects. To be eligible for the Interior Design Certificate, students must successfully complete eight core courses.

**Kids & Teens Programs:**
Join one or more non-competitive, enriching and fun-filled classes. Make new friends while discovering talents and interests.

**Language**
The School of Continuing Education at Bergen Community College will help students expand their language skills. Whether students are interested in improving their understanding and use of American English, learning a foreign language, or exploring the beauty of American Sign Language, the College has courses available with talented instructors who make learning fun and practical.
Nonprofit Leadership Institute:
This certificate program was designed to strengthen the leadership and management capacity of nonprofit practitioners and those wishing to work in the nonprofit sector. The coursework provides both current and future leaders with the skills and knowledge necessary to respond to the growing complex challenges and opportunities of nonprofit organizations. These courses are ideal for experienced professionals contemplating a career change into the nonprofit sector or for those in government and business interested in learning more about the nonprofit organization with whom they volunteer and support.

Online Courses:
These interactive non-credit courses allow students to learn from any PC with Internet capabilities. Upon registering, students will receive instructions, along with dates classes are being held. An instructor monitors classes daily. Final exams are given for feedback. A completion letter showing a final grade and achievements can be provided upon request. These programs and courses range from healthcare, computer training, and education.

Personal Development:
Make the time to take a class. Find a passion and enrich your life. Join the School of Continuing Education for classes in art, gardening, pet care, and more.

Pest Control:
The School of Continuing Education presents a complete range of pest control courses for those who wish to be informed about the New Jersey Environmental Protection Agency’s requirements. These courses offer credits to pesticide handlers, landscapers, food handlers, and health department officials. These credits are for recertification on a pre-existing pesticide license.

Property & Facility Management Online Program:
Whether a student is new to the building profession or working in the field, this interactive one-stop educational training resource will enhance core building technology knowledge from a PC with internet capabilities. Courses run for 15 weeks.

Quality Assurance Certificate Program:
Bergen Community College has partnered with North Jersey and Metropolitan Divisions American Society for Quality to provide businesses and business professionals with up-to-date training in quality systems and regulatory issues.

Real Estate:
New opportunities begin here with a career in real estate. Independence, financial success, and professional growth are some of the advantages that can be gained with a career in real estate sales and real estate appraisal.

Teacher Education:
New Pathways to Teaching in New Jersey (NPTNJ) is a New Jersey Department of Education (NJDOE) approved Alternate Route teacher education program designed for candidates who hold a completed Bachelor’s degree with a minimum GPA of 2.75. The NPTNJ program is offered through a consortium of collaborating New Jersey community colleges and New Jersey City University (NJCU) and meets regularly at Bergen Community College’s main campus in Paramus.

Wedding/Event Planning:
These classes introduce students to wedding / event planning as a career and offer can assist in planning a student’s own wedding. Participants will receive a Bergen Community College certificate after completing the required courses.
Stephen J. Moses Center for Civic Engagement
Built on the concept of local and regional service, a community college must recognize the mentorship and resources it can provide its students and area residents beyond academics. Through a community college, individuals can develop lasting relationships and can learn the value of service and “giving back.” With proper amenities and support, a community college can host a wide-range of professional and entertainment functions, special events and unique experiences. The Stephen J. Moses Center for Civic Engagement at Bergen Community College organizes many of these areas of outreach and remains the catalyst behind them. The College’s administration remains deeply committed to creating interaction between students, the general public and civic leaders in order to forge kinship, gratitude and lasting bonds with one another.

The Center was established in 2007. The Center operates under the auspices of the College and facilitates efforts between civic leaders and the College including: encouraging the College’s students to serve their community through service learning; providing assistance to faculty performing civic-related research; and promoting the College as a venue for the discussion of national, state and local issues. In 2009, the Center was renamed for the deceased past chairman of the Bergen Community College Board of Trustees, Stephen J. Moses, an active member in many civic organizations and causes.

The Women’s Institute
Bergen Community College’s Women’s Institute, formed in 2009, is a community outreach board dedicated to developing the skills and innate abilities of all women who care about taking greater control of their lives. The Institute is a consortium of local businesses, on site teaching, and professional mentorship programs at Bergen Community College. The Women’s Institute offers women the opportunity to build new skills, impart their lifelong set of values, and develop competence in networking and leadership, while partnering with a wide variety of business and educational leaders to become more influential and stronger contributors to the local community.

Philip Ciarco Jr. Learning Center
Providing community service initiatives such as English as a Second Language and General Educational Development programs, Bergen Community College’s Philip J. Ciarco Learning Center opens the doors of education to everyone in Bergen County – no matter their goals.

The Philip Ciarco Jr. Learning Center, located at 355 Main Street in Hackensack, was founded by the College in 1970 primarily to provide educational and counseling services for adults who have not completed a formal high school education and for adults who are interested in studying English as a Second Language. Since then, many thousands of adults have enrolled at The Center. Students have enrolled to improve their quality of life through language acquisition, acculturation, and development of workplace skills for employment and job advancement. A significant number of these students have gone on to college and other post-secondary training. The Center offers a variety of courses on-site and off-site for adults who wish to enhance their education. With Ciarco’s individualized approach to instruction, adults seeking to complete one educational level, or aspiring to the next, can enroll in the Center’s programs at any time and at any level of ability. Ciarco offers comprehensive placement testing, and the courses and opportunities for students to achieve their goals no matter the point or level of entry.

Beginning in Spring 2009, the Ciarco Center will offer Career Pathways – Certificate of Completion Courses in industries including Hospitality, Restaurant, Healthcare, Landscaping/Green Industry, and Public Safety. Students pursuing goals from basic remediation to preparation for college admission, to pathways to employment and career advancement, find the stepping stones to achieving their goals, and setting new ones, at The Ciarco Learning Center.
Adults seeking to earn a Bergen Community College associate degree or certificate can also begin their program at the Ciarco Learning Center. The facility offers spacious seminar rooms, computer laboratories, and student lounge areas, and is fully accessible. The Ciarco Center provides a welcoming and supportive environment for all learners. In the recent past, the Ciarco Center has begun a number of partnerships and collaborations to bring youth to the Center to inspire them to bright futures that include higher education, career exploration and training. For further information on all Ciarco programs, the newest initiatives, or for an appointment with one of The Center’s counselors, call the Ciarco Learning Center at (201) 489-1551.

The following courses are offered each year:

- Beginning English - Level I
- Beginning English - Level II
- Intermediate English - Level I
- Intermediate English - Level II
- Advanced English - Level I
- Advanced English - Level II
- Basic/Academic Skills
- GED Preparation
- American Pronunciation

The following programs and services are offered through the Ciarco Learning Center:

- Adult Basic Skills
- Community Counseling Services
- NJ Public Information Job Search Network Site
- Workplace Employability Skills
- High School Equivalency (GED) preparation courses
- SIGI (System Information Guidance Interaction) Career Information
- English-as-a-Second Language (ESL)
- College-Level Courses
- Inmate Education (Bergen County Sheriff’s Department)
- Work First New Jersey Programs
- On-site Corporate/Business Training
- On-site Workforce Development
- Cisco Networking Academy
- Union Leadership Academy Courses
- Official State of New Jersey GED Testing Site
- NJ Department of Labor Workforce Learning Link
- IBM Adult Literacy Reading Recognition Program
- NJ Department of Labor Basic Skills/GED, ESL and Civics Program
- Learning Assistance Center

The Philip Ciarco Jr. Learning Center is home to the Small Business Development Center.
Community Counseling Services
Free counseling services for adults include:

- Career guidance, employability and job skills/advancement
- Guidance in completing high school education
- Planning college education/academic advisement
- Locating special educational and training programs
- Social services referral/seeking help with personal issues
- Academic counseling for enrolled students
- Scholarship identification and application assistance (including a variety targeted for Ciarco students)

The Ciarco Learning Center collaborates with organizations such as the Bergen County Workforce Investment Board (WIB), The Bergen County One-Stop Career Center, The Bergen County Community Action Partnership (BCCAP) and the New Jersey Community College Consortium for Workforce Economic Development and linking students and local residents to community resources.

Links with Business and Industry
The Ciarco Learning Center extends its scope of services by providing customized training programs for business and industry that stress the attainment of measurable objectives by the student. Specific components of these programs focus on Basic Skills development (reading, math, and critical thinking skills); English as a Second Language, which includes work-related communication skills and general communications; Work Place Maturity Skills, together with basic computer literacy and software applications; and GED preparation. These programs can be sponsored solely by the company, labor union, or through collaborative ventures with the Department of Labor and the federal TRA Program.

Additional partnerships for Workforce Economic Development are provided through linkages with the Bergen County Workforce Investment Board (WIB), The Bergen County One-Stop Career Center, and the New Jersey Community College Consortium.

The Helen L. Haber Scholarship offers a $500 scholarship awarded annually to a qualified woman on the basis of financial need and educational commitment. Other scholarships are available as well.

NJ Small Business Development Center
The New Jersey Small Business Development Center (NJSBDC) at Bergen Community College is one of eleven regional centers statewide with headquarters at the Rutgers University Graduate School of Management and is part of a national network of over 1,100 centers nationwide. These centers offer comprehensive management consultations and technical assistance to the small business community. Expert advice is provided at no cost, on an ongoing, confidential, one-on-one basis by SBDC professional staff and private consultants. Areas of counseling include, but are not limited to:

- Accounting/Recordkeeping
- Advertising
- Business Planning
- Cash Flow Management
- Employment Issues
- Financial Management
- Government Procurement
- International Trade
- Marketing Strategies
- Start-up/Acquisition Sale

The SBDC regularly conducts low-cost workshops covering entrepreneurial subjects such as start-up issues, marketing, financing, and the business plan. The College’s state-of-the-art technology, library, and research resources are available. For further information, visit the SBDC, located in the Philip Ciarco Jr. Learning Center or call (201) 489-8670. Consult the Continuing Education catalog for more information or visit www.bergen.edu/sbdc
The New Jersey Small Business Development Centers (NJSBDC) network is partially funded by the U.S. Small Business Administration, the State of New Jersey, Bergen Community College and Rutgers Business School. Small Business Administration’s funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis.

Bergen Community College at the Meadowlands

Excellence in Academic Degrees, Continuing Education and Professional Development

Keeping pace with today's global economy means being ahead of the curve. Bergen Community College helps equip you with the knowledge and skills required to succeed in all aspects of life, whether your goal is to earn a degree, advance in your career, explore a new vocation, re-enter the workforce, start a business, or pursue a favorite pastime. Your journey to self-fulfillment begins at Bergen Community College.

Closer to You

The mission of Bergen Community College at the Meadowlands is to provide an affordable and quality education that gives students a competitive advantage in the global marketplace and access to the best employment opportunities. Bergen Community College at the Meadowlands offers a convenient and flexible educational environment that promotes lifelong learning and achievement closer to home.

Mission Statement

The mission of Bergen Community College at the Meadowlands is two-fold: to provide an affordable and quality education that gives students a competitive advantage in the global marketplace and access to the best employment opportunities, and to provide workforce training partnerships in economic development that provide the community with avenues to employment and career growth, to achieve the American dream. Bergen Community College at the Meadowlands offers a convenient and flexible educational environment that promotes continuous, diverse learning and achievement close to home.

History

In 2008, College officials opened Bergen Community College at the Meadowlands at 1280 Wall Street West in Lyndhurst. The opening realized the long-standing desire of College officials to bring a Bergen educational facility to the southern end of Bergen County. Bergen at the Meadowlands encompasses over 125,000 square feet of space, five floors, in a Lyndhurst office complex. Thirty classrooms, four computer labs, cafeteria, student services department, bookstore, multi-purpose room, student lounge, testing and tutoring centers, and a state-of-the-art conference room highlight the site’s amenities.

Facility

Bergen Community at the Meadowlands offers a full slate of credit-bearing, non-credit bearing, professional development and continuing education courses. Bergen Community College at the Meadowlands is a beautiful and spacious, newly renovated facility. As the educational hub for the Meadowlands and southern Bergen County, it offers:
Bergen Community College at the Meadowlands operates year-round, including winter and summer sessions.

To view a full listing of courses that are being offered, please call (201) 460-0610.

**Bergen Community College at the Meadowlands also is home to:**

**Stärke: Sports Management Certificate Program**

Bergen Community College’s School of Continuing Education, Corporate and Public Sector Training, and Bergen Community College at the Meadowlands, have created a certificate program to empower students in the principles, concepts, and practices of sports management. This certification program is designed to foster leaders in sports management who understand and appreciate sports dynamics in the domestic and international communities. The courses will prepare individuals already in the sports management for higher-level roles within their organization, as well as introduce the field of sports management individuals interested in entry-level positions.

**Enrollment Services**

Bergen Community College provides the option of registering in person or online. WebAdvisor accounts are available for all students enrolled in credit programs. Sign up for a WebAdvisor account by visiting go.bergen.edu and selecting WebAdvisor for Students. Registration materials containing course schedules and calendars are available each semester at www.bergen.edu.

**Academic Advisement**

Student course advisement is provided by faculty throughout the year on a drop-in basis in the Academic Advising Center, Room A-118, in the Student Center, and at Late Registration. Counselors are available by appointment in the Counseling Center as well.

**New Student Orientation**

Prior to the start of classes, an orientation program is held to provide an opportunity for new students to become acquainted with college objectives, facilities, and programs. Students also can tour the campus and attend various social functions. Information pertaining to the orientation program is mailed to all new students.

**Registration**

A course schedule is available each semester online at www.bergen.edu that provides all necessary course information for all locations, the registration calendar, deadlines for add/drop periods, registration forms and policy.

**Priority Registration**

Currently enrolled students are given priority over all new students at the start of each semester’s registration period. Students who have earned the most credits will be invited to register first. Returning students may visit the Registration Center in Room A-129, on the College’s main campus in Paramus, to request a priority registration date based on their completed credits.
**Early Registration**
After the Priority Registration period, all students will be permitted to register.

**Ongoing Registration**
Payment of tuition and fees is expected at the time of registration. A payment plan is available at the Bursar’s Office for the fall and spring semesters.

**Change of Registration**
Once classes have begun for any given semester, change of registration will be accepted. There is a fee for each occurrence, if applicable. Please refer to the most recent Registration Calendar at www.bergen.edu for Change of Registration dates.

**Registration Calendar**
Students are responsible for referring to the official Registration Calendar and complying with the dates and procedures contained therein. The calendar is available in the most recent registration booklet found on the homepage www.bergen.edu.

**Web Registration via WebAdvisor**
WebAdvisor is a Web interface that allows students to register online and access their records at the College. WebAdvisor accounts are available for all students enrolled in credit programs. Eligible students may sign up for a WebAdvisor account online by visiting go.bergen.edu and selecting < WebAdvisor for Students > I’m new to WebAdvisor. A valid e-mail address on file with the College is required to use WebAdvisor.

**Cancellation of Classes**
The College reserves the right to cancel a class for which there is insufficient enrollment or to make changes in prerequisites, instructor assignments, course descriptions, credits, and scheduled offerings in the academic year as it may deem necessary for the proper and efficient functioning of the College.

Should a course be cancelled by the College, students enrolled will be given the opportunity to enroll for other courses in which seats remain. Those choosing not to enroll will receive a full refund.

**Student Responsibility**
Students will be held responsible for reading all pertinent information in college publications regarding withdrawals, course drops, college deadlines, and tuition refunds. Students are responsible for compliance with the rules and regulations as stated in college publications. Students who have holds or violations on their records will not be permitted to register for classes, receive final semester or session grades, or obtain copies of their academic transcripts or other college records.

**Tuition Waiver Registration**
Waivers will be accepted and applied only if the student registers on the designated date(s). If a student registers prior to the designated date(s), waivers will not be accepted; in these instances, the student will be responsible for all tuition and fees.

**Senior Citizens**
Bergen County residents who have reached their 65th birthday on the date of Senior Citizen Registration, may enroll in any credit courses offered by the college without payment of tuition or technology fees, provided space availability following the registration of all other students. All applicable fees must be paid. Senior Citizen Registration will occur in person on the specific dates and times designated. All pre-requisites and basic skills testing must be met.
Veterans
Students planning to receive Veterans Administration educational benefits should report to the Registration Center, Room A-129, on the College’s main campus in Paramus, or call (201) 447-7218, before the beginning of each semester of attendance, including summer session. Applications for benefits are also available and processed in this office. It is the student’s responsibility to notify the office of any changes in enrollment during the school year.

New Jersey National Guard
A New Jersey resident who is currently an active member of the New Jersey National Guard or a child or spouse of an active member killed in the performance of military duty, is entitled to enroll in a maximum of 16 credits per semester without paying tuition. Tuition-free enrollment is permitted only to the extent that federal and state financial aid does not cover tuition costs; however the appropriate financial aid forms must be filed and reviewed by a Financial Aid advisor. Applicable fees must be paid by the student. Additionally, any child or surviving spouse of a member of the New Jersey National Guard, who has completed Initial Active Duty Training and was killed in the performance of military duties while on Active Duty Training, shall be permitted to attend regularly-scheduled courses and receive up to 15 credits per semester tuition-free as per the “Higher Education Incentive Funding Act.”

New Jersey World Trade Center Scholarship Program
Scholarships are available to eligible students enrolled in an institution of higher education. This program also includes a dependent child or surviving spouse who must be enrolled on a full-time basis. Students who are in possession of a bachelor’s degree are not eligible. Scholarships shall be awarded annually for the cost of a degree for dependent children or surviving spouses of persons of New Jersey residents on September 11, 2001 who were killed in the terrorist attack on September 11, 2001, or who subsequently died as a result of injuries received in this attack, or who were missing and officially presumed dead as a direct result of the attack. This tuition-free program shall include the hijackings of American Airlines Flight 11, American Airlines Flight 77, United Airlines Flight 175 and the crashes at the World Trade Center in New York City, the Pentagon in Washington, D.C. and in Somerset County, Pennsylvania. In order to be granted this award, those students must be deemed to have financial need. In order to apply for the New Jersey World Trade Center Scholarship, the student must complete a scholarship program application and submit it to the Higher Education Student Assistance Authority. The Authority will determine the student’s eligibility for the scholarship and obtain verification from the New Jersey Department of Law and Public Safety concerning the relationship of the dependent child or surviving spouse to the terrorist attack of September 11, 2001.

Before payment may be made to an eligible student, the institution must first certify that the student has registered full-time for an academic term and that the student is meeting the minimum standards for academic performance and academic progress at the institution in accordance with NJCAC 9A9-210.

Law Enforcement Officer Memorial Scholarship Program
The Law Enforcement Officer Memorial Scholarship Program—administered by the New Jersey Higher Education Student Assistance Authority—applies to a surviving spouse and/or to a dependent spouse of a law enforcement officer killed in the line of duty during the September 11, 2001 attack. Enrollment must occur within eight years of the death of the law enforcement officer, following graduation from high school. These scholarships shall be awarded annually to the dependent children of New Jersey law enforcement officers who were killed in the line of duty for the costs of their undergraduate study. The dependent child must be enrolled or plan to be enrolled as a full-time student in good standing in a curriculum leading to a valid degree at an institution of higher learning in New Jersey, in order to be eligible to receive a Law Enforcement Officer Memorial Scholarship. Students who already possess a baccalaureate degree are not eligible. Before payment may be made to an eligible student, the institution must certify that the student has registered on a full-time basis.

Volunteer Fire, First Aid, and Rescue Squad Members and Family
New Jersey residents who are active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and the dependent children and spouse of a volunteer, shall be allowed to enroll on a tuition free basis and be eligible
to receive tuition credit in an amount not to exceed $2,400. Students will be eligible for this tuition credit provided that available classroom space permits and those tuition-paying students constitute the minimum number required for the course. Registration must occur on designated days only. A letter from the municipality must accompany the registration to the Financial Aid Office. The forms needed to apply for this tuition-credit program are available at local municipal offices.

In order to be eligible to receive tuition credit, a person shall agree to serve as a member of a volunteer fire company or first aid squad for a minimum of four years and sign an agreement with the municipality pledging four years of service in exchange for the tuition credit. Following each year of volunteer service performed, the volunteer, dependent, or spouse shall be entitled to receive tuition credit of up to $600 per year, not to exceed a maximum of $2,400 over a four-year period. Upon completion of each semester, the volunteer shall submit a transcript to the municipality to be maintained in a permanent record. The volunteer or the dependent child or spouse shall maintain a “C” grade average in order to continue eligibility for the tuition credit program. Students should contact the Financial Aid Office at (201) 447-7148 for additional information.

Unemployed Persons
Bergen County residents who have been in the labor market (full-time employment or active pursuit of full-time employment, or a combination of the two) for at least two years and who are unemployed, or in receipt of a layoff notice, are entitled to enroll in credit courses on a tuition-free basis. Enrollment is on a space available basis and registration must occur on the designated days only.

Tuition-free enrollment is permitted only to the extent that federal or state financial aid does not cover tuition cost; therefore, you must file the Free Application for Federal Student Aid (FAFSA) by June 1 for the fall semester waiver; October 1 for the spring semester waiver; and April 1 for the summer sessions waiver. The student must pay applicable fees. All registrations under this program are on a space available basis at time of registration.

To be eligible for the tuition waiver, students must submit to Bergen Community College, the New Jersey Department of Labor’s Unemployed Person Training Form (Tuition Waiver Program). Students must submit this statement each semester or session, and it must be dated within 30 days of the tuition waiver registration date for that semester or session.

For additional information, please visit www.bergen.edu> Student Services > Financial Aid > Unemployment Tuition Waiver.

Bergen County Employee Registration
Persons employed full-time by the county of Bergen may register for six credits without payment of tuition, provided space is available. County employees are responsible for payment of all applicable fees. This registration is conducted in person only on the date(s) and time so designated in the college calendar. County employees must bring a letter from their employer. All pre-requisites and Basic Skills Testing requirements must be met.

Tuition and Fees
Bergen Community College is the affordable solution to higher-cost higher education. At Bergen, students enjoy all the learning advantages of a big-name school at a fraction of the cost. In all respects, beginning an education at Bergen is a smart start.

Tuition and fees are payable online at WebAdvisor, go.bergen.edu and at the Bursar’s office, located in Room L-127, on the College’s main campus in Paramus. Checks and money orders must be made payable to Bergen Community College and have student’s College ID number on the face. Visa, MasterCard, and Discover are also accepted. Cash payments are accepted in person at the Bursar’s Office, Room L-127, on the main campus in Paramus.

Students who register in person will be given a bill with a due date at the time of registration. Students are responsible for withdrawal from classes if they do not plan to attend. Information on the student account and on-line payment is available on the student portal (my.bergen.edu) Students also may take advantage of the College’s deferred payment plan by calling
Higher One Tuition Pay at (800) 635-0120.

Students also may visit the Financial Aid Office to explore other options for payment of tuition and fees. The Financial Aid Office is located in Room L-127, on the College’s main campus in Paramus, and can be reached at (201) 447-7148 or via email at financial.aid@bergen.edu.

A student with outstanding charges must resolve those charges with the Bursar’s Office, located in Room A-229, on the College’s main campus in Paramus, or by calling (201) 447-7105 or via email at bursaroffice@bergen.edu.

A non-refundable tuition deposit is required of full-time and part-time first-year Nursing and Health Professions students at the time of their acceptance. The Acceptance Form will contain a specific due date for payment of the deposit and the return of the form. An accepted student may submit a written request for an extension until May 1. Written requests for extensions will be granted and will not jeopardize a student’s admission to the College.

A tuition deposit may only be applied to the semester for which it was paid. No tuition deposit is required after the first semester the student attends as a degree-seeking student.

**Tuition**
Payable by all students each semester or session on a per credit basis.

**General Fee**
Payable by all students each semester or session, the general fee partially defrays the following costs: registration, library, laboratory breakage, student and intercollegiate activities, student government, and graduation cost. This general fee is non-refundable and payable each semester or session on a per credit basis.

**Technology Fee**
Payable by all students each semester or session. The technology fee partially defrays the cost of the development and replacement of instructional technology, including expanding and improving internet access, maintenance of academic computing labs and networks, maintenance of desktop computers and multimedia labs, and expanding distance learning opportunities for students. This technology fee is non-refundable and payable each semester or session on a per credit basis.

**Special Registration Fee**
Payable by all students each semester or session. The special registration fee covers the cost of parking permits, student ID cards and readmission fees.

**Add/Drop Fee**
Any student who adds and/or drops a course section during Change of Registration will incur a fee per occurrence. Change of Registration takes place during the first week of the semester. The actual dates are published in the Registration booklet each semester. "Weeks" are figured based on the starting date of the semester. For example, if the semester starts on a Wednesday, the first week of classes ends on the following Tuesday. Appeals for a refund of the drop/add fee may be made by filing the appropriate form located at the Office of Admissions and Registration, Bursar’s Office or online. Forms may be mailed to the Office of Registration or faxed to (201) 670-7973.

**Security Fee**
Payable by all students each semester or session. The security fee partially defrays the cost of campus security. This security fee is non-refundable and payable each semester or session on a per credit basis.
Applicable Course Fees
In courses where additional instructional cost factors are incurred, the student will be charged a course fee. Schedules and bills will indicate which courses have an additional cost factor.

Students in Health Career Programs incur additional costs for items such as uniforms, instruments, liability, insurance, and transportation. These costs vary by program and are factored into financial aid benefits.

Returned Check Fee
Any check not honored by the bank will incur a returned check fee and will require restitution in cash, money order, or certified check. All future transactions with the College also must be made by cash, money order, or certified check.

Stop Payment
Students who issue stop-payment authorization against checks paid to the College for tuition, fees, and other services are held responsible for such payment. A returned check fee for such stop payment authorizations also will be assessed. Once the outstanding financial obligations have been met in the Office of the Bursar, students are eligible to withdraw from classes according to the guidelines indicated under WITHDRAWAL FROM CLASSES (in this section) and the posted college deadlines for withdrawal from classes.

Students with Outstanding Charges
Students who have outstanding financial obligations to the College or those who fail to return college materials on loan or assignment to them will have a hold placed on their record. Such students will not receive copies of academic transcripts and will not be permitted to register for the next session. In the case of a graduating senior, confinement of the degree will be withheld. When materials cannot be returned because of loss or damage, the student is liable for the full retail price of a replacement.

Transcript Fee
All transcripts take 5 days to produce. Please allow additional processing time for end of semester grades. Any hold on a student’s account will delay production until the hold is resolved by the student. Once the Hold is cleared, the transcript will be produced the next day. Students will receive up to three official transcripts at no cost. After the third free transcript, students will be charged a $5.00 fee per transcript. An additional $5.00 per transcript will be charged for same-day delivery.

Other Fee Information
Animation Technology Fee for ART 290, 291, 292, 293, 298 ................................................................. $ 50.00
Applied Music Course Fee for All "MUA" Course Sections ................................................................. $175.00
Biology Consum. Fee for All "BIO" Course Sections ............................................................................. $55.00
Chemistry Consum. Fee for All CHM 100, 102, 110, 112, 141, 212, 241, 250, 260, 262 ...................... $36.00
Dental Hygiene Program Fee for DHY 101, 201, 202, 203 ...................................................................... $100.00
Drafting & Design Technology Fee for DFT 107, 207, 208, 209, 210, 211, 212, 215, 216, 220, 262, 263, 265, 266, 282 ................................................................. $50.00
Early Childhood Education Program Fee for EDU 120, 220, 222, 224 ..................................................... $75.00
Food Service Program Fee for HRM 103, 202, 206, 213 ................................................................. $100.00
Industrial Consum. Fee for All "MFG, ELC, and TEC" Course Sections ................................................. $15.00
Medical Office Asst. Program Fee for MOA 241, 243, 244 ...................................................................... $50.00
Music Equipment Fee for MUS 103, 118, 119, 131, 132, 133, 134, 137, 153, 231, 232, 241, 242, 253 .................. $50.00
Music Technology Fee for MUS 150, 151 ............................................................................................. $ 50.00
Nursing Fee for NUR 183 .................................................................................................................. $600.00
Nursing Fee for NUR 281, 282, 284, 285, 290, 291 ................................................................. $300.00
Physics Consum. Fee for All PHY 185, 186, 280, 286, 290, 291 .............................................. $25.00
Radiation Therapy Program Fee for RTT 120, 121, 221, 230 ................................................. $50.00
Radiography Program Fee for RAD 182, 282, 286, 289 ......................................................... $100.00
Respiratory Therapy Program Fee for RSP 121, 225, 231, 235 .............................................. $100.00
Sonography Program Fee for DMS 102, 218, 220, 221 ......................................................... $100.00
Surgical Tech Program Fee for SUR 102, 201, 202 ................................................................. $50.00
Veterinary Tech Program Fee for VET 203, 205, 214, 217 .................................................... $50.00

Student Accident and Sickness Insurance

On July 5, 2013, Governor Chris Christie signed into law a bill that no longer mandates full time students in institutions of higher education in the State of New Jersey to carry health insurance.

With effect to the fall 2013 semester, students who wish to purchase individual health insurance may do so at the State of New Jersey website: http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm

Students are encouraged to explore and obtain health insurance coverage from other insurance providers.

Residency Requirements

According to regulations of the State of New Jersey (N.J.A.C.9A:5), tuition charges are determined by the student’s permanent place of residency, or domicile (home). A residence established solely for the purpose of attending a particular college cannot be defined as a person’s true, permanent domicile.

To be considered a resident of the state, a student must have resided in New Jersey for one day before enrolling at a public college in this state. To be considered a resident of Bergen County, a student must be a state resident as defined above, and must show proof of having a permanent residence in the county. The Office of Admissions and Registration of Bergen Community College must make a determination of the residency status of students, and as such, reserves the right to require students to show proof of residency prior to enrolling.

When Do You Prove Residency?

Residency should be proven at registration or prior to the start of the semester/session. If residency is not proven, students will be charged at the out-of-county or out-of-state rate. Once the semester/session has begun, proof of residency can be submitted for the subsequent semester/session. Tuition charges will not be adjusted for the current or previous semesters/sessions.

How Do You Prove Residency?

U.S. Citizens or permanent residents should submit to the Office of Registration one of the following in the student’s name:

- A copy of a valid Driver’s License/Permit
- A recent Tax, Water or Utility Bill
- A copy of a current Lease or Deed
- NJ - DMV non-Driver id; http://www.nj.gov/mvc/Licenses/NonDriverID.htm

AND

If an independent student: A copy of the most current and previous year’s New Jersey 1040 Income Tax form.
OR

If a dependent student: A copy of the parents’ or legal guardian’s current and previous year’s New Jersey 1040 Income Tax form.

All students on non-immigrant visas are charged at a non-immigrant visa rate, which is equivalent to the out-of-county rate. All students will be asked to submit evidence of residency.

Online applicants who cannot bring required proof in person may FAX a copy of required documents to the Registration Office. The fax number is (201) 670-7973. Name, address, telephone number and student’s college ID number should be included on all faxes. The College reserves the right to request to see original documents.

Out-of-County
Out-of-county residents who are enrolled in a program or course not offered by their home county community college may pay in-county rates if they present a completed out-of-county charge-back form with their tuition payment. The forms and instructions for a chargeback are available at the Admissions and Registration Office (Room A-128), on the College's main campus in Paramus. Depending upon home county requirements, a new chargeback will be needed for each academic year, or in some cases, for each semester.

F-1 Student Fee
This is a one-time fee paid by F-1 visa holders and those changing to F-1 visa status upon initial registration for the Fall and Spring semesters. This fee will enable the College to meet U.S. government requirements surrounding F-1 visa regulations and will enhance the services that are offered by the International Student Center. This fee does not apply to F-1 Visiting Students and these fees are non-refundable.

Withdrawal from Classes
Students may officially withdraw from courses either via WebAdvisor or in person (see below). Refunds are based on the date that the drop or withdrawal form was filed. See the Refunds sections for more information. Students are responsible for being aware of refund and last-day-to-withdraw deadlines, which are published in the Registration booklet.

- Failure to officially withdraw from a course a student is no longer attending will result in a grade of “E” or “F” that will be calculated into the student’s grade point average as a failing grade.
- Students are required to initiate the official withdrawal process from the College or from an individual course; instructors cannot initiate the process for students.
- Once students file the request, students will be given a receipt, either a bill/schedule showing the drop or withdrawal, or a copy of the withdrawal form. Students should keep this for future records. Students withdrawing via WebAdvisor should confirm that the process was completed by checking and printing the page, “MyClassSchedule.”
- The liability for tuition and fees is based on the refund schedule and the date that the withdrawal request was submitted.
- An “E” grade impacts negatively on a student’s Grade Point Average; therefore, instructors should always encourage the student to officially withdraw if the student indicates he/she can no longer attend class. An “E” grade is given when a student is enrolled but neglected to officially withdraw prior to the deadline. The “E” grade is intended to designate an unearned failure and should not be issued to a student whose performance while attending the course would ordinarily have resulted in an “F” grade.
- A student whose name appears on the roster but has never attended a class is to be assigned an “E” grade, as he/she is not eligible for any other grade.
- A student who has been attending class sporadically from the beginning of the semester and who has discontinued attendance completely during the final weeks of class should be assigned an “E.”
<table>
<thead>
<tr>
<th>Student Status</th>
<th>Place</th>
<th>Room</th>
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<tbody>
<tr>
<td>AIMS students</td>
<td>English Dept.</td>
<td>A-333</td>
</tr>
<tr>
<td>EOF students</td>
<td>EOF Office</td>
<td>A-123</td>
</tr>
<tr>
<td>International students on F-1 Visas</td>
<td>International Student Center</td>
<td>C-102</td>
</tr>
<tr>
<td>Health Professions &amp; Nursing</td>
<td>Counseling Center</td>
<td>A-118</td>
</tr>
<tr>
<td>students withdrawing from one or more courses</td>
<td></td>
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<tr>
<td>Full-time degree-seeking students</td>
<td>Counseling Center</td>
<td>A-118</td>
</tr>
<tr>
<td>withdrawing from all courses</td>
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<tr>
<td>OSS students</td>
<td>OSS Office</td>
<td>S-131</td>
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<tr>
<td>All other students</td>
<td>Office of Admissions</td>
<td>A-129</td>
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<td>and Registration</td>
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WebAdvisor go.bergen.edu
Refunds

Withdrawal Schedule

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>Withdrawal before scheduled opening day of the semester or session*</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal before the start of the second week of classes*</td>
<td>100%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal before the start of the third week of classes*</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal before the start of the fourth week of classes*</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>Withdrawal after the end of the fourth week of classes*</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refunds are based on the date that the drop or withdrawal form was filed (See Withdrawal from Classes) and are

*The actual dates are published in the Registration booklet each semester. “Weeks” are figured based on the starting date of the of the semester. For example, if the semester starts on a Wednesday, the first week of classes ends on the following Tuesday. Due to the compressed nature of Summer semesters, please refer to the Registration booklet for specific dates.

Method of Refund

Refunds will be made by college check in the name of the student and mailed to the address of record. Credit card refunds will be processed to the account originally charged. Students on scholarship or other tuition assistance who withdraw in time for a refund may receive the refund based on the stipulation of the grantor. Refunds for special sessions conducted by the College are paid in accordance with the local calendar covering that specific session and within the College framework and guidelines.

Refund Guidelines

The following fees and deposits are non-refundable: Tuition Deposit for Health Professions Admitted Students Reinstatement Fee General Fee (per credit) Technology Fee (per credit) Security Fee (per credit) and Special Registration Fee (per semester).

Refunds for Military Service

Students who are called to active duty in the Reserve or National Guard or who are inducted in to other branches of the military may apply for a full refund of tuition and fees or re-enroll in the course upon the completion of military service. Students must be actively attending the course to within seven days of departure. Application for refund must be processed before the end of the semester in which the withdrawal occurs. In those cases where the instructor agrees to assign a grade because the student has completed most of the work for the course, there will be no entitlement to a refund of tuition and fees. Financial Aid Students should refer to the Financial Aid Section for information on refunds.

Method of Return of Funds by the Student

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or over-payment collection procedures prescribed by the Secretary of the U.S. Department of Education.
Financial Aid

Bergen Community College offers financial aid to help students progress through their academic studies. These programs include scholarships, federal grants and tax incentives.

The College is committed to counseling and aiding current and prospective students with financial need through the Financial Aid Office, which is located in Room L-123, on the College’s main campus in Paramus. The office may be reached at (201) 447-7148, or by e-mail at financial.aid@bergen.edu. Students may track the status of their aid application by logging onto the WebAdvisor account at www.bergen.edu.

Types of Financial Aid

Grants and scholarships are gift aid that do not have to be repaid and are the most desirable form of aid. Students must file a FREE APPLICATION FOR FEDERAL STUDENT AID www.fafsa.ed.gov to determine grant eligibility. Information regarding scholarships for Bergen Community College students may be obtained through the Office of Enrollment Services located in Room A-129G, on the College’s main campus in Paramus, or by calling (201) 689-7073.

Financial Aid programs (Grants) available for eligible students include:

- Federal Pell Grant (PELL)
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- New Jersey Distinguished Scholars (DSP)
- New Jersey Educational Opportunity Fund (EOF)
- New Jersey Garden State Scholars (GSS)
- New Jersey Pilot (Part-Time Tuition Aid Grant) (TAG)
- NJ STARS (Student Tuition Assistance Reward Scholarship) (NJSTARS)
- New Jersey Tuition Aid Grant (TAG)
- New Jersey Pilot (Part-Time Tuition Aid Grant) (TAG)
- New Jersey Urban Scholars (USP)
- Private and Institutional Scholarships
- Veterans’ Administration Educational Benefits

Loans are funds that are awarded based on need, eligibility and credit worthiness and must be repaid by the borrower. Students must have filed a FAFSA prior to applying for a loan.

Available loan programs include:

- Federal Direct Stafford Loans/Federal Direct Plus Loan
- William D. Ford Federal Direct Loan Program for all Federal Stafford Loans. (By participating in the Federal Direct Loan Program, the College and the students will be assured of guaranteed access to funding through the Federal Government as Financial Aid will be processing all loans directly through the U.S. Department of Education (not through individual banks). The Federal Direct Loan Program as currently structured, provides the best benefits available to student and parent borrowers.
- New Jersey Class Loans www.hesaa.org
- Federal Work-Study (FWS) is a program which provides part-time employment to students attending institutions of higher education who need the earnings to help meet their cost of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. Students must be eligible for FWS in order to participate in the program. Placement of students is done by Office of Cooperative Education and Career Development, Room C-100, on the College’s main campus in Paramus.
NJ STARS

NJ STARS (New Jersey Student Tuition Assistance Reward Scholarship) is a State-sponsored program that provides New Jersey’s brightest students with free tuition at their local community college regardless of their financial need. The program covers up to five semesters of approved tuition at the New Jersey Community College in their home county (unless their major is unavailable, in which case a student can attend an out-of-county college). Students must first apply for all need-based federal Free Application for Federal Student Aid (FAFSA) and merit-based state financial aid grants within established State deadlines. NJ STARS will cover 12-18 college level credits per semester of approved tuition less other need and merit-based aid.

To qualify for NJ STARS Scholarships, students must be U.S. citizens or have permanent resident status in the State of New Jersey. Students and parents must be residents of the State of New Jersey as per the guidelines established by the State. Students also must have attended their full senior year at a New Jersey high school and have graduated in the top 15 percent of their class. (Students have up to two years to enroll in NJ STARS if they have graduated in the classes of 2009 or 2010).

Other requirements are:

- NJ STARS students must be enrolled in an associate degree program at their home county’s community college. Students seeking to attend an institution outside of their home county must be enrolled in a degree program not offered at their home county's community college. Out-of-county residents MUST complete the Chargeback process EVERY semester.
- NJ STARS students must maintain continuous full-time enrollment at a New Jersey community college.
- NJ STARS students must be enrolled in a minimum of 12 college-level credits each semester, unless it is their final semester. This must be approved by a NJ STARS Academic Counselor.
- All remedial coursework must be completed within 1 year, and if not, the student will no longer be eligible for NJ STARS. All semesters containing less than 12 college level credits and remedial coursework will not be funded.
- NJ STARS students MUST renew their FAFSA by June 1 annually to remain eligible for scholarship renewal.
- NJ STARS students must maintain a 3.0 grade point average by the beginning of their third semester to be eligible for scholarship renewal for the second year.
- Students must maintain all requirements of NJ STARS I, and graduate with a minimum GPA of a 3.25 in order to be eligible for NJ STARS II at any of the public 4-year institutions in New Jersey.

Please note that all NJ STARS qualification and funding information is subject to change.

Qualifications for Financial Aid

In order to be considered for all the federal and state aid programs students must:

1. Be accepted in a degree program or eligible certificate program by the Office of Admissions and Registration.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA). This is the application document used for determining eligibility for both federal and state financial aid programs. The Bergen Community College's Title IV Federal School code is 004736 and must be included in the section “What Colleges Do You Plan To Attend?” Online FAFSA applications are highly recommended and FAFSA on the Web can be found at www.fafsa.ed.gov. Because electronic signatures hold the same legal status as written signatures, students and parents applying for aid must sign their FAFSA on the Web applications by using their PIN Numbers, allowing the process to be completed totally online. If students or their parents do not have a PIN Number, the PIN Number can be requested at www.pin.ed.gov before completing the FAFSA. PIN numbers can be requested as early as the student’s senior year in high school. Students who are in need of assistance in completing the FAFSA can contact the Federal Student Aid information center at 1-800-433-3243 during the student’s senior year in high school.
3. Meet the standards of Academic Progress as set by the College to conform with federal and state regulations. These standards are in addition to the Satisfactory or Conditional Academic Standing Regulations. (See the section on Academic Regulations in this catalog).

4. Register for classes and meet the required enrollment status for each financial aid program. Most state and federal financial aid programs require a minimum of six college credits for eligibility. Enrollment status is determined by the students’ official enrollment at the census date. Please refer to the following table for enrollment status definition:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 credits or more</td>
</tr>
<tr>
<td>Three Quarter Time</td>
<td>9-11 credits</td>
</tr>
<tr>
<td>Half Time</td>
<td>6-8 credits</td>
</tr>
<tr>
<td>Less than Half Time</td>
<td>1-5 credits</td>
</tr>
</tbody>
</table>

5. Eligible non-citizens must submit a copy of their Alien Registration card.

6. Students selected for verification by either the Federal or State Government will be required to submit relevant documents/forms to the Financial Aid office to determine aid eligibility.

7. State grant recipients must meet the enrollment status requirement at the time of disbursement.

8. Loan recipients must be enrolled in at least six credits before loan funds will be disbursed.

Application Deadlines for Financial Aid

Students interested in receiving financial assistance, including student loans are encouraged to apply for financial aid beginning January 1 and must be prepared to submit all required documentation as requested by the Financial Aid Office. Students interested in applying for State of New Jersey Aid (TAG) are required to file by the following deadlines:

- Prior year Tuition Aid Grant recipients: June 1
- All other Applicants:
  - October 1 (Fall and Spring term)
  - March 1 (Spring term only)

Students must adhere to published deadline dates to ensure receipt of all eligible aid and payment of term tuition and fees.

Book Voucher Process

Effective Spring 2013: This Book Voucher funds will be used for Books and Supplies related to registered coursework only. A book voucher is generally funded through a student’s financial aid package. The student’s account will only be charged for the costs of the books charged, which will reduce the amount of any financial aid refund that the student may receive for the term.

- Students may purchase books two week before classes and two weeks after classes begin and two weeks after the beginning of classes.
- Book store will order textbooks/supplies if not available at the time students will be charged from their book voucher money.
- Student must present valid Bergen Community College Identification.
- Students may only buy textbooks and any other supplies on the syllabus that they require for their class.
- Notebook, pens and pencils can be purchased.
- Students may also receive a credit to their Financial Aid account if return is made before the book voucher cut-off-date. The return needs to be accepted by the bookstore (see bookstore policy for returns).
This policy also applies to Flex Start Classes

What my Book Voucher CAN NOT be used for:
NOTE: Electronic Items and accessories that are NOT REQUIRED in the syllabus of the class being taken within the said semester.

- Clothing
- Food
- Text Books not related to students schedule
- Stuffed Toys
- Greeting cards
- Reference Material not required in syllabus
- Computer software, printer ink, and other computer accessories.
- Gift cards

Students may “Opt-out” of the Credit Balance Book Voucher program by not using their credit balance at the bookstore. If you do not use the book voucher, the remainder balance will be refunded to the student after all tuition charges are deducted from your account.

Opting out will not result in a faster refund.

If a balance is owed on the students account, student is responsible for said balance.

**A CREDIT BALANCE BOOK VOUCHER WILL ONLY AFFECT THE STUDENT’S REFUND IF IT IS USED**

Satisfactory Academic Progress Standards (SAP)

Standards of Progress
Satisfactory Academic Progress is required for all students receiving federal, state, or institutional aid. These standards, as adopted by the College, conform to federal and state regulations. Poor grades, failures and withdrawal from courses (both officially & unofficially) can adversely affect eligibility for financial aid assistance. Bergen Community College’s SAP Policy applies to all students receiving financial aid assistance and includes ALL terms regardless of financial aid being received or student paid for classes from his/her means. The Satisfactory Academic Progress (SAP) Standards Policy is different than BCC’s Standards of Academic Performance Policy.

Effective 2011-2012 SAP status will be monitored after the conclusion of each term and it will include enrollment history of all terms previously attended. Specifically, financial aid recipients must meet both a "qualitative" (GPA) and a "quantitative" (pace) standard to maintain eligibility for financial aid.
For all AA, AS, AAS Degrees

Students enrolled in a Financial Aid eligible Associate Degree Program must meet the following Qualitative and Quantitative standards:

1. **Qualitative:**
   
   This measure is set by the college and is referred to as Academic Standing. This means that students must maintain good academic standing, based on maintaining a certain cumulative grade point average (GPA) for all credits attempted.

<table>
<thead>
<tr>
<th>Qualitative Measure Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours Attempted</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>1-11 Credits</td>
</tr>
<tr>
<td>12-23 Credits</td>
</tr>
<tr>
<td>24-35 Credits</td>
</tr>
<tr>
<td>36-47 Credits</td>
</tr>
<tr>
<td>48 or more credits</td>
</tr>
</tbody>
</table>

2. **Quantitative:**

   Students must successfully earn minimal numbers of college level credits for each term of attendance at Bergen Community College. Measurement is conducted at the close of each semester (including summer terms) and it is referred as “pace”. The quantitative component measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. Students at BCC are required to have attempted a minimum of 67% of all credits attempted after 48 credits attempted.

<table>
<thead>
<tr>
<th>Quantitative “Pace” Measure Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours Attempted</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>1-11 Credits</td>
</tr>
<tr>
<td>12-23 Credits</td>
</tr>
<tr>
<td>24-35 Credits</td>
</tr>
<tr>
<td>36-47 Credits</td>
</tr>
<tr>
<td>48 or more credits</td>
</tr>
</tbody>
</table>

For all Certificate Programs

1. **Qualitative:**

   Students enrolled in a Financial Aid eligible Certificate Program must meet the following Qualitative standards:

<table>
<thead>
<tr>
<th>Qualitative Measure Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours Attempted</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>1-11 Credits</td>
</tr>
<tr>
<td>12-23 Credits</td>
</tr>
<tr>
<td>24-34 Credits</td>
</tr>
<tr>
<td>35 or higher</td>
</tr>
</tbody>
</table>
2. Quantitative:

Students enrolled in a Financial Aid eligible Certificate Program must meet the following Qualitative standards:

<table>
<thead>
<tr>
<th>Quantitative “Pace” Measure Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours Attempted</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>1-11 Credits</td>
</tr>
<tr>
<td>12-23 Credits</td>
</tr>
<tr>
<td>24-34 Credits</td>
</tr>
<tr>
<td>35 or higher</td>
</tr>
</tbody>
</table>

Students at BCC are required to have completed a minimum of 67% of all credits attempted after 29 credits attempted.

Max Timeframe:

Students must complete their academic program of study within 150% of the published length of the program (measured in credit hours).

Note: Students who do not complete their Certificate or Associate Degree requirements within the maximum time frame stated above will lose eligibility for Federal and state aid. However, under special circumstances, students who have exceeded max time frame may be allowed to appeal their last semester prior to graduation only one time.

Max Timeframe for all AA, AS, AAS Degrees:

Students enrolled in a Financial Aid eligible Associate Degree Program are allowed a maximum time frame of 90 college level credits attempted to complete their program. Under Financial Aid rules, students are allowed to change their academic program only twice.

Max Timeframe for all for all Certificate Programs:

Students enrolled in a Financial Aid eligible Certificate Program are allowed a maximum timeframe of 43 college level credits attempted to complete their program.

Remedial Coursework

For students who are required to take remedial coursework, a maximum of 30 remedial credits are allowed in addition for a total number attempted to complete their certificate or academic program.

How Grades Affect Student’s SAP

<table>
<thead>
<tr>
<th>Course Grades</th>
<th>Counted as Attempted?</th>
<th>Counted as Completed?</th>
<th>Counted in GPA?</th>
<th>Included in Max Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferred Credits</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Incompletes (I) are not</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>calculated until grades are changed to a final grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawal (W)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Failure (F)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grades: A, B, C, D</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Audit (AU) - Student is not eligible for financial aid</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>E - Grades</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Repeated coursework</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Student Aid Programs Affected

These guidelines apply to undergraduate students enrolled at Bergen Community College who have been awarded federal, state, and/or institutional aid. Student aid programs include the following:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study Program (FWS)
- Federal Direct Loan Program (Subsidized & Unsubsidized)
- Federal PLUS (Loans for Parents)
- Institutional Funds
- New Jersey State Assistance Programs (Tuition Aid Grant [TAG], Distinguished Scholarships, Urban Scholarships [USP], Educational Opportunity Fund [EOF], NJSTARS & NJ CLASS Loans)

Financial Aid Satisfactory Academic Progress Statuses

- **Financial Aid Satisfactory Status**
  Student meets the Satisfactory Academic Progress requirements as outlined above in Section 2.1.

- **Financial Aid Warning Status – (Effective Fall of 2011)**
  Students, who fail to meet satisfactory academic progress requirements after their first semester of enrollment at Bergen Community College, will be placed on financial aid warning for the subsequent semester. To avoid having their aid suspended, students must resolve any and all deficiencies and meet minimum SAP requirements as outline in section 2.1 by the end of that semester. Warning status will not prevent the students from receiving financial aid for the term they are on warning. The warning semester is intended to inform students of potential academic problems that will result in loss of financial aid and provide time for corrective action.

- **Financial Aid Unsatisfactory Status**
  Students who fail to maintain minimum Satisfactory Academic Progress by the end of the Warning period will be placed on an Unsatisfactory Academic Progress status. Student’s TIV and or state aid will be cancelled immediately for subsequent terms of attendance. Students will be notified of their SAP status and will be allowed the option to submit a Satisfactory Academic Progress Appeal to the Financial Aid Office if there were extenuating circumstances that prevented the student from maintaining minimum SAP standards as outline in section 2.9 of this policy.

- **Financial Aid Probation Status**
  Students may be placed on Financial Aid Probation Status AFTER an appeal is approved. If placed on probation, student’s aid will be reinstated contingent upon submission of an Academic Plan. Students on Probation must adhere to the Academic Plan each term or meet all three requirements of SAP as indicated in section 2.10.

- **Financial Aid Denial/Suspension Status**
  Students who fail to meet satisfactory academic requirements by the end of the probation period will be placed in a denial/suspension status and will not be eligible to receive financial aid for subsequent terms. Students will be responsible for full tuition and fees for subsequent semester(s) of attendance and will not be allowed to appeal for subsequent terms until student demonstrate progress and have maintained minimum SAP standards.

- **Unable to Calculate**
  The unable to calculate SAP status is the ‘default’ status assigned to students who have graduated and are ran through the SAP process OR have are not enrolled in an academic program. It is the student’s responsibility to inform the office of financial aid of any changes in their program and or grade completion.
Regaining Eligibility - Appeal Process

Students, who fail to meet the academic standards of progress because of extenuating circumstances (please see below examples of ‘extenuating’ circumstances) may submit their appeal forms to the Financial Aid Office. An Appeal Form may be picked up or obtained from the financial aid website at http://www.bergen.edu/fa/Pages/forms.aspx and submit to the Office of Financial Aid at the end of the semester. **Students will be allowed to appeal only twice during their enrollment at Bergen Community College.**

Extenuating circumstances that may be considered:

- Death in the student’s family
- Trauma in student’s life
- Serious illness to student
- Involuntary call to Active Duty
- Emergencies circumstances
- Drastic Change to Employment Conditions

The SAP Committee will receive and review the appeal and student will be contacted of the Committee’s decision via email within 15 days of submission.

Under extreme circumstances beyond student’s control, students who fail probation may submit an appeal to the Dean of Student Services for further review. The appeal must include all supporting documentation pertaining to the term the student was not able to maintain minimum SAP standards.

**Academic Plan**

- **Long-range Academic Plan**

  **Effective spring 2013:** Students placed on Financial Aid Probation prior to the 2013SP will be evaluated against the new BCC SAP standards at the end of the probation period. If the result of the SAP calculation is Unsatisfactory, the student will be placed on an Unsatisfactory SAP status for subsequent semester(s) of enrollment.

  For students who after being on Probation prior to 2013SP **AND** if mathematically impossible to achieve minimum SAP standards at the conclusion of one payment period (the mathematical impossibility may be related to GPA, pace, or both), **in cases where one payment period is not sufficient for a student to meet minimum SAP standards**, the student performance for the ‘probation’ term will be reviewed on a case by case basis and at the BCC’s Financial Aid discretion the student will be considered to be placed on a long-range academic plan and if all classes are passed with a semester GPA of 2.0, progress is demonstrated by the student at the end of the probation period. The student will remain on probation for the following term and aid will be reinstated for subsequent payment period. The long-range academic plan will have appropriate checkpoints and to be achieved by the student. Student’s performance will be evaluated at the end of each payment period to determine minimum SAP requirements agreed on the long-range academic plan are being met to be eligible for Title IV or state aid for subsequent terms.

  **Students, who failed** by not passing with a semester GPA of 2.0 **after** being on Financial Aid Probation, **will be placed on Financial Aid Denial/Suspension and will not eligible to receive aid and will not be allowed to appeal for subsequent semester** as indicated in section 2.8 of this policy.

  - **Students receiving financial aid are allowed to change his/her academic program only ONCE.**

**Notification**

Students not in academic compliance will be notified after each semester via email of their Satisfactory Academic Progress.
Financial Aid SAP Appeal Committee Procedures

The members of the SAP Appeals Committee convene at the beginning of each semester (including summer sessions) to review financial aid appeals.

Procedures exercised by the Committee are as follows:

- Upon receipt of appeals and supporting documentation, academic transcripts are attached to Appeals for committee review.
- Committee convenes twice per week throughout the semester; appeal results are recorded in the student’s electronic file in Colleague and written notification of appeal decision is mailed to the students.
- Appeals granted for the Academic Year will receive eligible funding for the year.
- Appeals granted for one-term only will receivable eligible funding for the term in which they are enrolled in. At the end of the semester, grades will be reviewed by the SAP Appeals committee to determine eligibility for subsequent term(s). Students will be notified in writing 15 days prior to the start of the subsequent term of the Financial Aid Appeal Committee’s decision.
- Students who do not meet the academic plan due to extenuating circumstances will have the opportunity to submit a second appeal to the Director of Financial Aid for final consideration.
- Copies of appeals, student notification, documentation and decisions are scanned.

Student Rights & Responsibilities

It is the student's responsibility to monitor academic progress as it relates to maintaining eligibility for financial aid. The Office of Financial Aid assists by annually measuring progress for aid recipients and notifying students who have not met the minimum standards for continued eligibility.

It is the student's responsibility to notify the Office of Financial Aid of any grade changes made after the official posting for any semester.

*Note: Students may request copies of their academic transcripts by contacting the Registrar's Office in room A129, regoffice@bergen.edu, or 201-447-7218. If discrepancies are discovered, students should contact the Registrar's Office.

Fraud

If there is suspicion that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, it will be reported to the Office of Inspector General.

The following circumstances are indicative of possible fraud when the office can find no other legitimate reason for a discrepancy:

1. False claims of independent student status
2. False claims of citizenship
3. Use of a false identity
4. Forgery of signatures or certifications
5. False statements of income
Return of Federal Student Financial Aid Funds when a Student Withdraws from All Classes During a Semester

The new federal requirements for return of Student Financial Aid Awards prescribe a statutory schedule to determine the amount of Student Financial Aid Program funds a student has earned, when the student ceases attendance based on the period of time the student was in attendance.

Up through the 60 percent point in each payment period (semester) a pro rata schedule is used to determine how much Student Financial Aid Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period, a student has earned 100 percent of the Student Financial Aid Program funds. If a student receiving federal financial aid withdraws from all classes before completing 60 percent of the semester, a calculation is performed to determine if a portion of the financial aid received must be returned.

The amount of Student Financial Aid Program assistance earned is the percentage of Student Financial Aid Program assistance that has been earned, multiplied by the total amount of Student Financial Aid Program assistance that was disbursed (and that could have been disbursed) for the payment period as of the day the student withdrew.

The percentage earned is one of the following:

- If the day the student withdrew occurs after the student has completed 60 percent of the payment period, the percentage earned is 100 percent.
- If the day the student withdrew occurs on or before the student completed 60 percent of the payment period for which the assistance was awarded, the percentage earned is equal to the percentage of the payment period for which assistance was awarded that was completed. That is, if a student completed 30 percent of the semester, the student earned 30 percent of the assistance he or she was originally scheduled to receive.

The percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded, divided into the number of calendar days completed in that period, as of the day the student withdrew. If the student receives less Student Financial Aid Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the U.S. Department of Education in regulations.

Financial Aid Refund Policy

If the student receives more Student Financial Aid Program assistance than the amount earned, the school, or the student, or both, must return to the Student Financial Aid Program the unearned funds as required below. The school must return the lesser of:
• The amount of Student Financial Aid Program funds that the student does not earn; or
• The amount of institutional costs that the student incurred for the payment period, multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the remaining unearned Student Financial Aid Program grant and loan funds.

**Method of Return of Funds by the Student**
The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of the U.S. Department of Education.

**Education Tax Credits Available to Federal Tax Filers**
Both the Hope and Lifetime Learning Tax Credits—which directly reduce the amount of federal income tax owed—are targeted to help working and middle income families afford college. The following are guidelines on what the tax credits cover, who qualifies, and IRS sources to contact for information.

A Hope Tax Credit of up to $1,650 can be claimed for each of the first two years of post-secondary education college or vocational school for each eligible student in a family. The student must be enrolled at least half-time at an eligible educational institution and not have completed his or her first two years of study. The credit is 100 percent of the first $1,100 of payments for qualified tuition and fees and 50 percent of the second $1,100. The goal of Hope is to make it possible for all Americans to afford the cost of the first two years of a college education. In most states, the Hope credit will cover the tuition and fees of a community college education. There is no limit on the number of eligible students who can claim a Hope credit in a household in any given year.

The Lifetime Learning Tax Credit picks up where Hope leaves off and is available for post-secondary education to vocational, college, graduate and professional students; adults who want to upgrade their job skills or acquire new ones or pursue another course of study; and even to students taking a single course as long as it is job related. Filers can claim a Lifetime Learning Credit up to $2,000. A taxpayer can claim only one Lifetime Learning Credit per tax return year for the aggregate amount of the qualified tuition and fees of those students in the family for whom no Hope credit is claimed. There is no limit, however, on the number of years a taxpayer may claim the Lifetime Learning Tax Credit.

Taxpayers cannot claim both credits for the same student in one tax year, even if the student is a sophomore at the beginning of the tax year and a junior in the second half of the tax year. Families will be able to claim the Lifetime Learning Tax Credit for some members of their family and the Hope Tax Credit for others who qualify in the same tax year. Qualified expenses covered by the tax credits are tuition and required fees, less any grants and scholarships that are received tax free. Room, board, books, and supplies are not covered.

To take advantage of the Hope and Lifetime Learning Tax Credits, taxpayers must complete and submit IRS form 8863 with their federal tax return. For more information, call the IRS Help Line at 1-800-829-1040, read IRS publication 970 or visit the Treasury Department’s Website at www.irs.gov

**Foundation - Scholarships Available for BCC Students**
Bergen Community College Foundation administers several funds and endowments that provide annual graduation and scholarship awards for BCC students. All full and part-time students are encouraged to apply for these awards regardless of financial aid status. Each award has a separate set of qualifying criteria so, in most cases students may qualify for one or more awards. Please visit the Foundation Office Website for further details.
Academic Affairs

The Office of Admissions and Registration of Bergen Community College maintains the academic records of all students. Students are responsible for personal academic progress. Academic advisors, tutors, and counselors are available to help students achieve academic success. Attaining an associate degree is the first step toward realizing academic goals.

Academic Affairs

Academic Records
The Office of Admissions and Registration maintains an academic record for each student. Students receive specific and cumulative reports of their achievement and status at the end of each semester or session.

Verification or Certification of Student Status
Verification or certification of student enrollment status can be done only with the student’s signed consent. Verification or clarification can be requested at the Service Window, Room A-129, in Admissions and Registration, on the College’s main campus, by filling out a Verification Authorization form, or by mailing or faxing a request to the Admissions and Registration Office containing the student’s signed consent. The process usually takes about three to five working days, except during in person registration periods, when there may be some delay. Documents requiring the College Seal cannot be returned to the student; they must be mailed directly to the requesting agency or organization.

Grading
Students are responsible for their individual academic progress and standing, for preparing and participating in those classes in which they are enrolled, and for attaining the best possible academic record. The instructors assign a grade based on a composite of course elements, which represents an evaluation of performance, scholarship, and competence of the student.

Mid-Semester Grades
At the mid-semester point, students may confer with their instructors regarding individual academic performance. Formal mid-semester grades are not issued.

Final Grades
Final grades are assigned by instructors at the end of each semester or session. Final grades may be viewed through WebAdvisor at go.bergen.edu. Students may also request an academic report reflecting their final grades from the Office of Admissions and Registration.

Incomplete Grades
The grade incomplete “INC” indicates that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the “INC” grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract, with the exception of missing the final exam due to an emergency. All grades of “INC” that are not resolved by the deadline in the academic calendar will be converted to grades of “F.”

A student is not eligible to receive a degree until outstanding “INC” grades are resolved either by completion with a passing grade or by acceptance of an “F” (failing) grade. At that time a supplemental graduation check will be done by the Office of Admissions and Registration and the degree awarded if appropriate.
Repeating of Courses
1. A student shall have the option to repeat once any course in which a grade of D, C, C+, B or B+ was earned, and only the higher earned grade shall be computed in the grade point average (GPA). The lower grade will be marked with an "R" and will be excluded from the GPA calculation.
2. A student shall have the option to repeat an "F" or "E" grade earned once. If the student fails to complete the course after two attempts, the student may appeal, in writing, to the appropriate department head, stating any extenuating circumstances which should be considered, for permission to repeat the course again. If the student successfully repeats a course, the higher grade shall be computed in the GPA. The “F” or “E” grade will be marked with an "R" and will be excluded from the GPA calculation. *Note: A student who does not successfully complete a course after two attempts may be unable to complete a degree program. Permission to repeat is not automatic.
3. It is understood that a student who earns a “D” grade in a given course generally shall be able to pursue the next higher course. Exceptions should be noted for all Health Professions courses and for selected courses as noted in individual course descriptions.
4. A student may not repeat a course in which a grade of “A,” “CBE” (credit by exam), “TR” (transfer credit), or “INC” (incomplete) was received.

Course Grade Appeal Policy
1. A student raising a complaint or concern about a course grade may discuss the matter with the individual faculty member no later than the first two weeks of the semester, immediately following receipt of the grade.
2. If the grade appeal is not resolved, the student may bring the matter to the appropriate department head within two weeks of discussion with the instructor.
3. The department head will investigate the appeal and attempt to resolve the matter as expeditiously as possible. The department head will notify the student either in writing or orally of the result.
4. If the appeal is not resolved, the student may put the appeal in writing, attaching copies of any supporting information and send it to the appropriate divisional dean within two weeks of hearing from the department head.
5. The divisional dean may consult other faculty in the discipline and the department head and may choose to meet with the student. The dean will notify the student in writing of the resolution. A grade appeal is sometimes a lengthy process and may take several weeks to resolve at this stage. Every effort will be made to notify the student within one month.
6. After receipt of the dean’s written response, a student may continue the appeal process by writing to the Academic Vice President. The student should attach copies of all previous correspondence regarding the appeal and copies of supporting documentation.
7. The Academic Vice President will consult all parties involved in the appeal process and may choose to meet with the student. Grade appeals may also take several weeks to resolve at this stage.
8. The Academic Vice President will notify the student in writing of the results of the appeal. Every effort will be made to notify the student within one month.

Auditing Classes
Students who wish to take courses with the understanding that they will not receive a grade or credit for them may do so as auditors.

• An application for audit status must be obtained from the Office of Admissions and Registration.
• Auditors are subject to the same tuition and fee structure as credit students.
• Once enrolled as an auditor, a student may not change to credit status, nor may a student who is enrolled for credit change to audit, unless such a change is requested prior to the end of the third week of instruction.
• The “AU” grade will be recorded on college transcripts for an audited course. This is an administratively assigned grade, which indicates a student has purchased a seat for a particular class. It does not denote mastery of subject material.
• Audited courses do not satisfy prerequisites, or count towards the student’s load for financial aid or sports eligibility purposes.

Grades

The following grades may be assigned by instructors:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Description</th>
<th>Included in Attempted Credits</th>
<th>Included in Earned Credits</th>
<th>Included in Cumulative Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Very Good</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>INC</td>
<td>None</td>
<td>Incomplete</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Course must be repeated to earn credit</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: An “@” preceding any of these grades indicate that Academic Forgiveness has been granted, in which case the grade will be excluded from the GPA calculation.

The following grades are administratively assigned, and are not assigned by instructors:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Description</th>
<th>Included in Attempted Credits</th>
<th>Included in Earned Credits</th>
<th>Included in Cumulative Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>None</td>
<td>Auditor</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>TR</td>
<td>None</td>
<td>Transfer credit from another institution</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Official withdrawal</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CBE</td>
<td>None</td>
<td>Credit by examination equivalent to earned grade of “C” or better</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Grades of A, INC, TR, and CBE cannot be repeated. Grades of B, C, D, E, AU, and F may be repeated only once. The higher grade is retained and the lower grade is marked “R” and is not figured in the GPA.

How to calculate grade point average (gpa):

Grades of A, B, C, D, E, and F are assigned a point value (A = 4 points, B+ = 3.5 points, B = 3 points, C+ = 2.5 points, C = 2 points, D = 1 point, E = 0 points, F = 0 points). GPA is calculated by multiplying the point value of the grade received in each course by the number of credits offered for the course. The resulting number is called “quality points.” Next, add up the total quality points and divide by the number of graded credits. Include only the grades of A, B, C, D, E, and F; other grades do not affect the GPA.

Example: A student receives the following grades over the course of two semesters at Bergen Community College:

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Grade</th>
<th>of grade</th>
<th>for course</th>
<th>Total</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. History</td>
<td>C</td>
<td>2</td>
<td>5</td>
<td>3 =</td>
<td>6</td>
</tr>
<tr>
<td>Foundations of Phys. Ed.</td>
<td>B</td>
<td>3</td>
<td>5</td>
<td>2 =</td>
<td>6</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>A</td>
<td>4</td>
<td>5</td>
<td>3 =</td>
<td>12</td>
</tr>
<tr>
<td>Statistics</td>
<td>C</td>
<td>2</td>
<td>5</td>
<td>3 =</td>
<td>6</td>
</tr>
<tr>
<td>English Composition I</td>
<td>D</td>
<td>1</td>
<td>5</td>
<td>3 =</td>
<td>3</td>
</tr>
</tbody>
</table>

14 Total GPA Credits 33 Total Quality Points

60
This student earned a semester GPA of 2.36 for Semester I. This was arrived at by dividing the total quality points (33) by the total GPA credits (14). The student’s semester GPA was 2.36.

<table>
<thead>
<tr>
<th>Semester I I</th>
<th>Grade</th>
<th>Point value of grade</th>
<th>Credits for course</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>F</td>
<td>0</td>
<td>5</td>
<td>3 = 0</td>
</tr>
<tr>
<td>U.S. History II</td>
<td>B</td>
<td>3</td>
<td>5</td>
<td>3 = 9</td>
</tr>
<tr>
<td>General Biology I</td>
<td>A</td>
<td>4</td>
<td>5</td>
<td>4 = 16</td>
</tr>
<tr>
<td>Music Appreciation</td>
<td>C</td>
<td>2</td>
<td>5</td>
<td>3 = 6</td>
</tr>
</tbody>
</table>

13 Total GPA Credits 31 Total Quality Points

The student earned a semester GPA of 2.38 for Semester II (31 divided by 13).

A “Cumulative GPA” for this student is arrived at by adding the “Semester I Total Quality Points” (33) to the “Semester II Total Quality Points” (31). The resulting figure is called the “Cumulative Quality Points.” In the example, the Cumulative Quality Points add up to “64.” Add the Semester I Total GPA Credits (14) to the Semester II Total GPA Credits (13). The resulting figure is called “Cumulative GPA Credits.” Divide the Cumulative Quality Points by the Cumulative GPA Credits. The resulting figure is called the “Cumulative GPA” as it reflects all of the grades earned at Bergen. Therefore, for the purpose of the example, this student has a Cumulative GPA of 2.37: 64 Cumulative Quality Points divided by 27 Cumulative Credits = 2.37 Cumulative GPA.

Students wishing further assistance in understanding their grade point average should contact the Academic Advising Center in Room A-101, on the College’s main campus in Paramus.
Academic Honors

Dean’s List
The Dean’s List is official recognition by the faculty of outstanding academic accomplishment. Any degree-seeking student who has maintained a cumulative scholastic average of 3.5 or better (minimum 24 credits) qualifies for this honor. The Dean’s List is compiled each semester several weeks after grades are processed. (Students with unresolved “INC” grades at the time of compilation are ineligible).

Honors List
The Honors List is an official recognition by the faculty of outstanding academic achievement during the course of one semester. Any degree-seeking student who has attained a scholastic average of 3.5 or better (minimum 12 credits) qualifies for this honor. The Honors List is compiled each semester several weeks after grades are processed. (Students with unresolved “INC” grades at the time of compilation are ineligible).

Chi Alpha Epsilon
Membership in Chi Alpha Epsilon is offered through local campus chapters to eligible students and alumni. Students who hold a 3.0 cumulative GPA for two consecutive full-time semesters and who were admitted to the College through the Educational Opportunity Fund Program are eligible for membership. Alumni who graduate with a 3.0 or better cumulative average prior to the formation of a campus chapter may, once a chapter is founded, be organized into graduate chapters.

The first 14 members of Chi Alpha Epsilon were inducted at Bergen Community College in 2003. This honor society recognizes the academic achievements of students admitted to the College through non-traditional criteria. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by students admitted to College via developmental programs.

Phi Theta Kappa
Phi Theta Kappa (PTK), the International Honor Society of the Two-Year College recognized by the American Association of Community Colleges, is represented at Bergen Community College by the Alpha Epsilon Phi Chapter. Its purpose is the recognition of academic excellence and the promotion of scholarship, fellowship, leadership, and service in the two-year college. Students must meet the following criteria for membership and retention.

A. Eligible Degree Programs
Students in the following degree programs are eligible for continued and new membership: A.A. Degree, A.S. Degree, A.A.S. Degree.

B. Membership Requirements

1. New Members. Qualified students are selected from those who are registered for the fall or spring semesters. Membership is not open during the summer session. Students must be invited to join by the College President. Students will receive a letter in the mail if they qualify.

2. Continued Membership. Qualified students will retain membership as long as they are actively registered in the fall and spring semester between induction and graduation. PTK members are not required to attend summer sessions.
C. Grade Point Average

1. New Members. Students must achieve the following cumulative GPA based on degree credits attempted or earned:

<table>
<thead>
<tr>
<th>Credits Category</th>
<th>Qualifying GPA*</th>
<th>Credits Attempted**</th>
<th>Credits Earned**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4.0</td>
<td>12 - 15</td>
<td>12 - 15</td>
</tr>
<tr>
<td>2</td>
<td>3.9 - 4.0</td>
<td>16 - 31</td>
<td>16 - 31</td>
</tr>
<tr>
<td>3</td>
<td>3.8 - 4.0</td>
<td>32 - 47</td>
<td>32 - 47</td>
</tr>
<tr>
<td>4</td>
<td>3.65 - 4.0</td>
<td>48+</td>
<td>48+</td>
</tr>
</tbody>
</table>

* The qualifying GPA includes grades in all degree as well as non-degree courses.

** Attempted and/or earned credits in non-degree credits courses are not used to determine minimum credits in these categories.

2. Where the number of degree credits earned and number of degree credits attempted fall into different categories, the qualifying GPA is determined by the category that has the least number of credits.

3. Continued Membership. Students must maintain a cumulative GPA of at least 3.5. Students who fall below a 3.5 cumulative grade point average will lose their membership in the Alpha Epsilon Phi Chapter.

4. All grades are considered. Grades in all degree and non-degree courses from all semesters and sessions during which time the student took course work at Bergen Community College are considered in determining the qualifying cumulative GPA of new members and the retention of continuing members.

5. Transfer Students. Students who have transferred to Bergen Community College may apply for consideration for membership using the "Degree Credit Earned" category. Each student must be assessed on a case-by-case basis and must make an appointment with the Phi Theta Kappa advisor or co-advisor.

6. Leave of Absence. Students who take a leave of absence must notify the Phi Theta Kappa advisor in writing on their return to reactivate member status.

D. The Society

Alpha Epsilon Phi is an active society on campus. To maintain enhanced membership within the Chapter, attendance at meetings and/or service is necessary. Participation equates to approximately eight hours per year, and the type of service changes from year to year, depending on the chapter’s executive committee. Independent community service will not be considered as service to the Chapter. During the past ten years, the annual time devoted to Phi Theta Kappa by a member is approximately 15 hours.

Alpha Mu Gamma – The National Collegiate Foreign Language Honor Society

Alpha Mu Gamma is a nationally recognized, collegiate, world language honor society with more than 300 chapters in both state and private universities and colleges across the United States and Puerto Rico. The purpose is to honor students for outstanding achievement during their first year of world language study in college. However, students may be admitted into Alpha Mu Gamma at any stage in their college careers.

Nu Pi is Bergen Community College’s chapter of Alpha Mu Gamma. It was chartered in the Spring Semester of 2006. Students are eligible to join Nu Pi as full members or as associate members depending on the requirements they meet. To qualify for full membership, students need to have a minimum cumulative GPA of 3.0 in college level work and have earned a Final Grade of “A” in two college level courses of the same world language. Membership dues are also required. For additional information, please contact Professor Magali Jerez at (201) 447-7167.
DELTA PSI OMEGA – the National Theatre Honor Society for Two-Year Colleges

The two-year college division of the Alpha Psi Omega National Theatre Honor Society, the honor society for participants in collegiate theatre. Membership is open to students (primarily undergraduates) who are active in collegiate/university/theatre. Members are inducted solely on merit, where theatre experience/participation is considered in the induction process. Honorary membership is conferred by the Bergen Community College theatre faculty after permission is granted by the National Officers of Alpha Psi Omega/Delta Psi Omega.

SIGMA CHI ETA – National Honorary Society for Undergraduates in Two-Year Communication Programs

Sigma Chi Eta (SCH) is the official community college honor society of the National Communication Association (NCA) with more than 45 chapters across the United States. Sigma Chi Eta, which is represented by the Greek letters S, C, and H, symbolize “Students in Communication with Honors.” The purpose is to recognize the work of outstanding communication students and explore options for community college students to transfer to a four-year college or university or enter the workforce.

The six goals of Sigma Chi Eta are:

1. Recognize, foster and reward outstanding scholastic achievement in communication Studies
2. Stimulate interest in the field of communication
3. Promote and encourage professional development among communication majors
4. Provide an opportunity to discuss and exchange ideas in the field of communication
5. Establish and maintain closer relationships between faculty and students
6. Explore options for graduate education in communication studies

Alpha Mu is Bergen Community College’s chapter of Sigma Chi Eta. Alpha means “strength and foundation in a society.” Mu means “stability and protection.” Alpha Mu was chartered December 2012.

Students are eligible to join Alpha Mu as full lifetime members. To qualify for full lifetime membership, students must meet the following requirements:

1. Complete 12 semester credit hours (18 quarter credit-hours) at their current institution or the equivalent number of hours at a transfer institution or the equivalent number of hours through life-long learning credit
2. Have a minimum cumulative GPA of 3.0 for all courses taken
3. Complete the equivalent of 3 courses or 9 semester credit hours (12 quarter credit-hours) in communication studies
4. Have a minimum GPA of 3.25 for all communication studies courses taken
5. Currently be enrolled as a student in good standing, as determined by the institution's Policies

One-time membership dues include lifetime membership in Sigma Chi Eta.

For additional information, please visit the Communication Department in West Hall, W-225, or contact by phone at 201-447-7143.

Degree Requirements

Bergen Community College offers degree programs leading to Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees. A student is required to complete a minimum of 64 degree credits for graduation. The College also offers a number of one-year certificate programs and short-term certificates of achievement.
Students may be required to take courses in English, Mathematics, and/or Elementary Algebra, which are not part of their curricula to remove deficiencies or to upgrade skills as indicated by the results of the Basic Skills Placement Test. Students in all A.A. and A.S. degree programs and in certain A.A.S. and Certificate programs are required to successfully complete a course in basic algebra if indicated by the placement test. Students in A.A.S. and Certificate programs should refer to the catalog curriculum guides for their specific programs to determine whether they must successfully complete a course in basic algebra.

To be eligible for an Associate Degree (A.A., A.S., A.A.S.) or a certificate, a student must be degree-seeking and in good standing, and have completed the number of degree credits specified for the particular curriculum with a 2.0 or better cumulative grade point average. The student also must have satisfied or waived any course requirements resulting from the Basic Skills Placement Test.

A student must be officially enrolled and degree-seeking at the College during the regular semester or summer session in which the degree will be conferred.

**Catalog Under Which a Student Graduates**

Students maintaining continuous enrollment at Bergen Community College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

**Application for Degree and Graduation**

It is the responsibility of the student to apply for a degree or certificate by completing an Application for Degree, which can be obtained from the Registration section of the College’s Website or at the Office of Admissions and Registration window, Room A-129, on the College’s main campus in Paramus.

Degrees are conferred in accordance with the calendar shown:

<table>
<thead>
<tr>
<th>Completing</th>
<th>Must Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>requirements by:</td>
<td>application by:</td>
</tr>
<tr>
<td>December (Fall Semester)</td>
<td>End of August</td>
</tr>
<tr>
<td>May (Spring Semester)</td>
<td>End of November</td>
</tr>
<tr>
<td>August (Summer I/Summer II)</td>
<td>End of May</td>
</tr>
</tbody>
</table>

If, after filing the application, a candidate is unable to complete the degree requirements by the date indicated on the student’s original application, the student should notify the Office of Admissions and Registration immediately. The Application for Graduation will not be automatically extended. The candidate will be required to submit a new application for the semester/session of anticipated completion. Please note that, although degrees are awarded at three times during the academic year, there is only one commencement ceremony, which takes place in May (please check the academic calendar for the exact date). Diplomas will be withheld from all students who have outstanding holds and/or violations.

Students wishing to participate in the May Commencement ceremony must notify the Director of Student Life and Judicial Affairs by March 3. Lists for graduation are compiled as of this date.

**Allocation of Credit Hours to Courses**

Bergen Community College operates on a semester credit hour basis. Generally, one credit hour is assigned for each 800 minutes of lecture-discussion or for each 1,600 to 2,400 minutes of laboratory experience during a semester or session. (Certain clinical experiences, cooperative education, or courses delivered through non-traditional means may be assigned credit by different formulas).

**Course Load and Restrictions**

**Full-Time Students.** A full-time program consists of 12 to 18 credit hours of course work per semester.
Part-Time Students. A part-time program consists of 1 to 11 credit hours of course work per semester during the fall or spring semesters.

Summer Session Students. All students are restricted to a maximum of 8 credit hours during summer sessions I and II. Credits for eleven-week summer courses count into the 8-credit limit for each summer session.

Change of Curriculum
A student desiring a curriculum change should discuss the possibilities with the academic counselor to determine degree requirements, prerequisites, and the appropriateness of the contemplated new curriculum. A student may change curriculum by the following procedure:
1. Arrange an appointment with a counselor in the Division of Student Services.
2. Obtain the approval of the counselor on the appropriate form for the curriculum change he or she wishes to make. Curriculum changes requested after the completion of 32 credits, may require the approval of the Office of the Vice President of Student Services.

Academic Regulation

Academic Integrity/Discipline
Bergen Community College is committed to academic integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception.

Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity. Academic integrity is violated whenever a student does one or more of the following:

A. Uses unauthorized assistance in any academic work.
   • copies from another student’s exam
   • uses notes, books, electronic devices or other aids of any kind during an exam, when doing so is prohibited
   • steals an exam or possesses a stolen copy of any exam

B. Gives unauthorized assistance to another student
   • completes a graded academic activity or takes an exam for someone else
   • gives answers to or shares answers with another student before or during an exam or other graded academic activity
   • shares answers during an exam by using a system of signals

C. Fabricates data in support of an academic assignment
   • cites sources that do not exist
   • cites sources that were not used
   • submits any academic assignment which contains falsified or fabricated data or results

D. Inappropriately or unethically uses technological means to gain academic advantage
   • inappropriately or unethically acquires material via the Internet or by any other means
   • uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

Plagiarism
Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own.

Examples of plagiarism include instances in which a student:
   • knowingly represents the work of others as his/her own
• represents previously completed academic work as current
• submits a paper or other academic work for credit, which includes words, ideas, data or creative work of others without acknowledging the source
• uses another author’s exact words without enclosing them in quotation marks and citing them appropriately
• paraphrases or summarizes another author’s words without citing the source appropriately

*Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.
Sanctions Against a Student for a Classroom Violation

1. The faculty member must report all incidents to the chair of the department.
2. The faculty member, in consultation with the chair, will determine the course of action to be followed. This may include:
   - assigning a failing grade on the assignment
   - assigning a lower final course grade
   - failing the student in the course
   - other penalties appropriate to the violation
3. The faculty member, after making a decision, must notify the Director of Student Life and Judicial Affairs and Vice President of Student Services of the violation and the penalty imposed.
4. The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

*Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Satisfactory Academic Standing

Any student who maintains a grade point average based upon the following scale shall be classified as a student with satisfactory academic standing:

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>GPA Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-23 credits</td>
<td>1.7</td>
</tr>
<tr>
<td>24-35 credits</td>
<td>1.8</td>
</tr>
<tr>
<td>36-47 credits</td>
<td>1.9</td>
</tr>
<tr>
<td>48+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Academic Probation

Any degree-seeking or non-degree-seeking student, whether full- or part-time, who fails to achieve the minimum grade point average as stated above, shall be classified as a student on academic probation and will be sent a letter to that effect by the Office of Admissions and Registration.

Academic probation is a warning that a student’s cumulative grade point average is unsatisfactory and that the student will be academically suspended unless a minimum grade point average is met. Students on academic probation will not be permitted to register until they meet with a counselor in the Counseling Center. Students registered with the EOF Office or Specialized Service Office should meet with their appropriate counselor.

Removal of Academic Probation Status

Any student who, after the end of the conditional semester, meets the grade point average for credits attempted as specified above shall be classified as a student with satisfactory academic standing and will be notified of such standing by the Office of Admissions and Registration.

Academic Suspension

A student with conditional academic standing, who fails to achieve the required grade point average at the end of the students’ conditional academic standing semester, will be placed on academic suspension. Suspended students will be reclassified with a status of unsatisfactory academic standing.

A student on academic suspension will not be allowed to register for one semester (fall or spring) and will be classified as a student with unsatisfactory academic standing. The suspended student will not be permitted to register for any intervening summer sessions. Notification of academic suspension will be sent to the student by the Office of Admissions and Registration, along with conditions for seeking reinstatement.
Academic Dismissal
A student reinstated after academic suspension will be given conditional academic standing. A student who fails to meet the minimum grade point average at the end of the conditional semester will be dismissed.

Reinstatement After Academic Suspension or Dismissal
After being suspended/dismissed, a student is eligible to make application for reinstatement after one semester (excluding summer sessions). If reinstated, the student will be reclassified as a student with conditional academic standing. All reinstated students must meet with a counselor before registration.

A request for reinstatement can only be initiated by a written application to the Committee on Academic Standing in accordance with the posted college deadline. The Committee on Academic Standing shall review the reinstatement application and render a decision or delegate the authority for reinstatement to Counseling faculty. There is a $25 fee for the reinstatement application.

Appeals of Student Status
A student who desires to appeal his/her status may do so by making an application for reinstatement in the Counseling Center, Room A-118, on the College’s main campus in Paramus. Students registered with the EOF or Specialized Services Office should meet with their appropriate counselor.

Academic Forgiveness Policy
Academic Forgiveness is designed to allow students who have gotten off to a bad start a chance to get poor grades removed from their GPA. The Academic Forgiveness Policy at Bergen Community College contains two options:

- Option I - Academic Forgiveness based upon past academic performance.
- Option II - Academic Forgiveness based upon change of curriculum.

A student may request Academic Forgiveness once under Option I and once under Option II.

Option I: Past Performance
After three consecutive years of non-attendance, a student may request Academic Forgiveness based upon past academic performance. The request will be reviewed after the student has completed at least one semester. The student must complete 9 credits and earn a GPA of 2.5 for the request to be approved. When the student’s request is approved, grades of “F,” “E,” “R,” and optionally “D” for the courses from the prior attendance period will be removed from the student’s GPA. However, the courses will remain on the student’s official transcript designated with a special code for Academic Forgiveness.

Option II: Change of Curriculum
A student may request Academic Forgiveness based upon a change of curriculum at any time after matriculation and after credits have been attempted. If a student’s request is approved, grades of “F,” “E,” “R,” and optionally “D” in courses that were required by the student’s former program, but are not required by the new program, will be removed from the student’s GPA. However, the courses will remain on the student’s official transcript designated with a special code for Academic Forgiveness.

Committee on Academic Standing
The Committee on Academic Standing is comprised of faculty members from each of the divisions within the College and student government representatives. It is chaired by the Vice President of the Division of Student Services. The committee reviews all reinstatement applications and special appeals and renders decisions. Appeals to the committee will be considered only if initiated within a two-year period of the end of the semester, in which the appeal issue occurred. The committee also takes responsibility for reviewing and recommending policies and procedures pertaining to the overall academic regulations of the College.
**Class Attendance**
All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

**Suspension of Classes**
Students should listen to local broadcast stations or check Bergen’s Website at [www.bergen.edu](http://www.bergen.edu) in the event of emergencies when classes may have to be suspended; they should not telephone College offices or broadcast stations for information. (See Emergencies in the Student Life section).

**Absence of Instructor**
Students are expected to wait twenty minutes for a faculty member to come to class. If at the end of twenty minutes, the faculty member does not come, the students should sign an attendance sheet, which indicates the course, date, and time. A student should deliver the attendance sheet to the divisional office if between 9:00 a.m. and 5:00 p.m. or to the Evening Office if before 9:00 a.m. or after 5:00 p.m. Students cannot be penalized by faculty for not waiting longer than twenty minutes.

**Procedure for Student Complaints About Faculty**
1. A student raising a complaint or concern about an individual faculty member should discuss the matter with the involved faculty member.
2. If it is not resolved, the student should then bring the matter to the appropriate department head.
3. The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).
4. The student will be informed by the department head as to the outcome. If the student is still not satisfied, the student should put the complaint in writing, addressed to the appropriate divisional dean.
5. The matter then becomes a formal complaint or concern and will be dealt with as such.
   a. Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.
   b. Counselors from the Counseling Center may be consulted by any involved party.
   c. A meeting of all concerned may be set up.
   d. Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.
6. If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

**Acceptable Use of Information Technology Resources**
Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College’s information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.
Administrative Guidelines, Regulations, and Procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the College’s information technology resources, it is not possible to catalog exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties.

In deciding what is and is not an acceptable use, there are two overriding principles: (1) the College’s information technology and telecommunication resources exist to support the College’s mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community. Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of Web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, cyber bullying, or designed to denigrate members of the College community.

Acceptable Use

- Gathering and providing research material and data.
- Analyzing research data.
- Preparing course materials.
- Completing class and homework assignments.
- Enhancing coursework.
- Enhancing educational approaches and teaching methods.
- Obtaining and disseminating college related knowledge.
- Developing and administering targeted demographic surveys.
- Using WebAdvisor to register online for courses or to access information about one’s own academic performance.
- Using Datatel’s Colleague or other institutional software within the scope of one’s normal duties.

Unacceptable Use

- Using the network for gambling, any other illegal activity, or any activity prohibited by the College’s acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts.
- Using the College systems for commercial or profit-making purposes.
- Altering system software or hacking in any form.
- Gaining unauthorized access to resource entities, including use of others’ passwords.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail.
- Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage).
- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College.
- Creating and using individual Web pages not primarily focused on the mission of the College.
- Using WebAdvisor to access information about someone other than oneself.
- Accessing data or making use of data in Datatel’s Colleague or other administrative systems software not relevant to the scope of one’s job responsibilities.
- Attaching any network devices not specifically authorized in writing by the Office of Information Technology.
Security Breaches
Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise “to hack” are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security, will be subject to disciplinary action, including suspension and dismissal.

E-mail
E-mail is defined as all technologies used to transfer messages, including e-mail, instant messaging and peer-to-peer file exchange. E-mail is a tool for business purposes. Users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. In general, e-mail communications should follow the same standards expected in written business communications and public meetings.

Accounts
It is the intention of the College to have on file e-mail addresses for all full-time faculty, administrators, adjuncts, and students. E-mail accounts are also provided for staff, whose job responsibilities include regular computer access. Generally, e-mail accounts are closed when employment ends. Upon request, the College will keep active e-mail accounts for Professors Emeriti and retired full-time faculty.

Students
All students enrolled in credit courses are required to have a valid e-mail address on file in Colleague. Students are required to enter a preferred e-mail address in Colleague using WebAdvisor. This e-mail address is required to allow the student to administer their WebAdvisor password.

Broadcast E-mail
Authority to send e-mail to all students using the Colleague system rests with the Vice President of Administrative Services and the Vice President of Student Services. Such e-mail is strictly limited to the official conduct of College business, and is not to be used for promotion or marketing purposes. All Colleague broadcast e-mail must include the following footer: “You have received this e-mail because you are or have been a student at Bergen Community College. If you do not wish to be contacted by e-mail, please reply to noemail@bergen.edu.”

Student Clubs and other groups wishing to use e-mail to promote events or other activities should maintain separate distribution lists, targeting only those who have indicated interest in receiving such communication.

Strictly Prohibited
The following use of e-mail is strictly prohibited. Employees receiving such material should immediately report it to their immediate supervisor. Students with Bergen e-mail accounts should contact the Coordinator of Judicial Affairs.

- The creation and exchange of messages that is offensive, harassing, obscene or threatening.
- The exchange of privileged, confidential or sensitive information to inappropriate persons.
- The creation and exchange of advertisements, solicitations, chain letters, or other spam.
- Use of e-mail for commercial purposes.
- The creation, storage or exchange of information in violation of copyright laws.
- Reading or sending messages from another person’s account, except under proper delegate arrangements.
- Copying or forwarding messages belonging to another user, which have been altered in such a way as to change the intent of the author.

Guidelines
Users should follow these guidelines and conventions:
a. Ensure that messages are addressed to the appropriate recipient(s).
b. Do not subscribe to list servers or other distribution lists that are not college related. Such lists tend to overload and affect the performance of the e-mail system.
c. Users must not compromise the privacy of their passwords by giving them to others or exposing them to public view. Passwords should be changed on a regular basis.
d. Retain messages only if relevant to the work or an anticipated litigation. The College's e-mail system is set to retain messages for no more than six months. Messages having a legitimate business purpose greater than six months should be archived to a desktop folder or printed and filed.
e. Address messages to recipients who “need to know.” Messages sent unnecessarily to a long list of recipients, lowers system performance, and may annoy recipients.
f. Avoid opening messages or attachments received from unknown senders or responding to instant messages or other peer-to-peer technologies from strangers. Messages and attachments can carry viruses, and IM and peer-to-peer technologies are often used by intruders with malicious intent.
g. Construct messages professionally (spelling and grammar) and efficiently (subject field, attachments).

Account Logons and Passwords
Account logons and passwords, including e-mail, are issued to individuals for their sole use and are non-transferable. Owners are responsible for all usage of their assigned accounts, logons, and passwords.

WebAdvisor
WebAdvisor is a Web interface that allows students to access information contained in Datatel’s Colleague, the administrative database used by Bergen Community College. Students may use WebAdvisor to register for classes, to pay tuition and fees, to view their class schedules, to check grades, to check on progress toward degree requirements, etc. The College expects to add additional features to WebAdvisor in the future.

WebAdvisor accounts are available for all students enrolled in credit programs. New students are strongly encouraged to attend an in-person registration or advisement session before using a WebAdvisor account. Eligible students without WebAdvisor user names and passwords may access their WebAdvisor account by going to go.bergen.edu and selecting “I’m new to WebAdvisor.” Then, follow the on-screen directions. Check the WebAdvisor FAQ for answers to common questions, such as how to reset your password. Students must have a valid e-mail address on file with the College to use WebAdvisor.

Violations of Acceptable Use and Related Policies and Procedures
Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or “hacking”) are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists, users should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings.

According to the U.S. Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

Bergen Website Guidelines
Bergen encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the college community may have Web pages on the Bergen servers. All Web page developers are expected to act responsibly and to adhere to both the Bergen Acceptable Technology Use
Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the college community will (1) obey all applicable federal, state, and local laws, including copyright law; (2) adhere to fair use guidelines; (3) give proper attribution of any sources; (4) not use College hardware, software, or communications for personal profit; and (5) not place any information on the Web pages, which reflects negatively on the College or any member of its community. Further, all Web page developers are expected to make every effort to ensure that the Bergen Website, and all pages contained within it, is accessible to students with disabilities. The College has the right to monitor all Web pages placed on its servers and remove any that violate the College’s guidelines or procedures. Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

1. **Student Organization Home Pages**
   Official student organizations, that is, those recognized by the Office of Student Activities, may have Web pages on a Bergen server. Student organizations that wish to have a page loaded on the servers are to have approval from the Director of Student Life; designate a member of the club as Web page manager and the Web page manager must be identified on the page; commit to updating all information in a timely fashion; abide by the College’s Acceptable Use Policy and Administrative Guidelines, obey all federal, state, and local laws, including copyright law; adhere to fair use guidelines; and give proper attribution of any sources; not post anything which reflects negatively on the College or any member of its community; and verify regularly that all links from their page are active. Club Web pages will be limited by available resources.

2. **Individual Student Home Pages**
   Individual students may only have Web pages on the Bergen server when required as part of a course. The faculty member for the course is responsible for establishing standards for student Web pages and for ensuring that students have adhered to these standards before the pages are uploaded to the Bergen servers. Student Web pages will be limited by available resources and will be deleted when the course is complete.

**Wireless Access**

Wireless access is available in many areas of the campus, including the Library, Ender Hall, the Student Center, Cafeteria, West Hall, and the TEC Building, as well as outdoors in front of the Pitkin Education Center to allow students and faculty to access Bergen’s collection of computers, software, and their Internet connections. The Bergen OIT Website provides details on the continually expanding wireless coverage. All wireless users are required to authenticate and are subject to the College’s Acceptable Use Policy.
Student Life

Students at Bergen are encouraged to participate in student government, various student clubs and organizations, student publications and athletics. The Office of Student Life provides and promotes campus programming that is representative of the student population and is consistent with the mission of the College and the Division of Student Services. The programs enhance student success, enrich the College experience, and help encourage a sense of community while providing opportunities for leadership and personal development.

Student Life

Student Government Association (SGA)
All full-and part-time students attending Bergen Community College are members of the student government. The SGA is the student governing body at Bergen Community College. It is comprised of an Executive Board of the president, vice president, treasurer and secretary, as well as a general membership of club representatives and class senators. They serve as a link between the student body and the College administration. If students want a challenging and rewarding extra-curricular option, this is it. Elections of the Executive Board of the Student Government Association are held in April and the elected officers start their terms at the end of the spring semester.

Student Activities Board
The Student Activities Board (SAB) plans and provides programming for an active social environment for Bergen Community College students. Programs offered include musical events, lectures, dances, movies, field trips to Broadway plays, sporting events, and ski trips. In addition, SAB works with clubs and organizations to provide other diversified programs including World Week, Women’s History Month and African American History month. Students wishing to participate in SAB should contact the Office of Student Life at (201) 447-7215.

How to Join a Club?

• Check the bulletin boards around campus for information about club meeting times.
• Ask about the club at the Student Life Office (Room A-115), on the College’s main campus in Paramus.
• Sign up with the group at Club Day, held every semester.
• Visit the club’s office and let them know you’re interested.
• Follow up with the groups you’ve chosen.

Don’t give up. New members are always welcome.

When Do They Meet?
Most clubs meet during the time periods referred to as activity hour. These periods are Tuesdays and Thursdays from 12:40 p.m. to 1:30 p.m. If students are planning to get involved in various aspects of campus life at Bergen Community College, they should plan their academic class schedule around the activity hour periods. Classes scheduled during activity hour can usually be taken at other times.

How Do I Form a New Club?
Bergen Community College also provides students with the opportunity to start new student clubs. Before a new organization can be officially recognized, the club must have an advisor, a constitution, a membership list, and a club leadership roster (president, secretary, treasurer, etc.). Assistance in preparing this paperwork can be obtained from the staff in the Office of Student Life (Room A-115).

Student Clubs
Students at Bergen Community College are encouraged to enrich their college experience through participation in a variety of
activities including Student Government, Student Activities Board, and a rich array of clubs and organizations. There are many active clubs on campus that appeal to a variety of student interests. To find out how to become involved in these clubs, call the Office of Student Life at (201) 447-7215 or visit Room A-115.

(Please note: This is only a partial listing. Not all clubs listed below are active every semester. New clubs are also added occasionally – check with the Office of Student Life for an updated list.)

**African Student Union**
The purpose of this club is to help serve the social and general welfare of Bergen Community College by promoting awareness and cross-cultural understanding of the African cultures, context and current issues.

**Anime Club**
Anime is a student club that focuses on learning more about the anime style of drawing and illustration, derived mostly from Japanese artists. Story lines are strongly influenced by issues of technology, religion, and the environment, as well as teaching about choices, leadership, and helping others.

**Community Services Club**
This club gives students an opportunity to receive service learning recognition on their transcripts for having been active members who volunteered for one of several possible activities within the semester, such as fund raisers, food drives, public education programs, and other projects designed by the members each semester. The club’s motto: “It’s your world. How are you going to help do your part?”

**Bergen Honors Association**
As part of an exciting community of students who share common academic goals, members can: serve as part of a student advisory board for honors faculty; plan and participate in honors events throughout the year; and learn about transfer agreements, scholarships, and the benefits of graduating with an honors degree. All Bergen students interested in the honors program are eligible for membership.

**Bards and Scribes**
The club is intended for students with an interest in creative writing and reading. Students meet to read and critique each other’s work.

**Bergen P.R.I.D.E.**
People Recognizing Individual Diversity and Equality – the LGBTQIA Alliance at Bergen Community College serves to provide a safe and inclusive environment for the Lesbian, Gay, Bisexual, Transgender, Questioning students and their Allies.

**Biology Club**
Students studying or interested in the biology field are welcome to join this club.

**Black Student Union**
The Black Student Union sponsors social and cultural events aimed at increasing awareness about the rich heritage of Black Culture in America. The club also promotes political awareness with visits from local government officials.

**Chess Club**
Like to play chess? This is the club for you. Weekly chess matches are held at Bergen and the club participates in collegiate tournaments.

**Chinese Club**
The Chinese Club brings students together to share traditions and celebrate the Chinese culture through meetings and events.
Christian Student Association
Members of the Christian Fellowship conduct bible readings, hold discussions on religious themes, and view religious movies. All are welcome.

Criminal Justice Club
Comprised of students from all disciplines, the criminal justice club is dedicated to the development of greater understanding of the complex problems and responsibilities facing the criminal justice system in a multicultural society. The club sponsors speakers with specialized backgrounds and trips that bring students into contact with institutions within the three areas of the system. An emphasis is placed on projects that promote career opportunities for the Bergen student.

Dance Club
Students studying or interested in pursuing the art of dance are welcome to join this club, which meets in the rehearsal studio Room C-106D, on the College’s main campus in Paramus. Free dance lessons in a variety of dance styles are offered throughout the year, culminating in a summer dance intensive.

Dental Hygiene Club
Students in the Dental Hygiene Club sponsor an annual open house, help promote dental care awareness on campus, and participate in the New Jersey Dental Hygiene meetings in order to remain current with the latest developments in dental health care.

Early Childhood Education Club
The Early Childhood Education Club meets to discuss issues in childcare. Each year, the club sponsors forums on children’s rights and many of the issues that confront the child care profession today.

Environmental Club
The Environmental Club is responsible for many of the “Green” initiatives on campus. Students interested in preserving the environment, recycling, environmental issues and concerns are welcome.

Filipino-American Association (PASALUBONG)
The Filipino-American Association promotes the Philippine heritage through its various cultural and social events, workshops, and lectures. It is open to all students of Filipino descent and also to those interested in the rich history and culture of the Philippines.

Han Hak Hwae (Korean Student Association)
Students get together to share their culture and experiences. The club also sponsors activities to promote awareness of Korean culture at Bergen Community College.

Hillel
The purpose of Hillel at Bergen Community College is to give members the opportunity to explore various dimensions of Jewish history, philosophy, and culture and to participate in Jewish cultural events. All members of Bergen Community College are invited to participate.

International Students Association
The International Students Association brings together foreign and American students to share their diverse cultural backgrounds and to discuss current international events. The club sponsors trips to cultural centers and film festivals, and provides international career guidance sessions.
**Italian Club**  
This club is for any student interested in learning about Italian culture. Members celebrate this culture through food, music, film, and art.

**Latin American Student Association (LASA)**  
The Latin American Student Association is a student organization interested in promoting the culture of Spanish speaking countries. The Latin American Student Association sponsors seminars, workshops, lectures, movies, and trips to theater performances. In addition to these cultural events, the association also organizes parties and bake sales to fund some of its activities. All students are invited to join.

**Media Club**  
Students studying or interested in the field of media are welcome to participate in this club. Producing a weekly video program to air in the Student Center is one of their new ventures.

**Music Interactive Club**  
Students interested in promoting music activities and participating in musical activities and/or performances are welcome to join the Music Interactive Club.

**Muslim Student Association (MSA)**  
The purpose of the MSA is to provide the opportunity for the College community to explore the dimensions of Islamic thought, history, beliefs and customs and to provide a forum for discussion of these entities. The MSA invites all members of the College community to participate.

**Nursing Student Association**  
The Nursing Student Association strives to contribute to nursing education in order to provide the highest quality health care. To this end, the association sponsors programs on current topics, including stress, biomedical ethics, aids, teenage suicide, and others. The club also sponsors an orientation program for first semester nursing students. In addition, members attend the New Jersey Nursing Student’s Association Convention.

**Paralegal Club**  
The Paralegal Club is open to any students studying or interested in the legal assistant field.

**Philosophy and Religion Club (LOGOS)**  
The Philosophy and Religion Club, also known as LOGOS, sponsors various speakers, programs, and philosophical discussions throughout the year.

**Phi Theta Kappa**  
Students who meet the academic criteria may be invited to join the Alpha Epsilon Phi Chapter of Phi Theta Kappa, the International Honor Society of the two-year college. The group’s purpose is the recognition of academic excellence and the promotion of scholarship, fellowship, leadership, and service.

**Ping-Pong Club**  
The club will pursue the promotion and growth of one of the biggest sports in Europe and Asia, by playing and competing through its general enjoyment.

**Polish Club**  
The Polish Club brings students together to share in their culture and hosts events that celebrate Polish culture. The club recently sponsored Counsel General Kasprzyk as a keynote speaker.
Psychology Club
The Psychology Club familiarizes students with the many different areas of psychology. The club also provides lectures, discussion groups and other activities that guide students’ decision making about what topics and specializations of psychology they might wish to pursue. Students of all majors are welcome to join the Psychology Club.

Respiratory Therapy Club
Students interested in the field of respiratory therapy are encouraged to join this organization. The club participates in the Annual State Respiratory Bowl, distributes literature during the great American Smoke Out Day, and visits a New York hospital.

Russian and Company (RUCO)
This club is for students with an interest in Russian language and culture. The club brings various speakers, artists, and performers to the College to give the entire Bergen community a chance to share in Russian culture.

Staff and Student Club
Bergen Community College employees who are taking classes at the College are welcome to join this organization. Field trips, lectures, book swaps, and functioning as a support group are the major activities of this club.

Theatre Club
Students who are interested in performing or participating in any area of theatrical productions. The Theatre Club is the core to Bergenstages, the student theatre at Bergen Community College whose past productions have included, “Pygmalion,” “The Farnsworth Invention,” “Cabaret,” and “As You Like It.” Members of the theatre club also present a vaudeville (variety) show and a comedy improve night annually. The Club raises funds for Broadway Cares/Equity Fights AIDS throughout the year.

The Torch
As the Bergen Community College student newspaper, The Torch keeps the College community informed about on-campus events, student activities, student and faculty achievements, and other news of interest to the student body. Journalism experience is not always necessary for staff writers and all students are encouraged to join.

Vet Tech Club
The objective of this organization is to expose students of the Northern New Jersey Consortium for Veterinary Technician education to the field of veterinary technology and to join together to promote animal welfare.

Women’s Club
This club invites women and men from all backgrounds, and of all of all interests and opinions.

Club and Student Organization Policy
Students at Bergen Community College are encouraged to enrich their college experience through a variety of activities including student government, clubs, student publications, and athletics. The personal development of students is enhanced through these out-of-class activities. Although clubs are open to all Bergen Community College students, special interests of students are served by many clubs that are oriented to particular student groups and academic majors.

Financial support is provided to clubs and organizations in order to build an active campus life that will have a broad appeal across the student population. Funds are distributed to clubs and organizations in a manner that assures fair, non-discriminatory allocations that are devoid of conflict of interest. These funds are approved in the spring semester.

1. All clubs and other student organizations must be chartered by the Office of Student Life.
2. The Office of Student Life does not charter a club or other organization unless:
   a. There is ample evidence that it has a meaningful place in student life;
b. It will observe college rules and regulations as well as those adopted by the student senate;

c. It can maintain an active membership;

d. It does not use the College name to own, rent, borrow or in any other way permanently or temporarily acquire off-campus facilities for housing, meetings, social events, and other causes. However, in certain cases, special events may be conducted off-campus with the written consent of the Vice President of Student Services;

e. It does not purchase any items in the name of the College;

f. It does not discriminate according to sex, race, religion, national origin, sexual orientation or disability;

g. It has a faculty advisor;

h. The members of each club or other student organization are duly enrolled students of Bergen Community College in "good academic standing;"

i. Each club or other student organization submits three copies of its constitution to the Office of Student Life;

j. Each club or other student organization to be considered must register each semester by submitting a list bearing the names, home addresses, and telephone numbers of its officers to the Office of Student Life.

3. College facilities will only be granted to an organization that has correctly registered, whose treasurer's books have been audited and approved, whose debts have been cleared, and whose constitution is on file. A policies and procedures manual is available through the Office of Student Life.

Financial Responsibilities

- The president of the organization, the chairman of the function, and the club advisor are responsible for the financial obligations involved. If tickets are printed, they must be serially numbered and a careful count kept of the number of tickets sold and the number given out as complimentary tickets.

- All contracts must be signed by the Vice President of Student Services, or his designee. Copies of the contract must be filed in the Office of Student Life.

Club Event Chaperones

One chaperone is required at all events, although it is recommended that two serve at social functions. One of the chaperones must be a member of the College faculty or administration. The duties of the chaperones shall be as follows:

On campus events Chaperones

- To supervise the activity and assure adherence to college polices and regulations.

- To enforce Bergen’s policy on zero alcohol consumption.

- To cooperate with the committee chairperson in seeing that good taste and proper standards of conduct are maintained.

- To submit a brief summary report/evaluation to the Office of Student Life after the event.

Off campus events Chaperones

Abide by the duties listed below:

- To present the Office of Student Life with a list of all students attending the event, as well as an emergency contact form for each attendee.

- If it is an overnight event (conference, seminar, etc.), the Office of Student Life must be provided with all information regarding the trip. This includes transportation, hotel and conference information.

- To have all emergency numbers. In the event of an emergency the chaperone must contact the Assistant Dean of Student Services and the Vice President of Student Services. The chaperone must be at each event from the beginning to the end.

Club Event Guest Speaker Program Policy
1. The Office of Student Life is to be notified one month in advance of the purpose, time, place, speaker(s), topic(s), and other preparations as necessary.

2. When such notification has been received, the Office of Student Life will follow one of the following alternatives:
   a. Record the appropriate information thus enabling the organization to extend an invitation. After consultation with the organization sponsoring the program, refer the matter to the Vice President of Student Services.

3. When a student organization presents a speaker on a controversial topic, the organization is to make provisions for the expression of opposing viewpoints, either at the same meeting or at a subsequent meeting within a four-week period.

4. No publicity may be given to a proposed program before the following conditions have been met:
   a. The Vice President of Student Services has certified that the proposed program has been duly registered.
   b. Each guest speaker has been invited and has accepted the invitation.

5. Literature may be posted on authorized bulletin boards only; nothing may be posted on the exterior of college buildings or elsewhere on the campus.

6. The program sponsors are responsible for assuring proper compliance with all the rules and regulations.

Social and Educational Functions Policy
As a matter of policy, scheduling of all social and educational functions other than regular classes and field trips must be cleared and approved through the Office of Student Life.

Off-Campus Trips
An officially registered college club or organization that wishes to sponsor an off-campus trip must file a written application and receive approval through the Office of Student Life at least one month prior to the event. All trips must be appropriately chaperoned and are governed by college rules and regulations.

Health Insurance for Travel/Special Events
All students and their guests are required to have health insurance (either Bergen Community College issued insurance or personal insurance) before they can participate in any Bergen Community College travel event. This includes sporting events, Broadway plays and trips to New York City, Boston or the surrounding areas.

Refreshments
When a group wishes to have refreshments served by Food Service, the appropriate form "Food Service Purchase Requisition" must be filled out in the Office of Student Life.

Special Equipment
- The public address system: To use any of the P.A. systems on campus, permission must be obtained from the Office of Student Life.
- Other equipment: Requests for other types of equipment for students’ functions are generally directed toward the Office of Student Life.

Notifications
The supervisor of Public Safety should be notified of all on-campus social or academic functions.

Hours
Persons must leave the College buildings and grounds by 11:00 p.m. When use of the College facilities beyond the limits set above is deemed necessary, approval must be obtained from the appropriate cabinet officer, and arrangements made in writing through the Office of Public Safety.
Noise and Sound
Bergen Community College values an environment conducive to learning. It is expected that students respect and support that concept. Noise created by electronic devices cannot and will not be tolerated. Students who disturb the normal operation of the College may be subject to disciplinary action. This includes the entire property, parking lots and gym facilities.

Petitions
If a petition is circulated on campus, a copy must be approved by the Office of Student Life. Each copy must bear the words “Bergen Community College,” the name of the group or groups sponsoring the petition, and the petition itself. The Office of Student Life will provide guidelines for this activity to the individual organizing the event.

Solicitation/Fund Raising
An officially registered college club or organization that wishes to sell merchandise or sponsor a fund-raising event must request permission to do so by written application, submitted to the Office of Student Life one month prior to the date of the event. All solicitation or fundraising activities must be directly related to and clearly supportive of the purposes and objectives of the club or organization.

Solicitation
There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

Athletics
At Bergen Community College, the institution believes that athletics is an integral part of the educational experience. The Athletics Department offers programs that provide students with the opportunity to participate in intercollegiate and intramural athletics in a wide variety of sports including basketball, baseball, track and field, soccer, golf, softball, cross country, volleyball, tennis and wrestling. The Bergen Community College Bulldogs regularly place student-athletes on All-Conference, All-Region and All-American athletic and academic teams.

Bergen believes that athletics is an important way in which students can maintain good health, learn, and grow. In order to benefit from the athletic experience, the athletics department is committed to the following concepts and principles:

The Student-Athlete – at Bergen, the College firmly believes that each participant is a student first, then an athlete. Bergen provides each student-athlete with the best educational opportunities and support programs to help them grow and succeed in the classroom as well as on the playing field.

Bergen values competitive athletic and academic experiences that build self-esteem, a sense of responsibility, civility and an understanding of how to interact with others.

Integrity – positive attitude and good sportsmanship characterizes every aspect of policy, performance, and competition in athletics at Bergen. All participants are expected to exemplify honesty and integrity whether they are athletes, coaches, fans, administrators, or support staff of the Athletics Department.

Respect for the individual – Bergen reinforces and enhances the climate of mutual respect as outlined in the student-athlete code of conduct. Bergen values the contribution of individuals in all the organized team sports and encourages open communication and participation for all.

A tradition of leadership – in all aspects of athletics, Bergen strives to nurture the inherent opportunities for leadership that come from playing a competitive sport. The College believes the qualities of leadership and goal setting reside within each individual athlete and strive to create the environment needed to allow these qualities to develop.

Bergen Community College is a Division III (non-scholarship) member of the Garden State Athletic Conference (GSAC) and Region XIX (comprised of two-year colleges in New Jersey, Delaware, and Eastern Pennsylvania) of the National Junior
College Athletic Association (NJCAA). Individual teams also occasionally schedule games with two-year colleges from other states in the northeast. All students interested in trying out for a team must have a current college medical form on file in the Health Services Office (HS100) before participating in try-outs and/or practice sessions. More information is available from the Athletic Department at www.ihigh.com/bergenbulldogs/ or by contacting the Athletic Office (Room G201- 2nd floor above gym; Phone 201-447-7182).

The Bergen CC Athletics Department offers varsity intercollegiate programs in the following 13 sports:

**Fall Sports**
- Men's Soccer
- Women's Soccer
- Cross Country (Men and Women)
- Women's Tennis
- Women's Volleyball

**Winter Sports**
- Men's Basketball
- Women's Basketball
- Wrestling

**Spring Sports**
- Baseball
- Softball
- Track and Field (Men and Women)
- Men's Tennis
- Golf

Intramural Sports are available to those students who enjoy competition with a less rigorous schedule. The Athletic Department, which sponsors intramurals, provides activities such as three-man basketball, four on four soccer, tennis, chess, volleyball, ping pong, and others depending on student interest. The co-ed activities are scheduled during student activity hours and are available to all college students. Students must have a valid college I.D. card, a current college medical form on file in the Health Services Office (HS100), and sign an Intramural Waiver Form before they can participate. Sign-up information for Intramurals will be posted by the Athletics Department after the beginning of every Fall and Spring semester.

**Safety and Fire Regulations**

Bergen Community College observes all safety and fire regulations and supports the local agencies charged with the responsibility for their enforcement. In the event of an emergency situation requiring evacuation of the facilities, alarms will be sounded throughout the buildings. Students are instructed to take their personal belongings with them and immediately leave the building by the nearest stairway. Do not use the elevators.

**Policy for On-Campus Activity by Non-College Organizations/Vendors**

External groups or members of the campus community wishing to distribute or post flyers, circulars, or any other material on campus must apply for permission to do so at the Office of Student Life, Room A-115, at least three days prior to any planned distribution. A copy of materials to be distributed must be submitted along with the application for permission to distribute. The College will identify locations on campus where materials may be distributed or posted to ensure that normal college operations or traffic are not adversely affected. Pressure is not to be exerted upon individuals to accept materials. Generally, these materials may not be distributed to faculty to be read in class. Any request to do so must be explicitly approved by the Vice President of Student Services. Placing flyers or other materials on car windows is prohibited.

**College Name or Seal Usage**

Students may not use the name or official seal of Bergen Community College in correspondence with other student groups, colleges or outside organizations, unless this is done in an official capacity by a recognized student organization and approved by the respective Offices of Student Life and Public Relations.

**Dress Regulations**

Students are expected at all times and in all places to exercise discretion and dress in accordance with propriety, good taste, and public health requirements. It is further expected that the students' habits will reflect cleanliness, good grooming, and a concern for personal health.

**Eating and Drinking**

Eating or drinking in classrooms, lecture rooms, laboratories, gymnasium, swimming pool, or passageways is forbidden. Covered beverages only are permitted in the library. Eating and drinking are permitted in cafeteria and vending areas only.
Gambling
All forms of gambling are prohibited on the Bergen Community College campus and during all college-connected activities. Offenders are subject to disciplinary action that may result in suspension or dismissal.

Good Neighbor Policy
It has been previously stated that each student is expected to exercise discretion and act within the limits of decorum and propriety at all times and places. This statement cannot be too strongly emphasized in relation to property immediately adjacent or close to the College. Students are cautioned not to trespass on the neighboring golf courses; offenders will be subject to disciplinary action by the College.

Parking and Traffic Regulations
The county and municipal police, as well as campus public safety officers, enforce all traffic and parking regulations on campus. Students violating traffic and parking regulations on campus are subject to fines, penalties, and/or disciplinary action that could lead to suspension or dismissal from the College. Students planning to use campus parking facilities must obtain a parking permit decal for their vehicle. Extra cars may be registered at a cost of $5.00 each. This sticker is obtained after proper registration of the vehicle has been completed at the Department of Public Safety, Room L-154, on the College's main campus in Paramus. Students must present a valid driver's license and the current bursar's receipt, and/or I.D. Card. Campus parking and traffic regulations for the academic year are published in a separate pamphlet available in the Department of Public Safety. Parking is permitted only in designated areas. Individuals violating college regulations are subject to fines as outlined in the Motor Vehicle Regulation Booklet.

Parking
Student parking is available in lots A through E and G where specified. Unless given advance authorization and permit by Public Safety (Room L-154), use of all other parking areas is prohibited. Parking along curbs, fire, handicapped or medical zones, and loading/unloading areas is prohibited. Disabled or severely injured students can make arrangements for special parking privileges at the Department of Public Safety. The application for temporary medical parking is available in the Health Services Office.

Policy and Procedures for Displaying Flags on Campus
The main campus flag pole is located at the entrance of Bergen Community College (near Paramus Road) and is reserved solely for displaying the United States, State of New Jersey and Bergen Community College flags. The U.S. Flag will be lowered to half staff at the direction of the President of the United States or the state flag at the direction of the Governor of the State of New Jersey. In special circumstances, the College flag will be lowered to half staff at the direction of the President’s Office. Flags of countries will be displayed throughout the Bergen Community College campus as a symbol of Bergen Community College’s commitment to diversity and international understanding. Flags are symbols that identify people belonging to a group. The flags, especially those of a nation, embody the honor and pride of the people they represent and need to be treated with respect.

It is very important that the display of country flags be treated with consistency so as not to offend the very groups we intend to honor by displaying the flag. Flags are to be the same size. If possible, flags are to be hung or displayed horizontally. If flags must be hung vertically, they must all be hung in the same orientation. Given that many international members of the College community are interested in displaying on campus the flags of their home countries, the following procedures have been established by the College:

1. The flags of countries that are recognized by the United Nations (i.e., those countries that are listed by the U.N. as member states, nonmember states with permanent observer status, or national “entities” with permanent observer missions) will be displayed in the hallways of the school. Determination of the flags to be displayed will be made by the Vice President of Student Services.
2. The flags of countries that are recognized by the U.N. (as defined above) may be displayed at campus events to recognize and represent international students studying at the College. Flags of Native American nations will be recognized as sovereign entities. Flags representing groups, cultures, or nations not specified above may not be displayed unless prior written approval is obtained from the Vice President of Student Services or the President’s designee whose decision shall be final. Inquiries about the flag policy should be directed to the Associate Dean of Student Services.

Demonstrations
The philosophy of Bergen Community College is to encourage freedom in the expression of ideas presented in a scholarly and law-abiding manner. Demonstrations that interfere with the daily operations of Bergen Community College or cause personal injury to individuals or damage to property will not be permitted on campus. Students involved in the planning or implementation of such a demonstration shall be subject to disciplinary action by the College and prosecuted to the fullest extent of the law. The President is authorized to employ the process of criminal and civil law to terminate any campus disruption and to restore college function and prevent injury to persons or property. The college permits demonstrations when conducted in accordance with the following conditions:

1. That they are not designed to and do not interfere with the daily operations of Bergen Community College;
2. That they are not designed to and do not cause personal injury to individuals or damage to property;
3. That they are limited to exterior areas (sidewalks and lawns); no activity will be permitted inside college buildings or in doorways leading to buildings. There shall be no interference with building or campus ingress and egress. The demonstration must be conducted without harassment and without detaining any individual on or off campus.
4. That the intention to hold a demonstration and all its particulars must be filed 48 hours in advance of the event. The statement of intention must include date, time, and location of demonstration, purpose of the demonstration, approximate number of participants, type of activity involved (e.g., picketing, distribution of leaflets, chanting) and names of three individuals responsible for maintaining reasonable order.

Emergencies
All emergencies, accidents, or injuries which occur on college property are to be reported to the Public Safety Department or the Health Services Office within 48 hours of the accident. In the event that any condition threatens to close the College temporarily, listen to the following broadcasting stations for official instruction: WCBS/880, WOR/710, 1010 WINS, WVNJ 1160, and Cablevision/NEWS 12 NJ, or log on to the College’s web site, http://www.bergen.edu.

Emergency Notification System
All students and staff interested in receiving immediate notification on critical campus alerts must register for this new Emergency Notification System even if you were enrolled in the previous system. This system provides text, email and voice notification services. To sign up, go to www.bergen.edu/emergencyalert.

Equity in Athletics Disclosure Act
In compliance with Equity in Athletics Disclosure Act, Bergen Community College collects and publishes data which includes a list of varsity teams, the number of participants, budgets, gender participation, coaches’ salaries and total revenue generated. Copies of this report can be reviewed or obtained in the following offices: Research and Planning; Student Center; Library; Financial Aid; Admissions; Registration; Student Information Services; and the Athletic Department.

Alcohol and Drug Use Policy
As stated in the Bergen Community College catalog, “in accordance with public law 101-226, Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs.” Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any of its students and
employees activities. Bergen Community College further prohibits the possession or consumption of alcohol on the College campus, with the exception of special, approved receptions in the meeting and training center. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be considered a serious violation of campus regulations and may result in disciplinary action. Local, state, and federal laws that apply to unlawful possession, use, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of college policy and regulations are subject to disciplinary sanctions. As appropriate, sanctions may range from verbal warning up to dismissal. Sanctions may also include completion of an appropriate rehabilitation program or referral to appropriate legal authorities for prosecution. These policies apply to all Bergen Community College employees and students as well as visitors to the College. The possession or sale of illicit drugs is a violation of the law. Bergen Community College will uphold the law and render assistance and support to law enforcement agencies, while at the same time rendering assistance to employees and students when needed or necessary. Bergen Community College’s drug policy is as follows:
1. Employees and students are asked to report or submit to the Vice President of Student Services or the Associate Dean of Student Services any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the College campus or at any time during a college-related activity.
2. The Vice President of Student Services shall submit to the College president all information that she or he has knowledge of regarding the possession, or sale, or use of drugs on the College campus or during any college-related activity and will recommend a course of action.
3. Bergen Community College students convicted of a criminal drug statute or who admit, in writing, to the possession or sale of drugs anywhere on the College campus or during any college-related activity will be subject to dismissal from the College.
4. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, the student presents a danger to himself or others.
5. Students should refer to the document “Bergen Community College student program to prevent illicit use of drugs and abuse of alcohol” available through the offices of the Vice President of Student Services, Health Services, Counseling, and the Department of Public Safety.

Discrimination and Harassment Policy
Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination.
1. Discrimination, harassment or disrespect on the basis of age, race, creed, color, national origin, ancestry, religion, gender, (including gender identity or expression or disability), marital status, affection or sexual orientation, military service, political affiliation, veteran status, genetic information, atypical hereditary cellular or blood trait or any other legally protected classification.
2. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct and is a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons. Administrators, faculty, staff, and students are all covered.

Harassment of students by faculty and staff as well as by other students is covered, as is harassment of faculty and staff by students. The College will not tolerate, condone or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business. Bergen Community College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Bergen Community College expects each employee and student to avoid any acts or statements that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

For purposes of this policy sexual harassment is defined as unwelcome, sexual advances or sexually explicit comments, requests for sexual favors, and/or other verbal or physical conduct based on the gender of the affected individual when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual’s work or academic performance;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or academic performance or creating an intimidating, hostile or offensive working or educational environment, including but not limited to:
   b. Inappropriate, unwanted, offensive physical or verbal sexual advances and comments.
   c. Solicitation of sexual activity or other sex-linked behavior by promise or reward.
   d. Coercion of sexual activity by threat of punishment.
   e. Gross sexual imposition such as touching, fondling, grabbing, or assaulting.
4. An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

Conduct under (a-e) above by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment. Members of the College community who believe they are being or have been sexually harassed or discriminated against in violation of the Policy Prohibiting Sexual Harassment should report the incident. Reports of sexual harassment should be made in writing, as soon as reasonably possible after the alleged incident(s), to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331.

Requests for a complete copy of the Policies and Procedures should be directed to the Manager of Training and Compliance. Student-On-Student Harassment will be handled through the College’s policies that address student conduct, including the Rules and Regulations found in the College Catalog, not the Complaint Process for resolving Sexual Harassment Complaints.

**Policy Prohibiting Sexual Harassment**

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct, and may be a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law or State policies. The policy applies to all persons: administrators, faculty, staff, students, guests and visitors are all covered.

The College will not tolerate, condone, or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business. The College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Every employee and student is expected to avoid any act or statement that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

A. For the purposes of this policy, Sexual Harassment is defined as unwelcome sexual advances or sexually explicit comments, requests for sexual favors, and/or other verbal or physical conduct based on the gender of the affected individual when:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an unreasonably intimidating, hostile or offensive working or educational environment. Hostile environment sexual harassment includes, but is not limited to:
   b. Inappropriate, unwanted, offensive physical or verbal sexual advances and comments.
   c. Solicitation of sexual activity or other sex-linked behavior by promise of reward.
   d. Coercion of sexual activity by threat of punishment.
   e. Gross sexual imposition such as touching, fondling, grabbing or assault.

B. An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

C. Conduct under Section A, Paragraphs 1-3 above by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment.

D. Student-on-student harassment is a violation of the Policy Prohibiting Sexual Harassment and must be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. Unwelcome sexual conduct by one student that disrupts another student’s ability to learn, or conduct that creates a hostile learning environment, will be handled through the College’s policies that address student conduct, and not the Complaint Process for resolving Sexual Harassment Complaints.

E. Every member of the College community should be aware of the fact that the College is strongly opposed to sexual harassment and that the College will take whatever action it deems necessary to prevent and correct such behavior, and if necessary, take disciplinary action against an individual whose behavior violates this policy. Disciplinary action for employees can range from reprimands to dismissal. Students violating this policy may be reprimanded, suspended, or dismissed from the College.

Campus Sexual Assault Victim's Bill of Rights
A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of providing an intellectually stimulating environment where a diversity of ideas is valued. Its rules must be promulgated for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures, and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. The following rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights
- To be free from any suggestion that victims must report the crimes in order to be assured of any other right guaranteed under this policy.
• To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
• To be free from any suggestion that victims are responsible for the commission of crimes against them.
• To be free from any pressure from campus personnel.
• Report crimes if the victim does not wish to do so.
• Report crimes as lesser offenses than the victim perceives the crime to be.
• Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus
• To be notified of existing campus and community based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
• To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
• To be informed of and assisted in exercising.
• Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
• Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights
• To be afforded the same access to legal assistance as the accused.
• To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
• To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights
• To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
• To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
• To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights
• To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
• To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates
• Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing Board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
• Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.
• Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.
Violence Prevention and Response
The procedure for dealing with incidents of violence at Bergen is as follows:

Minor incidents such as argument, verbal assault, use of profanity, or any incident short of physical confrontation are primarily handled through referral from faculty or Public Safety officers to the Vice President of Student Services. The follow-up to such incidents may involve referral to the Center for Academic Planning and Student Success or a community agency (which provides anger management, psychiatric, or medical screening). In those incidents where a student has been previously sanctioned for disruptive behavior, the student may be placed on disciplinary probation or suspension. Serious incidents involving sexual harassment, physical violence, or destruction of property are immediately referred to Public Safety. In those instances where there is evidence of imminent danger, Public Safety will contact the Bergen County Police Department for assistance.

Smoking Policy

Introduction
1. The New Jersey State Legislature and the New Jersey Department of Health have found that tobacco smoke is a substantial health hazard to both the smoking and non-smoking public. As such, smoking on Bergen Community College property by any person at any time anywhere is still prohibited. The property of the College includes all College vehicles as well as real estate owned by the College.
2. The effect of this policy is to prohibit smoking in all buildings and areas of College property. This entails that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

“Smoking Defined”
For purposes of this policy, “smoking” is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco as well as the use of smokeless tobacco, snuff, or similar substance.

Legal Authority
This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A26:3D-55et SCQ.

Sanctions Against Violations
Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to disciplinary measures, in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College premises. All violators are also subject to sanctions provided by applicable laws and regulations.

Policy:
1. First offence will result in a 25.00 fine.
2. Second offence will result in a 50.00 fine.
3. Third offence will result in a 100.000 fine.

Students who continually violate the policy will be required to appear before the Bergen Community College Judicial Board.

Signage
Signs designating Bergen Community College a smoke free campus are posted. This policy also is noticed in appropriate publications of the College.
Available Assistance
For any student or personnel of the College who desires to stop smoking, assistance is available through staffs of the Health Services, Wellness Center and Counseling. In addition, there are programs that are provided throughout the semester which are well publicized and are accessible to everyone.

Alumni Affairs
The Bergen Community College Foundation Alumni Network was created to advance the mission of Bergen Community College by promoting ideas, leadership and personal relationships among alumni, current students, faculty, staff and administration of the College.

Bus Service
Regular bus service is provided to the Bergen Community College campus by several New Jersey Transit routes. To obtain a bus schedule, please stop by the Welcome Center for more information. For schedules, contact the Bergen Community College Information Center at (201) 447-7200 or the Bergen County Transit Information Center at (201) 488-0840.

Lockers
College student lockers are the property of Bergen Community College. Students may not use the property as a depository for any substance or object which is prohibited by law or college policy or which constitutes a threat to the health, safety, or welfare of any member of the College community utilizing this campus. In emergency situations which constitute a threat to the safety, health or welfare of the College community, lockers will be searched. Lockers are available for students and assigned by Public Safety. The college assumes no responsibility for personal student property placed in lockers. The cost for renting a locker for one semester is $4.00. The student must provide their own padlock.

Lost and Found
Public Safety serves as the College lost and found area.

Student Accident / Health Insurance
The Student Health Insurance is provided by Bollinger and is available to all students. Students should familiarize themselves with benefits and limitations. The College is not responsible for any expenses which exceed the limits of policy payments. If students have questions about the policy, they should call the insurance company directly.

Full-time students are required by the state of New Jersey to have medical insurance, which includes hospitalization. Students who register for 12 credits or more will automatically be billed for medical insurance coverage. If students already have health/hospital insurance and do not want this coverage, they must request a waiver of the insurance fee. A waiver form will be available at the time of registration at the Bursar’s Office, Room A-229, on the College’s main campus in Paramus. Students must complete the form and provide their insurance carrier’s name and address and their policy number. Upon receipt of the form, the fee will be waived and/or their payment refunded. Students are advised to read the policy carefully.

Pets on Campus
No pets, with the exception of service dogs, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life and Public Safety.

Visitors
Bergen Community College hosts many organizations and community activities throughout the year. Visitors who do not have an appointment with a specific campus official should first report to the Public Safety Office. Visitors who are guests of current students are the responsibility of the host student and will be expected to abide by the policies and procedures set forth for all Bergen Community College students. Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.
Children on Campus
Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the College. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas. Children will not be admitted to instructional classrooms, while classes are in session, without prior approval by the instructor.

Veterans Affairs
Contact the Admissions Office for specific information concerning veterans’ benefits. Veterans are requested to contact the Admissions Office at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in termination of VA benefits.

Solicitation
There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

Posters, Notices, Circulars
Posters and notices are not to be sent to instructors to read in class. If a group wishes to distribute circulars to the faculty, approval must be received directly from the Office of Student Life. Notices for students are to be distributed in such a fashion as not to interfere with student traffic or with the regular functioning of the College. Pressure is not to be exerted upon individuals to accept notices. General postings must be approved by the Office of Student Life.

Bulletin Board Posting Guidelines
1. Only one authorization stamp will be considered for the Pitkin Education Center and Ender Hall student bulletin boards and will be issued by the Student Life Office, Room A-115. A student bulletin board is any bulletin board not specifically designated for a department, organization, or event series. All student bulletin boards will be numbered in the lower right corner and are listed on the next page.
2. Only authorized personnel or their designees may issue a stamp.
3. The stamp will be valid for one month or until the day after the event.
4. Posters may not exceed 11" x 17;" preferred size is 8 1/2" x 11" or smaller.
5. Groups or individuals posting materials are responsible for removing their flyers in a timely manner.
6. Posting and removal of materials from any designated bulletin board (advertising for a specific academic department or service branch) will be the sole responsibility of that department.
7. Flyers or posters from outside organizations, sponsoring events or services, (which are deemed beneficial to the student body by the Office of Student Life) will be allowed to post 15 copies in the Pitkin Education Center and Ender Hall (on student bulletin boards).
8. Flyers or posters from any outside organization, sponsoring a service, that requires a monetary contract commitment by our students will not be approved.
9. Flyers, advertisements, or posters that promote the use of alcohol will not be approved.
10. No local, county, state, or national political material is allowed.
11. Advertisements that are placed over other postings (valid or expired) will be removed without notification. If the board is full, you may rearrange (but not remove) advertisements to fit yours.
12. No staples are permitted to hang materials. Please use thumbtacks or pushpins only. Articles violating this policy will be removed immediately and repeat offenders will no longer be permitted to post on campus.

If advertisements violate these policies and procedures, students may lose their posting privileges for the remainder of the semester. Repeat violations may result in a longer suspension period. The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such requests must be submitted in writing to the Office of Student Life, two days in advance of the desired posting date.
Judicial Affairs

School Rules, Disciplinary Procedures and Expectations
In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and of social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

Community Statement of Rights
As a member of Bergen Community College, I have the right:
• to exist, in this community free from sexual, racial, ethnic, or religious discrimination or harassment or bullying of any kind;
• to believe, act or appear in ways I choose as long as I am in accord with Bergen Community College’s rules, regulations, and expectations, and so long as I do not infringe on the rights of others;
• to be trusted and treated with respect and with dignity. I understand that any act of theft, lying, cheating, or violence against another will compromise trust and respect and brings serious disciplinary consequences.

Social Expectation/Disciplinary Procedures
It is the school’s expectation that all members of the Bergen Community College community will, at all times conduct themselves in a manner which evidences respect for self, for others faculty, students, staff, guests and visitors and for the school; the quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Continuance at Bergen Community College for the following school year will be predicated upon students having met this expectation. The granting of a Bergen Community college diploma will presume the same. In cases where the Associate Dean of Student Services determines that these expectations have not been met, Bergen Community College may opt not to allow a student who has been asked to leave to return and this can preclude the granting of a Bergen Community College diploma.

Student Judicial Affairs Policy and Procedures
Purpose: To establish guidelines and procedures to ensure just and fair disciplinary action, determined by the nature of the offense and to ensure the right of appeal in situations involving minor offenses.

Standards of Conduct
Upon accepting admittance to Bergen Community College, all students acknowledge that while participating in activities on- and off-campus, they are governed by College rules and regulations as well as those set by the Student Senate. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places. Students are accountable for behavior contributing to, or resulting in:
1. Danger to the safety and well-being of themselves or others;
2. A breach of College rules and regulations to include fighting and/or threatening to do bodily harm, possession of firearms or other weapons, sexual assault and/or harassment, the use of intimidation or threatening behavior, use and possession of controlled substances and alcoholic beverages on College property, violation of the College’s computer use policy, theft, the use of abusive and profane language, cheating, and failure to heed instructions of College officials or Public Safety officers, in regards to display of appropriate College ID or personal identification;
3. Disobedience to local, state or federal laws;
4. A disruption of the College’s regularly planned programs and activities;
5. Academic dishonesty;
6. The unauthorized use and the abuse of alcohol and the illegal use and the abuse of drugs are specific violations of student conduct. These rules apply when attending college functions, either on campus or off campus, or functions of college chartered organizations, conducted either on campus or off campus.

The College will use the process of criminal and civil law to terminate any campus disruption and to restore College function and prevent injury to persons or property.

Rules and Regulations Governing Conduct

At the beginning of the academic semester, each incoming student is expected to obtain either a hardcopy or a CD of the Student Handbook. The handbook contains information about the College in general; courses of study; student activities; and rules, regulations and procedures essential to student life on campus. Every student is responsible for knowing the information included in the Student Handbook. The handbook will be available in the Office of Student Life, the Welcome Center and the Evening Office. Students attending orientation will be informed of the availability. The handbook is also available on the web site and to each student attending the Introduction to the College Experience course.

Rules and Regulations

1. The primary expectation about dress and grooming at Bergen Community College is that people will understand that different occasions call for different attire and that they will keep themselves neat, clean, and modestly dressed. The class dress code is meant to promote a community-wide seriousness of purpose and to minimize distraction, while still allowing students to be comfortable.

2. Weapons and any objects resembling weapons are not permitted on the Bergen Community College campus at any time. Given heightened concerns about school violence, students must understand that possessing anything that appears to be a weapon while on school property will be treated as a serious breach of the community’s safety. Items not necessarily designed for use as weapons, but still posing a safety risk to students and faculty (including hunting or utility knives, box cutters, BB guns, pellet guns and airsoft guns, etc.) will be considered weapons. Possession of any such item and the attempted concealment thereof would be considered a serious rule violation and carry serious consequences including the need to call upon the Bergen County Police to remove any potential harm or threat to others.

3. Students may not possess firecrackers of any sort at school, they are dangerous, a nuisance, and illegal in New Jersey.

4. Interpersonal Relationships - The school recognizes and supports strong and caring relationships among its students. At the same time, excessive displays of affection in public places can prove to be embarrassing to others in the community and can be of poor taste. Students are expected to use discretion and good judgment in their relationships with others. Understanding that sexuality is a normal part of our nature, but also recognizing the wide range of ages and maturity levels in our community, the potential for unintentional pregnancy, and the possibility of exploitation, the school considers sexual intercourse or other acts of such intimacy to be inappropriate; if found to have taken place under the school’s jurisdiction, they must be dealt with appropriately. Responses to such situations would include consultation with parents and, to the degree relevant, sanctions dictated by the current disciplinary rule in effect.

5. Pornography objectifies and debases both women and men and thus is totally contrary to the values of the Bergen Community College community. Students shall not display revealing objectionable posters, possess or distribute pornographic materials, or use the Internet for viewing or distributing pornographic materials.

6. Health Care – The Health Center at Bergen Community College exists for the welfare of all who are a part of the Bergen Community College community. As the medical facility for the campus, the Health Center has the responsibility and the authority to respond to the medical needs of the individuals within the community. Given the responsibility to and for the individual student as well as the Bergen community at large, the school maintains the right to determine at any time in its sole discretion that a student may interrupt or terminate his/her attendance at Bergen Community College by virtue of any condition of the student’s health.

7. Technology and information resources are integral to the school’s mission. Students must understand and accept that access to the information resource environment is a privilege and must be used responsibly and respectfully. Students are expected to abide by the guideline/policies set forth in the catalog. Students are expected to check their e-mail and voice mail accounts each day. The Bergen Community College network does not imply or extend any privacy privileges.
Use of the school’s network or of sites such as MySpace, Facebook, etc. to threaten, bully, harass, slander, or embarrass any member of the community shall be considered a serious disciplinary infraction, as shall any deliberate attempt to gain unauthorized access to - or in any way manipulate information in any other person’s account. Depending on the particulars, the appropriate committee shall hear such cases and recommend disciplinary action to the Associate Dean of Student Services. Use of any Bergen Community College computer to deliver any messages that are disrespectful of others and contain hateful language is a breach of the students’ ability to be enrolled at the school and is subject to judicial action. The remedy for such hateful material may include expulsion from the school.

Code of Student Conduct
The Board of Trustees authorizes the President of the College to employ a disciplinary process to administer any campus disruption and to restore college function and prevent injury to persons or property. The college reserves the right to suspend or dismiss any student for justifiable cause. All students are governed by college rules and regulations. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places.

Students are required to attend hearings. Failure to do so will result in a hearing in absentee.

Sanctions
1. The following sanctions may be imposed upon any student found to have violated the student code:
   a. **Warning** – a notice in writing to the student stating that the student is violating or has violated institutional regulations.
   b. **Probation** – a written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of a period of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   c. **Loss of privileges** – denial of specific privileges for a designated period of time.
   d. **Fines** – previously established and published fines may be imposed.
   e. **Restitution** – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material assignments.
   f. **Discretionary sanctions** – work assignments, essays, service to the College or other related discretionary assignments.
   g. **College suspension** – separation of the student from the College for a designated period of time, after which the student is eligible to return.
   h. **College expulsion** – permanent separation of the student from the College.
   i. **Revocation of admission and/or degree** – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violations of college standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
   j. **Withholding degree** – Bergen Community College may withhold awarding a degree earned until the completion of the process of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than expulsion, revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student’s academic record but shall be part of the student’s disciplinary record.

Dismissal of Disruptive Students
Any student who exhibits any of the following disruptive behaviors may be dismissed from Bergen Community College or any of its programs, courses, or services.
1. The exhibition of any behavior that is disruptive or threatening to any member(s) of the College community including, but not limited to students, faculty, and staff.
2. The threat of bodily harm to oneself or others.
3. The exhibition of severely disoriented behavior and/or perceptions.
Students affected by this policy may appeal to the Vice President of Student Services. During such an appeal, professional assessments of the student's behavioral and/or psychological conditions from physicians or mental health professionals may be presented to the Vice President of Student Services for consideration of reinstatement or continued enrollment. Because of the potential damage to the student's reputation and to the student's social, academic and professional standing, all findings, proceedings, and correspondence under this policy will be kept strictly confidential. Such information will be accessible only to staff involved in the suspension or dismissal process, the student or the student's representative, or as provided under applicable law.

The Vice President of Student Services, with the appropriate consent of the student, his/her legal guardian, or family member, may refer a disruptive student for therapeutic assistance when the student is

1. being administratively withdrawn from Bergen Community College or any of its programs, courses, or services and;
2. is not currently receiving treatment for his/her disruptive behavior. Students withdrawn under this policy may be considered for re-enrollment by the Vice President of Student Services based on the recommendation of a licensed mental health professional.

**Administration of Disciplinary Procedures**

The Vice President of Student Services is the Chief Judicial Affairs Officer. The Vice President shall select an administrative designee to be the Director of Judicial Affairs. The Vice President's responsibility will be to maintain the integrity of the Judicial Affairs process, which will include the maintenance of accurate files, drafting letters, and training committee members. In the absence of the Vice President of Student Services, the Associate Dean of Student Services will act as Chief Judicial Affairs Officer.

**Special Accommodations**

A student may request a translator, sign language interpreter or note taker, if necessary, for any meeting, interview, and hearing related to enforcement of the policies and procedures set forth herein. A written request for special accommodation must be submitted to the Director of Judicial Affairs no later than five (5) regularly scheduled class days prior to an interview or hearing.

**Prior Judicial History**

If the Judicial Board determines the student has violated the policies and procedures of the College or the Student Senate, the Director of Judicial Affairs will provide the Committee with information concerning prior judicial sanction(s). This information will be used to assist the Board in recommending a fair and reasonable sanction.

**Complaints Warranting Immediate Action**

If it is determined by the Public Safety Department that a complaint of misconduct warrants immediate administrative response, the matter shall be referred to the Vice President of Student Services, or in his/her absence, the Associate Dean of Student Services. If the infraction warrants immediate attention, the Vice President may impose a judicial sanction. In all other instances, the matter will follow the judicial process as outlined herein.

**Disciplinary Process/Complaint**

Any member of the College community may file a complaint against a student. Reports of misconduct which violate the Bergen Community College’s “Code of Student Conduct” must be officially reported to the Department of Public Safety, Room L-154, (201) 447-7116 or (201) 447-9200; the Director of Judicial Affairs, Room A-115, (201) 447-7215 or the Office of the Vice President of Student Services, Room A-128B, (201) 447-7491. Complaints of sexual harassment of students by faculty and/or staff as well as by other students should be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. In those incidents involving violation of the Code of Student Conduct, the Public Safety Department will interview the affected parties, prepare the reports with supporting documentation, and forward them to the Vice President of Student Services. If a community member would like to discuss their complaint before filing a report, the Vice President of Student Services will be available for consultation. When the College itself is a victim of the act, the College reserves the right to institute criminal and/or civil proceedings against a student.
**Interim Suspensions**
In certain circumstances, the Associate Dean of Student Services or a designee may impose a college suspension prior to the Judicial Board hearing.

1. Interim suspension may be imposed only:
   - To ensure the safety and well-being of members of the College community or preservation of property.
   - To ensure the student’s own physical or emotional safety and well being.
   - If the student poses an ongoing threat of disruption to, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Director of Student Life and Judicial Affairs may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule up to and through a Judicial Board hearing, if required.

**Judicial Board Membership**
The Board membership will be appointed by the Vice President of Student Services, in consultation with the President of the College.

**Notice of Student Judicial Hearing**
A written notice of the judicial hearing shall be sent to all parties involved no later than ten (10) regularly scheduled class days after a determination that a hearing shall be held. The notice shall contain:

1. The time, date and location of the hearing;
2. A list of the charges being brought against the student, including the rule or regulation he/she is charged with violating;
3. A statement of rights:
   a. To present his/her side of story; and
   b. To present witnesses and evidence on his/her behalf which are relevant to the charge(s).

**Waiver of Student Judicial Committee Hearing**
A student may waive his/her right to a judicial hearing in writing submitted to the Director of Judicial Affairs, no later than five (5) regularly scheduled class days before a hearing. If warranted, the student will be informed within (10) regularly scheduled class days of the sanction imposed for the violation. In such cases, the sanctions will be determined and imposed by the Director of Judicial Affairs.

**Responsible Plea**
If the student pleads responsible, the student filing the complaint and any witnesses will be dismissed. The charged student will be asked to present any extenuating circumstances, which might be pertinent to the complaint. The student will be informed that the Board, after reviewing his/her judicial file, will forward its recommendations to the Director of Judicial Affairs. The Director of Student Life and Judicial Affairs, in consultation with the Associate Dean of Student Services, will administer and forward a Letter of Sanction after the recommendation has been received by the Vice President of Student Services for sanction review.

**Not Responsible Plea**
If the student pleads not responsible, the following procedure will be employed:

1. The Chair will ask the person filing the complaint to state their reason for filing the complaint. The Board will have the opportunity to ask questions and to recall the witness;
2. The Chair will ask the student accused to give his/her statement. The Board will have the opportunity to ask questions and to recall the witness;
3. The Chair will call all witnesses individually into the hearing. The witnesses will be asked to give a brief statement and the Board will have the opportunity to ask questions and to recall witnesses;

4. Once all parties have made their statements, the Chair will dismiss the participants for Board deliberation. After the Board has reached its decision, the Chair, if permitted by this policy, will disclose to the Board information concerning prior judicial record;

5. If the Board determines that the student is responsible, the Board will forward its recommendation for sanctions to the Director of Judicial Affairs;

6. The Director of Judicial Affairs, in consultation with the Associate Dean of Student Services, will send a Letter of Sanction to the student by certified mail return receipt requested and first class mail;

7. If the Board determines that the student is not responsible, the complaint will be dismissed and a Letter of Notification of the Board’s determination will be sent to the student by certified mail return receipt requested and first class mail.

**Appeal Process**

If the student wishes to appeal a sanction, a written request of appeal must be submitted to the Vice President of Student Services no later than five (5) regularly scheduled class days after the hearing or after receiving notice of sanction mailed certified. After consultation with the Vice President of Student Services, the Associate Dean of Student Services will inform the student concerning the status of his/her request for appeal no later than ten (10) regularly scheduled class days after the recommendation has been received by the Vice President of Student Services. If an appeal hearing is warranted, the Vice President of Student Services will:

1. Read the charges;
2. Read the Board findings and recommendations;
3. Ask the student to state the reason for the appeal;
4. Excuse the student while the matter is deliberated/considered;
5. Inform the student that he/she is upholding or amending the original decision of the Judicial Board.

If the sanction is amended, the Vice President of Student Services will replace the existing sanction letter, with an amended sanction letter.

Note: All letters will be sent to the student’s address as it appears in the most current student record. It is the responsibility of the student to maintain current information with the College. All letters will be sent through both registered and first-class mail when appropriate.

**Referrals**

Once a report has been received, the Director of Judicial Affairs will initiate one of the following actions:

1. If the allegation(s) does not warrant disciplinary action, the parties involved will be notified in writing that the matter is closed and that no further action will be taken; or
2. Notify all parties involved that a formal Judicial Hearing will be held.

**Notification of Complaint Dismissal**

If it is determined by the Director of Judicial Affairs that the allegation(s) do not warrant judicial review, the person filing the complaint will be notified in writing that the complaint has been dismissed and the reason for dismissal shall be indicated within the notification.

**Academic Dishonesty**

Bergen Community College is committed to academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take
appropriate measures to discourage academic dishonesty. The College recognizes the following general categories of violations of academic integrity.

Academic integrity is violated whenever a student does one or more of the following:

A. Uses unauthorized assistance in any academic work
   • Copies from another student’s exam
   • Uses notes, books, electronic devices or other aids of any kind during an exam when doing so is prohibited
   • Steals an exam or possesses a stolen copy of any exam

B. Gives unauthorized assistance to another student
   • Completes a graded academic activity or takes an exam for someone else
   • Gives answers to or shares answers with another student before or during an exam or other graded academic activity
   • Shares answers during an exam by using a system of signals

C. Fabricates data in support of an academic assignment
   • Cites sources that do not exist
   • Cites sources that were not used
   • Submits any academic assignment which contains falsified or fabricated data or results

D. Inappropriately or unethically uses technological means to gain academic advantage
   • Inappropriately or unethically acquires material via the Internet or by any other means
   • Uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

E. Commits plagiarism
   • Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else’s words, opinions, or ideas and claiming them as one’s own. Examples of plagiarism include instances in which a student:
     • Knowingly represents the work of others as his/her own
     • Represents previously completed academic work as current
     • Submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
     • Uses another author’s exact words without enclosing them in quotation marks and citing them appropriately
     • Paraphrases or summarizes another author’s words without citing the source appropriately

Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Consequences of Violations of Academic Integrity

A. Instructor’s Sanctions for a Violation
   The faculty member will determine the course of action to be followed. This may include:
   • Assigning a failing grade on the assignment
   • Assigning a lower final course grade
   • Failing the student in the course
   • Other penalties appropriate to the violation

   In all cases, the instructor shall notify the Vice President of Student Services of the violation and the penalty imposed. The student has the right to appeal the decision of the instructor to the appropriate department head.

B. Institutional Sanctions for Violations
   When a violation of academic integrity has been reported regarding a student, the Vice President of Student Services may impose disciplinary penalties beyond those imposed by the course instructor, which may include suspension or dismissal from the College. The student shall have the right to a hearing before the Vice President of Student Services or a designated
judicial affairs committee. Judicial procedures governing violations of academic integrity are contained in the student handbook.

**Procedure for Student Complaints about Faculty**

A student raising a complaint or concern about an individual or faculty member may discuss the matter with the involved faculty member.

1. If the matter is not resolved as a result of the student’s discussion with the individual faculty member, or if the student chooses not to have a discussion with the individual faculty member, the student may then bring the matter to the appropriate department head.
2. The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).
3. The student will be informed by the department head as to the outcome. If the student is still not satisfied, the student may put the complaint in writing addressed to the appropriate divisional dean.
4. The matter then becomes a formal complaint or concern and will be dealt with as such.
   a. Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.
   b. Counselors from the Counseling Center may be consulted by any involved party.
   c. Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.
5. If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

**Acceptable Use of Information Technology Resources**

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College’s information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

**Administrative Guidelines, Regulations, and Procedures**

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

**Acceptable and Unacceptable Use**

Because of the richness of the Internet and the College’s information technology resources, it is not possible to catalogue exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties. In deciding what is and is not an acceptable use, there are two overriding principles:

1. the College’s information technology and telecommunication resources exist to support the College’s mission, and
2. the College is committed to ensuring a positive learning environment for all members of its community.
Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, or designed to denigrate members of the College community.

Acceptable Use

- Gathering and providing research material and data
- Analyzing research data
- Preparing course materials
- Completing class and homework assignments
- Enhancing coursework
- Enhancing educational approaches and teaching methods
- Obtaining and disseminating college related knowledge
- Developing and administering targeted demographic surveys
- Using WebAdvisor to register online for courses or to access information about one’s own academic performance
- Using Datatel’s Colleague or other institutional software within the scope of one’s normal duties

Unacceptable Use

- Using the network for gambling, any other illegal activity, or any activity prohibited by the College’s acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts
- Using the College systems for commercial or profit-making purposes
- Altering system software or hacking in any form
- Gaining unauthorized access to resource entities, including use of others’ passwords
- Invading the privacy of individuals
- Posting anonymous messages
- Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail
- Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage)
- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College
- Creating and using individual web pages not primarily focused on the mission of the College
- Using Web Advisor to access information about someone other than oneself
- Accessing data or making use of data in Datatel’s Colleague or other administrative systems software not relevant to the scope of one’s job responsibilities

Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise “to hack” are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security will be subject to disciplinary action, including suspension and dismissal.

E-Mail Accounts

Students enrolled in credit courses or programs may request an e-mail account through the College’s Website. Generally, e-
mail accounts are closed when the student is no longer enrolled. The College may choose to extend e-mail privileges to students during periods of stop-out.

Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees who are aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or “hacking”) are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists they should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings. According to the US Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

Bergen Community College Website Guidelines

Bergen Community College encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the College community may have Web pages on the Bergen Community College servers. All Web page developers are expected to act responsibly and to adhere to both the Bergen Community College Acceptable Technology Use Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the College community will

1. obey all applicable federal, state, and local laws, including copyright law;
2. adhere to fair use guidelines;
3. give proper attribution of any sources;
4. not use college hardware, software, or communications for personal profit; and
5. not place any information on the Web pages which reflects negatively on the College or any member of its community.

Further, all Web page developers are expected to make every effort to ensure that the Bergen Community College Web site, and all pages contained within it, is accessible to the visually impaired. The College has the right to monitor all Web pages placed on its servers and remove any that violate the College's guidelines or procedures. Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

Official Web Pages

In the following procedures an official page is defined as one which primarily contains information normally found in the College catalog, such as courses of study, and course descriptions.

Bergen Community College Home Page

The Bergen Community College homepage is the College’s principal Website. It is the responsibility of the Office of Public Relations to establish style and appearance guidelines for the home page and other official pages. Any information to be included on the official college home page is to be approved by and routed through the Office of Public Relations.

Division, Department, and Curriculum Web pages

Each division, department, and curriculum is expected to have its own home page. These home pages will be links from the Bergen Community College home page. These home pages are to have a designated Web site manager, who is identified on the Web site by name, office, and e-mail address; are to be updated on a regular basis so that all information is relevant, timely, and appropriate; contain the date created or last revised; have appropriate releases or copyright permissions for all
photographs, artwork, or text; follow the style guide established by the Office of Public Relations for use of Bergen Community College logo, fonts, and overall layout; verify and update all links regularly; be approved initially by the Office of Public Relations before being uploaded to the College servers. Division, Department, and Curriculum home pages will be limited by the resources available. Subsequent alterations and additions to the Division, Department, and Curriculum home pages are subject to periodic review by the Office of Public Relations.

“Unofficial” Web Pages

Faculty / Staff and Course Home Pages

Full-time and adjunct faculty and staff are encouraged to have their own home pages. When developing home pages, faculty and staff are to adhere to the following: Pages should be professional, not personal. Pages should not refer in any way whatsoever to any personal profit making enterprise such as private practice, or consulting. There must be signed releases or copyright permissions for any artwork, photographs, video or audio segments, or quoted text.

Pages should fully identify the faculty or staff member, giving name, position, office location, office phone number, and e-mail address. It is suggested that the Web page also include work schedules or office hours. Other appropriate information may be publications, presentations, and professional affiliations. If the page links to a personal home page, the faculty or staff member is responsible for the appropriateness of the information on the personal home page. Pages may not contain any material that in any way violates federal, state, or local law or material that reflects negatively on the College or any member of its community. All information on the home pages is to be timely and relevant. Pages should be updated regularly and links checked for accuracy. Faculty are also encouraged to develop course Web sites, with information such as course outlines, student assignments, lecture notes, PowerPoint presentations, and homework answers. Faculty, staff, and course pages may be limited by available resources. Faculty who need assistance developing a home page or course Websites should consult the Center for Instructional Technology. Staff members who need assistance with Web pages should consult the Department of Information Technology. Staff in either of these offices can assist the faculty or staff members in uploading pages to the server or provide instructions for the faculty or staff members to do so themselves.

Student Organization Pages

Official student organizations recognized by the Office of Student Life, may have home pages on a Bergen Community College server. Student organizations that wish to have a page loaded on the servers must have approval from the Director of Student Life; designate a member of the club as Web page manager and the Web page manager must be identified on the page; commit to updating all information in a timely fashion; obey all federal, state, and local laws, including copyright law; adhere to fair use guidelines; and give proper attribution of any sources; not post anything which reflects negatively on the College or any member of its community; verify regularly that all links from their page are active. Club home pages will be limited by available resources.

Individual Student Pages

Individual students may only have home pages on the Bergen Community College server when required as part of a course. The faculty member for the course is responsible for establishing standards for student web pages and for ensuring that students have adhered to these standards before the pages are uploaded to the Bergen Community College servers. Student home pages will be limited by available resources.
Academic and Student Facilities

Bergen continues to renovate and add facilities to serve the needs of its students and the general public. These include the Sidney J. Silverman Library, the Anna Maria Ciccone Theatre and the Pitkin Education Center.

Academic and Student Facilities

Anna Maria Ciccone Theatre and Performing Arts Series

The Anna Maria Ciccone Theatre accommodates an audience of 300 and serves a wide range of performing arts. Most importantly, the theatre serves as an environment where students develop their skills in a full range of theatre crafts. The Ciccone Theatre is equipped with a state-of-the-art computerized lighting and sound systems. The Ciccone Theatre contains all of the necessary support spaces, including dressing rooms, rehearsal space, administrative office space, and workshop areas for scenery, props, wardrobe, and lighting.

While the primary purpose of the theatre is to meet the educational needs of Bergen students, the facility also serves as a showcase for the performing arts. Dance, theatre, and music groups perform regularly in the theatre. The Office of Community and Cultural Affairs oversees the College’s Performing Arts Series, which provides a diverse range of cultural events for the campus community and the general public. The 10-month season offers Family Fun matinees, weekend evening performances, and Sunday Sounds concerts. Up to 30 professional performances are held annually as well as productions and recitals by the academic performing arts division. Detailed season brochures provide complete information on all of the College’s cultural offerings, and are available in Room A-130, on the College’s main campus in Paramus, or by calling (201) 447-7428.

Sidney Silverman Library

Main Building, Pitkin Education Center, L-wing, 2nd Floor.
Paramus Library Hours: (201) 447-7131 or visit http://www.bergen.edu/library/calendar/gcal.htm
Paramus Service Desk: (201) 447-7970
Meadowlands Location: 1280 Wall Street, Lyndhurst 2nd Floor
Meadowlands Library Hours: http://www.bergen.edu/library/calendar/gcal.htm
Meadowlands Service Desk: (201) 301-9692
www.bergen.edu/library

Reference Network/Computer Services
The Library offers networked computers with high-speed Internet access, wireless access (non-networked), and specialized student computer labs. Priority on Library computers is given to Bergen Community College students engaged in course-related work.

Help for Students
Experienced library staff is available during regularly scheduled hours to help students and to offer guidance in using the Library’s extensive collection of print and electronic resources.

Library Instruction
The Library works in partnership with classroom faculty to provide students with instruction in basic research techniques and database searching.

Library Collection
Library materials are selected with consideration for the diverse educational needs and interests of students, faculty and staff. The collection contains books, newspapers, journals, and extensive electronic holdings available 24/7, via the Library’s Website.

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Media Services
The Library collection also includes a full range of DVDs and CDs on a variety of subjects. Students are encouraged to use this collection, along with equipment for classroom presentations.

Other Services
Adaptive equipment is available for students with special needs and includes text magnifiers and workstations equipped with screen magnification and screen reading software. The Library also has an extensive collection of close-captioned videos.

Instructional Facilities and Services

Academic Advising Center
The Academic Advising Center, located in the Pitkin Education Center, Room A-101, on the College’s main campus in Paramus, (201) 612-5480, assists students with information about Basic Skills Tests results and required courses, degree program requirements, selecting courses and developing a schedule of classes, and other important information regarding academic progress and College policies and procedures.

The goals of the Academic Advising Center are to:

- Provide accurate information about institutional policies, procedures, resources, and programs.
- Assist students in their consideration of life goals by relating interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
- Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternate career considerations, and selection of courses).
- Assist students in developing decision-making skills.
- Assist students in evaluation of their progress toward established goals and educational plans.
- Guide the student toward accepting responsibility for mature academic decision making.
- Make referrals to other institutional or community support services.
- Integrate the resources and expertise of the teaching and counseling faculty.
- Provide an on-going, in-service training program for all individuals involved in the delivery of academic advisement services.

The Faculty Advisors are available on a drop-in basis and help students interpret the Program Evaluation, which is available on WebAdvisor at go.bergen.edu.

Assistive Technology Laboratory
The Assistive Technology Training Lab is located next to the Office of Specialized Services in RM L-120 in the Pitkin Education Center. The lab provides training and access to hardware and software applications that facilitate access for individuals with disabilities. For more information, please visit our website at www.bergen.edu/oss.

Health Professions and Nursing Facilities
Each health care curriculum is supported by extensive facilities including X-ray and ultrasound units, hospital laboratory equipment, a dental hygiene clinic, a surgical technology laboratory, and the Veterinary Technology Surgical Nursing Center.

Applied Music Studios
The music program maintains a complete applied music program, where traditional private music lessons for all instruments are taught in West Hall, Rooms 228, 229, 230, and 231, on the College’s main campus in Paramus. The applied music studios are fully equipped and acoustically sound proof.
Art Facilities
The Art Program maintains several studios and labs for teaching traditional and electronic media. (See: Computer Graphics Lab, Fine Arts Studio, Multimedia Lab, and Photography Labs).

Center for the Study of Intercultural Understanding (CSIU)
The Center for the Study of Intercultural Understanding (CSIU) promotes a greater understanding and appreciation of diverse cultures through better communication and critical thinking skills. Originally introduced at the College as the Center of International Study in 1979, the CSIU is committed to the study of diversity and global issues. Current CSIU initiatives include a research study on the United Nations’ Millennium Development Goals, a diversity seminar on human rights, citizenship and liberal education and the promotion of intercultural awareness with students and professors through dialogue. Dozens of Bergen faculty participate in the CSIU committee charged with shaping the organization’s scope and programs.

Child Development Center
The Child Development Center in Ender Hall is a unique laboratory school, licensed by the Division of Youth and Family Services, to provide care for children ages two-and-one-half to six-years old. The Center is staffed by teachers certified in Early Childhood Education and student interns enrolled in the associate degree program in Early Childhood Education. A comprehensive renovation in 1997 expanded and upgraded the facility by adding three new classrooms, computers, and a one-way observation room so that students can view classroom operations.

Computer Facilities
Bergen Community College is committed to providing all students with appropriate access to modern technology. All labs are equipped with state-of-the-art computers loaded with the Microsoft Office Suite and curriculum specific software, as appropriate. Many students choose majors or courses where computer hardware or software is the topic being studied. Many more students make use of computers in learning topics like Math, English, World Languages, Visual Arts, Engineering, Drafting, Culinary Arts, Communication, Nursing, and Sociology. Multimedia software and the Internet provide faculty and students with new ways to interact and to better understand many concepts and real world experiences, complementing traditional teaching methods.

Bergen has over 50 networked computer labs and classrooms designed with a computer workstation for each student. There are additional specialized and smaller facilities for specific disciplines. Also, over 110 classrooms are equipped with projection systems and computer workstations at the faculty work station. All classrooms are Internet accessible. The Library has an extensive network of computers to support student learning and research. Many classes meet regularly in computer-equipped facilities. There are also free-time computing labs open up to 14 hours a day, available to all currently enrolled Bergen students. In addition, the College hosts course-related Web pages for students enrolled in certain Web development courses.

Computer Graphics Lab
The Computer Graphics Lab, located in Room W-319 on the College’s main campus in Paramus, is equipped with 25 iMacs® for instruction in computer print and Web graphics and design. Each workstation has the Adobe Creative Suite, Macromedia Studio, QuarkXPress, and Corel Painter. The lab also is equipped for high-volume color network printing and flatbed scanning. Additionally, iMacs® are available in Free Time Lab, Room W-215, to support Apple software-based applications.

Educational Broadcast Center
The Educational Broadcast Center (EBC) provides students with a learning laboratory, which expands their talents in the media field. The center includes a student television studio, a full scale High Definition (HD) television production studio, a radio lab, and editing suites. The EBC is used by students in broadcasting and mass communications courses. The College produces educational television programs, programs for the community, and provides the facilities for commercial television productions. The College also manages and provides programming for Torch Television, Channel 26, on the Verizon FIOS network in Bergen County.
The Emil Buehler Trust Observatory
The Emil Buehler Trust Observatory, located in the Technology Education Center, is equipped with two permanent 16-inch reflecting telescopes and a third 16-inch portable telescope for disabled students. The new observatory is made available to the community at large and supplements the outstanding resources of the Buehler Challenger Space and Science Center, also located on the College’s main campus in Paramus.

Fine Arts Studio
The Natural Media Lab, in Room W-326, is a spacious fine arts studio with skylight for the Art Program’s courses in drawing, life drawing, and painting.

Greenhouse
A new 2500-square foot Greenhouse Complex, in Ender Hall, features four different computer controlled environments, simulating conditions, ranging from hot, dry desert sands to the tropical rain forest. The Greenhouse displays the diversity of plant life around the world. The complex includes a propagation room for cuttings and grafts and a large work area for class projects. The Greenhouse serves students in botany, plant science, interior landscaping greenhouse management, and plant propagation. Students studying in greenhouse production courses have the opportunity to grow a variety of flower and vegetable crops. The Hotel/Restaurant program uses a section of the Greenhouse to grow fresh herbs for culinary use.

Hotel/Restaurant Labs
Having two fully equipped laboratory kitchens in two buildings, with separate dry food storage rooms, a full-service dining room with a restaurant size ware-washing room in one, and a fully equipped student-operated cafeteria in the other, permits students in Hotel/Restaurant/Hospitality Programs to gain professional experience in management, food production and service, and the culinary arts. Commercial food service equipment includes: convection ovens, professional eight-burner ranges with ovens, professional pressure-steamers, dry food storage rooms, broiling units, tilting fry pan, steam-jacketed kettles, Hobart mixing machines, a vertical cutter/mixer, food chopper, combination microwave-convection ovens, reach in and walk-in, six-door commercial refrigerators and freezers. It also is equipped with professional steam tables, restaurant stainless steel work-tables and a restaurant size ice-making machine.

Video Conference Centers
The interactive classrooms in West Hall and in the Technology Education Center electronically link Bergen to classrooms in area high schools, colleges, and to satellite downlinks. Through these facilities, the College participates in national teleconferences and offers multi-college classes in areas such as Veterinary Technology.

Laboratory Theatre
The Laboratory Theatre, located in Ender Hall, presents comedy, drama, dance, and original works by theater groups and community dance companies of Bergen County. In addition, student productions also are presented throughout the fall and spring semesters.

Developmental Math Center
The Developmental Math Center offers tutorial services for students enrolled in Developmental Mathematics courses. Students who need assistance with homework or with preparation for developmental math tests may use the services of the Developmental Math Center. Many students find it helpful to have a math faculty member available to answer questions which may arise. The Center is the primary location for Developmental Math retests. The Developmental Math Center is located in Rooms L-127 and L-128, on the College’s main campus in Paramus. The Center’s hours are posted on its window.

Multimedia Labs
The West Hall Multimedia Labs, located in Rooms W-211 and W317 on the College’s main campus in Paramus, are high-tech multimedia centers for teaching computer animation, video editing, electronic music, audio mixing and orchestration, and video game design. The Multimedia Labs provide art, music and broadcasting students with exciting opportunities for cutting-edge experimentation in 2D and 3D computer animation, video post production, DVD authoring, and in all areas of computer generated music composition and performance. The HP xw8400 workstations
are loaded with Avid Softimage XSI, Avid Media Composer, Adobe Video Production Studio, Macromedia Flash, Corel Painter, Avid ProTools, Sound Forge, Reason, and Cakewalk Sonar. Each station is connected to the College’s Avid ISIS media server and has access to Avid Mojo and M-Powered equipment. The labs each contain synthesizers/samplers in which music students create their own compositions using the latest technology involving sequencing, editing, and mixing, to a final CD of their own music.

**Online Writing Lab (OWL)**
The Bergen Online Writing Lab (OWL) is a Website designed to help students and faculty at all stages of the writing process. The OWL contains links to sites on effective reading and writing strategies, writing across the curriculum and in various disciplines, research strategies and research writing, and business writing. The OWL also functions as a resource for faculty looking for ideas and support in teaching writing.

**Photography Labs**
The Art Program offers both traditional and digital Photography. The Photography Lab maintains a black and white traditional darkroom with 15 enlargers in Rooms S-258 and S-256, on the College’s main campus in Paramus. The Digital Photography Lab in S-258 includes nine iMac computer stations, which serve as digital darkrooms and large format color inkjet photo printers.

**Piano Labs**
The Piano Lab, located in Room W-210 on the main campus in Paramus, is the College Center of Piano Pedagogy. In this lab, beginning to advanced-level group piano courses are taught on 13 piano synthesizers. The lab also features a grand piano for master classes and pedagogical demonstration. The Piano Lab also is equipped with a number of computers loaded with software for music printing, theory, and ear-training. A second Piano Lab, Room W-211, with 17 new synthesizers also is available for student practice.

**Recital Hall**
The Recital Hall, located in Room W-226, accommodates an audience of 100 and serves as a music and lecture/performance hall. The hall, which features a concert grand piano, also is equipped, with the latest in recording equipment and lighting systems.

**Recording Studio**
The West Hall Recording Studio is the primary live tracking facility incorporating all aspects of digital recording, composition, sound design, MIDI, and audio editing. It features a fully automated console, digital mixer, Pro Tools HD system, and various outboard processing devices, samplers and synthesizers. The studio utilizes the adjoining Recital Hall for “live” studio recording as well as the recording of all concert events during the course of the year. The multimedia labs, along with the recording suite, offer students the maximum flexibility for creative activity, while simultaneously serving as learning laboratories in applying continuously changing technology to the art of music. Projects in film, audio, video post-production, and integration with animation, radio, and the new game design programs are finalized in the recording studio.

**Stryker Manufacturing Lab**
Located in the Technology Education Center, the Stryker Manufacturing Lab, adjoined by two Computer Aided Drafting and Design labs, houses computerized milling and turning equipment, a model shop, and a meteorology station. In this simulated manufacturing laboratory, students are able to follow a high-tech manufacturing workflow, from developing a design through crafting and testing the prototype, to actual manufacture of the commodity.

**Surgical Technology Laboratory**
A $573,300 High-Tech Workforce Excellence Grant, awarded by the New Jersey Commission on Higher Education, provided funding to create and equip a simulated high technology operating room, used to train students in the Surgical Technology Certificate Program on the equipment and instruments used in medical facilities. The laboratory is located in Room S-240 on the main campus in Paramus.
Technology Education Center
The two-story, 50,000-square-foot Technology Education Center features the state-of-the-art Moses Family Meeting and Training Center, a simulated manufacturing lab, six computer labs, two computer-aided drafting and design (CADD) labs, an interactive television and videoconference classroom, and a two-domed observatory. Wireless technologies are used throughout the Center.

Testing Services
The Office of Testing Services (OTS) located in Room S-127, on the main campus in Paramus, offers a variety of testing services. Among the tests administered are the English and Mathematics Basic Skills Tests; the Levels of English Proficiency Test; challenge, proficiency, and credit-by-examination tests in a number of subject areas; instructional make-up tests; online course tests; and special accommodation tests

The Henry and Edith Cerullo Learning Assistance Center
The Tutoring Center, English Language Resource Center, Math Walk-In Center and Writing Center are collectively known as the Henry and Edith Cerullo Learning Assistance Center. The Cerullo Learning Assistance Center is located in the Pitkin Education Building, in Room L-125. The telephone number is (201) 447-7489.

English Language Resource Center
The English Language Resource Center, located in Ender Hall, Room 156, provides help to students whose native language is not English. The Center assists students to become proficient in English through individual tutoring, multimedia computer programs, and a lending library of books, audio CD’s, and DVD’s.

The English Language Resource Center also offers English-as-a-Second Language (ESL) conversation groups and specialized language skill workshops. The Center is open when classes are in session for day and evening hours. The telephone number is (201) 612-5292.

Math Walk-In Center
The Math Walk-In Center is located in the Pitkin Education Building, in Room L-127, on the main campus in Paramus, and provides encouraging support for remedial math and algebra students. Students may attend the Center to supplement their one-on-one appointments or address any last minute questions that do not require a full-hour. The Center is located in a comprehensive technology center; the software is linked to current textbooks and provides a bridge with the classroom experience. The Center’s staff is comprised of experienced math tutors and faculty assistance during designated times. The tutors serve as lab monitors to provide one-on-one computer assisted instruction to students on a drop-in basis. Tutors also address any brief homework, assignment or lecture related questions. The Math Walk-In Center is open when classes are in session. For more information, please go to the Cerullo Learning Assistance Center, Room L-125, or call (201) 447-7489.

Henry and Edith Cerullo Learning Assistance Center
The Learning Assistance Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at the College. The Center provides alternative approaches to problem solving and organizational skills. Tutors help clarify classroom lectures and textbooks and help students prepare for exams. These services build student self-confidence and reduce fear of failure. The Center is equipped with the latest technology and software, including tapes, books, review sheets, exercises and software programs.

The Center provides free online tutoring through SMARTTHINKING for all Bergen students. Please apply for a SMARTTHINKING account by filling out a paper application at the Learning Assistance Center.

The Center’s success is due to the collaboration of the Center’s staff members, tutors, faculty, counselors and administrators. The Center is located in the Pitkin Education Building, Room L-125, on the main campus in Paramus; the telephone number is (201) 447-7489.
Writing Center
The Writing Center, located in the Learning Assistance Center L-125, on the main campus in Paramus, is home to a thriving community of writers. Writers work closely with peer and professional tutors on all facets of the writing process, from the development of and refining of ideas, to revising papers to practicing effective self-editing strategies. Tutors offer a supportive, challenging writing environment in which students can work to master critical thinking in all their assignments, take intellectual risks, and learn to do academic research, reading, and writing. The Center offers assistance in reading and writing across the curriculum, as well as supporting students producing reading and writing as part of English basic skills, composition and literature courses at all levels in the College. The Center also is a resource for faculty who want to workshop their own writing and teaching for their classes or their own professional projects, such as grant proposals, dissertations, or publications. The Writing Center is staffed by peer and professional writing tutors who receive ongoing training in writing and tutoring pedagogy by the Center’s full-time administrator, who has a masters in English Literature and Education. The telephone number for the Writing Center is (201) 447-7489. See also, the Online Writing Lab (OWL), an extension of the Writing Center.

Student Facilities and Services

Athletic Facilities
The College athletic facilities include a gym, pool, six outdoor tennis courts, weight rooms, an eight-lane track, soccer, baseball, and softball fields, and access to the nine-hole county golf course adjacent to the campus. In addition, a fitness parcour is located around the grounds of the campus, and there is a Fitness Center in Room S-128 on the main campus in Paramus.

Auditorium
The auditorium is located in the Student Center, in Room A-104, on the main campus in Paramus, and accommodates an audience of 100. The auditorium is used by faculty and student groups for lectures, film series, video conferences, and hosts many of the Student Activities Board’s events.

Bookstore
Required textbooks, notebooks, and student supplies may be obtained in the College bookstore, located on the main floor of the Pitkin Education Center. The bookstore will buy back most textbooks anytime except the first two weeks of classes. Prices paid depend on whether books will be used for the current or following terms. The bookstore telephone number is (201) 445-7174.

The bookstore accepts personal checks, with two forms of matching ID. Both forms of ID must have the same address that is imprinted on the check. Checks must be imprinted; starter checks are not accepted. There is a $25 charge for any check returned to the bookstore by the bank. Visa, MasterCard, American Express, Discover, and money orders are accepted for payment.

Textbooks may be returned under the following conditions: All returns must be accompanied by a sales receipt, no exceptions. Textbooks in resalable condition may be refunded with a valid receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy. In addition, upon proof of drop/add, textbook returns from students, who have dropped a course, will be accepted up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first. A book must be in original condition and a receipt must be present. There will be no refunds on study aids, such as Cliff Notes, dissection kits, calculators, and office supplies. Refunds on purchases by check will be given after ten business days, allowing for the check to clear. Students may find out the cost of textbooks and order books on line at www.efollett.com. The books will be shipped directly to the student. Students should allow five to seven business days for their books to be delivered, especially during the beginning of each semester when book purchases are at their peak.

Bookstore Hours (Subject to change)
Fall and Spring
Mon-Thurs 9:00 a.m. to 7:00 p.m.
Mon-Thurs (no classes in session) 9:00 a.m. to 5:00 p.m.
Friday (if the building is open) 9:00 a.m. to 3:00 p.m.
Friday (if the building is closed) CLOSED

Bookstore Summer Hours
Mondays (Summer Sessions) 9:00 a.m. to 6:00 p.m.
Tues-Thurs (Summer Sessions) 9:00 a.m. to 5:00 p.m.
Mon-Thurs (no classes in session) 9:00 a.m. to 5:00 p.m.
Friday (if the building is open) 9:00 a.m. to 3:00 p.m.
Friday (if the building is closed) CLOSED

Child Development Center
The Child Development Center, in Ender Hall, is available to Bergen students and employees, as well as residents of Bergen County. The center is designed for children two-and-one-half to six years old and is open from 7:45 a.m. to 5:30 p.m. daily. It is licensed by the State of New Jersey and staffed by full-time teachers and interns from the College’s Early Childhood Education Program. Children may be enrolled on a full-time, part-time, or drop-in basis.

The Center for Student Success
The Center for Student Success, Pitkin Education Center, Room A-118; (201) 447-7211 has a staff of professional counselors who offer a wide variety of services for students.

Academic Counselors assist students in selecting programs of study that are appropriate for their personal and professional goals. Students and counselors work together to choose a program of study that is suitable to the student’s needs, based on factors such as academic status and history, professional goals, and educational backgrounds. Workshops and literature are provided to support students with their academic goals.

Transfer Counselors assist students by providing information about the transferability of courses taken at Bergen, articulation agreements with four-year colleges, and the transfer process. In addition, they lead Transfer Workshops, organize Transfer Fairs, and provide transfer resources for the students. Transfer counselors are available by appointment in the Counseling Center, Room A-118, on the main campus in Paramus.

Students are advised to attend a Transfer Information Session early in their academic career. These sessions are offered four times each semester and deal with the basics of choosing courses and how courses will transfer to other institutions.

Two Transfer Fairs are held each year. In the fall, representatives from over 50 colleges—both in-state and out-of-state—attend, and in the spring, representatives from local New York and New Jersey colleges attend. Throughout the year, representatives from many colleges are on-campus for individual visits and several colleges hold individual information sessions for students.

Transfer information and resources are available to students both online and at the Counseling Center. Available materials include the “Transfer Guide,” the “Transfer Connection” (a check-list of procedures for the actual application), “ARTIFACTS” (a list of all of Bergen’s agreements with other colleges and the benefits for students), and “Best Bets”—guidelines which help students select the proper classes for transferring to specific colleges and universities. Also available are guidelines for specific majors detailing course and GPA requirements for direct transfer to the same major at another institution. Applications and course catalogs for other colleges are available on their Websites.

Personal Counselors provide students with a safe and confidential atmosphere where they have an opportunity to talk about their individual concerns. The personal counselors will help students understand themselves, explore
alternatives, reach a decision, or feel better about coping with problems. When appropriate, a student may be referred to outside agencies. Personal Counselors provide personal enrichment literature and they coordinate personal development workshops.

**Career Counselors** help students develop an understanding of themselves; they guide students in selecting an academic program, choosing a career path, and preparing for employment. The Center also offers interest assessment and vocational inventories. They are easy to use and provide students with a realistic view of educational and career options for their future success. Throughout the year, there are many workshops and special events, designed to help students to move forward by transferring to a four-year school or into a career.

**Service Learning** is academically-based community service. While studying theory and course content in their classes, students have the opportunity to contribute to the community by working in a community-based organization or nonprofit agency. Students participate in Service Learning by choosing this option offered in a number of academic courses each semester and then select an assignment with a community partner organization, which corresponds to their course content. Students have worked with social service organizations, government agencies, hospitals, mental health centers, schools and many other organizations and agencies. For further information, please call (201) 447-7171 or visit the Center, located in Room A-118 on the main campus in Paramus.

**Cooperative Education** is an academic program that provides students the opportunity to apply classroom learning to practical work experiences. Each year several hundred students and employers participate in this experiential learning program that provides students with meaningful and valuable learning, as well as an opportunity to obtain specific skills related to career goals. On campus, students continue their usual academic program and participate in a Co-op seminar in which they explore the relationship between academics and day-to-day work situations. Students receive academic credit for successful completion of the Co-op Work Experience.

To be eligible, a student must have fulfilled the prerequisite requirement(s) of the Co-op course. Interested students should meet with a counselor and obtain assistance in locating positions related to their educational and career goals. For information, please call (201) 447-7171, or visit the Center located in Room A-118.

**Employment Services** are available to students needing a part-time or summer job to pay expenses or a full-time position upon graduation. Students can use the current listing of employment opportunities on CollegeCentral.com, attend a job fair, and/or participate in on-campus recruiting. Assistance with resume writing, interviewing skills, and job search strategies on an individual and/or group basis is provided for students.

**College and Employment Recruitment** is offered throughout the fall and spring semesters in front of the Cafeteria and in the Student Center. Transfer Fairs, Job Fairs, and Volunteer Fairs are some of the events that are sponsored by the Center.

**Federal Work Study**
Each year student aides work on-campus in a wide variety of positions such as tutors, computer support, media technicians, laboratory assistants, receptionists, and Student Ambassadors. The College Work Study program is located the Center for Student Success, Room A-118, on the main campus in Paramus, and assists both Federal Work-Study (FWS) students and student aides with departments needing student employees.

Federal Work-Study is a federally funded program. Students who are United States citizens or permanent resident aliens may apply and be awarded federal work-study that is based on financial need. FWS students may then earn up to the award specified by the Financial Aid Office in its award letter for the academic year. To be eligible, students must file a Free Application For Federal Student Aid (FAFSA). The Financial Aid Office will notify all eligible students of FWS award and will monitor their earnings. Students are referred to the College Work Study Program for employment, based upon student interests and skills, as well as position availability.

Federal Work-Study recipients who can provide their own transportation are invited to explore off-campus opportunities at community service agencies. These positions (up to fifteen hours weekly) can prove to be personally
enriching while providing exposure to professional contacts that may be beneficial in furthering career goals. Off-campus job opportunities at community service agencies can be arranged by visiting the Center. For information, call (201) 447-7171, or visit the Center, located in Room A-118.

Alcohol and Drug Resources and Services
The Counseling and Health Services Offices are available to assist Bergen Community College students with education, information, and counseling services for alcohol and drugs. Counselors are available to provide students with confidential, nonjudgmental individual counseling, and to help students understand and identify factors that may point to substance abuse in themselves, their family, or friends. Counseling is offered as a first step in acknowledging the presence of a related problem. Counselors provide referrals to treatment programs, and support to students as they make the transition to outside agencies. The counselors maintain a list of agencies which provide assistance with drugs and alcohol concerns in the Bergen County area.

Services for Students with Disabilities
The Office of Specialized Services/Deaf Services, located in L-115 in the Pitkin Education Center provides accommodations and auxiliary services to students with disabilities attending Bergen Community College. Students are encouraged to submit documentation to OSS during the early stages of the admission process. The suggested deadlines for submitting documentation are as follows: August 1st for fall semesters, December 1st for spring semesters. For more information please contact our office at 201-612-5270 or at www.bergen.edu/oss.

Dental Hygiene Clinic
The Dental Hygiene Clinic, in Room S-327, on the main campus in Paramus, is open to Bergen students and the public, and provides preventative dental care services. The clinic is operated by students in the Dental Hygiene Program under the supervision of licensed dentists and dental hygienists. It is open three days a week in the Fall Semester and five days a week in the Spring. For an appointment or information, call (201) 447-7180.

Fitness Center
The Fitness Center for student use is located in Room S-128, on the main campus in Paramus, and is open weekdays at specified times. These hours are posted each semester. Diverse exercise workouts are made possible by a variety of exercise equipment.

Food Services
Beginning with the Fall Semester through the Spring Semester, the Cafeteria provides a variety of menu options, including a Subway Station, Nathan’s Station, Panini Station, Bakery Concept Station, Jersey Farm Fresh Station, Entrée/Pasta/Soup Station, Grab and Go, Pizzeria, and a Vegan/Vegetarian Station. Food Service is available in four locations at the College. The main Cafeteria is located on the second floor of the Pitkin Education Center.
Dunkin Donuts is located on the first floor next to the Anna Maria Ciccone Theatre. There is a Cyber Cafe in Ender Hall that is newly renovated. Hours of operation are detailed below:

**Main Cafeteria:**
- Monday to Friday: 7:30 a.m. to 8:00 p.m.
- Saturday: 7:30 a.m. to 1:00 p.m.

**Dunkin Donuts:**
- Monday to Friday: 7:30 a.m. to 6:00 p.m.

**Ender Hall:**
- Monday to Thursday: 7:30 a.m. to 8:00 p.m.
- Friday: 7:30 a.m. to 3:00 p.m.

*During Summer Sessions and when classes are not in session, all food service outlets observe reduced hours of operation and offerings. Additionally, when the College is closed on Fridays during the summer, there will be no food service on Fridays.*

**The Center for Health, Wellness, & Personal Counseling**

The Center for Health, Wellness, & Personal Counseling is committed to serving the needs of the “whole” student. We are located in HS-100 in the Pitkin Education Center on the Paramus campus. The department provides services to address each student’s physical health and psychological well-being. Licensed registered nurses provide medical care and physician referrals. Licensed personal counselors provide short-term mental health counseling for the full spectrum of mental health issues, as well as community referrals and on-campus workshops. Wellness staff hosts numerous workshops and programs open to the wider community each academic year. Recent Wellness offerings have focused on mental health stigma, substance abuse, stress management, and violence awareness.

Medical care and health-related services are provided on a walk-in or emergency response basis. Among the services offered are first aid, physician referrals, blood pressure and blood sugar screening, over-the-counter medications, emergency medical response, one-on-one support with health concerns, and tracking state-mandated immunizations. Any illness which a student is experiencing should be reported to the college nurse in HS-100. Injuries sustained on campus or during a college-connected activity, must be reported immediately to the college nurse or Public Safety. If it is not possible to make an immediate report, a report must be made within 48 hours.

**To contact Health Services, speed dial #2 if you are on campus; from off-campus locations, call 201-447-9257.**

**To contact Public Safety, speed dial #6 if you are on campus; from off-campus locations, call 201-447-9200.**

Personal Counseling services are scheduled by appointment for the full spectrum of mental health issues, including, but not limited to: depression, stress, anxiety and panic symptoms, sexual abuse or misconduct, substance/alcohol abuse, and thoughts of suicide. Mental health emergencies are handled on a walk-in or emergency referral basis. **To make an appointment with a Personal Counselor, call 201-447-9257.**

The purpose of The Wellness Center is to promote total wellness in the College Community of students, staff and faculty. It combines all aspects of health – physical, social, emotional, spiritual, and mental. The Wellness Center Committee is composed of interested students, staff and faculty who meet to develop and present programs on current issues. **For additional information, call The Wellness Center at 201-612-5365.**

The Center for Health, Wellness & Personal Counseling strives to assist students in achieving their health and wellness goals, enabling them to make lifestyle choices that help them achieve optimal physical, emotional, and behavioral health. All of our services are provided at no cost to the student in a culturally sensitive, accessible, and confidential environment. Our facility is ADA compliant.

In addition, students are welcome to visit HS-100 in order to access the resources of the campus Food Pantry. All needs will be met with respect and confidentiality.
Additional Contact Information:

Email addresses:
healthservices@bergen.edu
personalcounseling@bergen.edu
wellness@bergen.edu

Departmental Fax:
201-447-0327

Office of Public Safety
The Office of Public Safety is located in Room L-154, on the main campus in Paramus, and open for emergencies 24 hours a day; its telephone number is (201) 447-9200. The campus is patrolled by officers at all times to ensure a safe and secure environment. Violations of campus regulations, criminal laws, or any emergency must be immediately reported.

Housing
The College has no housing available.

Student Center
The Student Center is the community center of the College, a place for all members of its family (students, faculty, administration, alumni, and guests) to meet and interact. The Student Center hosts various activities which the Student Activities Board (SAB), and the Student Government Association (SGA) sponsor throughout the year including daytime musicians, film festivals, entertainment, and other social activities. These activities give all members of the Bergen community a chance to come together and interact.

The Student Center is currently under renovation and is expected to be completed in May 2011. The $5.2 million renovation project will encompass 24,294 square feet. It features an expanded lower-level Café, with a new seating area, and renovated Dunkin Donuts space with upgraded equipment. The Student Center also features a new space for students to gather and attend meetings and a new welcome center. In addition, upgrades include a new large vestibule, multiple automatic doors and a wider handicapped ramp.

The Student Center will utilize green technologies and conservation practices including a green roof, energy-efficient light fixtures and water-saving devices in the restrooms, as well as energy-saving concepts from Leadership in Energy and Environment Design (LEED).

Veterans Services
Information and advice concerning veterans affairs and military service is available through the Office of Admissions and Registration, Room A-129, on the main campus in Paramus; (201) 447-7997.

Bergen Community College created “The Veterans Connection” to ensure that service members and veterans can focus on their reintegration into civilian and student life as well as their academic success. The College’s faculty and staff are committed to working with veterans to make their college experience both rewarding and productive. Veterans are encouraged to take advantage of a variety of programs, services and resources at the College that support veteran student success.
The Veterans Connection at Bergen:

- Works with veterans to assess their military experience in relation to their academic goals.
- Helps veterans in learning about VA benefits and how to access them, as well as a variety of programs and services available.
- Assists veterans with reintegration into civilian and academic life.
- Introduces veterans to other students at Bergen who share common experiences.
- Serves as a conduit for raising understanding on issues that impact veteran students.

Welcome Center
The Welcome Center, located in the Student Center, offers weekly tours of the Pitkin Education Center, and has a variety of brochures and pamphlets available about the College; it also has bus schedules and information about the diverse activities available at the College.

Community Use of College Facilities
As a public institution committed to serving all the people of Bergen County, Bergen Community College has expanded its definition of services to include encouraging the use of its Paramus campus and the Philip Ciarco Jr. Learning Center in Hackensack for public events and programs, sponsored by non-profit community groups and professional organizations. The Office of Community and Cultural Affairs processes requests for community use of the facilities. For more information, please contact (201) 447-7428.

School of Virtual Studies
Bergen Community College uses internet technologies and related media to provide flexible ways to attend classes the College. All online courses are the equivalent of their traditional on-campus counterparts. They cover the same subject matter, carry the same credit, and require the same degree of student effort. Students taking online courses will have ready access to the faculty member by phone, e-mail, and through scheduled office hours.

Online Degree Programs
The following degree programs can be completed entirely online through Bergen Community College. All of these degree programs have received formal approval by the Middle States Commission on Higher Education.

<table>
<thead>
<tr>
<th>AAS Degrees</th>
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<tr>
<td>Law Enforcement Studies (AAS.HS.LAWENF)</td>
<td>Administration (AS.PS.BUS.ADM)</td>
<td>Psychology (AA.LA.PSY)</td>
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<tr>
<td>Correctional Studies (AAS.HS.CORR)</td>
<td>Management (AS.PS.BUS.MGMT)</td>
<td>Sociology (AA.LA.SOC)</td>
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<td>Health Sciences (AAS.HP.HLTH/SCI)</td>
<td>Marketing (AS.PS.BUS.MKTG)</td>
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<tr>
<td></td>
<td></td>
<td>Communications (AA.LA.COMM)</td>
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</tbody>
</table>
Online courses via the Internet
Students in online courses access all course information and materials and participate in class activities online via the internet. Online courses require that students have regular access to a computer and the internet, have good organizational skills, and the discipline to work independently. A few online courses have proctored tests. Online courses with proctored tests, identified on Web Advisor, require that students come either to the Office of Testing Services on campus or to another site at which proctoring can be arranged. Individual discussions with instructors can be arranged online or during office hours on campus. Bergen has a large online program with many courses. Students can earn all of the credits necessary for 17 associate degree programs and 1 certificate program online.

Partially Online (Hybrid) Courses
Partially online (hybrid) courses combine a mixture of campus classroom sessions with coursework done online via the internet. Like online courses, these courses require that students have access to computers, have good organizational skills, and the discipline to work independently. Students attend classes at least one session per week on campus, and, because face-to-face class sessions are required, an attendance policy may be enforced.

Web-enhanced Courses
Web-enhanced courses meet for regularly scheduled class meetings on campus. However, Web-enhanced courses provide access to some course materials and activities on the internet. Access to a computer and the internet are required for these courses, but students may obtain this access by using Bergen’s student computer labs if needed.
Courses Approved For General Education

The following courses approved for the purposes of general education at Bergen Community College are regarded as general education courses at many, but not all, other colleges and universities in New Jersey and other states. To determine which of the following courses will meet general education requirements at New Jersey colleges or universities, see NJ Transfer (www.njtransfer.org). Students interested in transferring to out-of-state schools should consult the catalogs and websites of those institutions.

The development of critical thinking and writing skills is essential to a student’s success in the Bergen Community College General Education Program. Therefore, the College’s general education courses provide students with the opportunity to develop these skills through a variety of appropriate critical thinking and writing assignments.

Students are advised to review the specific general education requirements in their respective programs of study.

I. COMMUNICATION

COM100 Speech Communication
COM102 Public Speaking
WRT101 English Composition I
WRT201 English Composition II
WRT202 Technical Writing

II. COMPUTER SCIENCE

CIS158 Intro to Computer Science
CIS165 Fundamentals of Programming

III. HUMANITIES

ART101 Introduction to Art and Visual Culture
ART102 History of Art and Visual Culture to 1400
ART103 History of Art and Visual Culture, 1400 to 1900
ART104 Modern Art, 1890-1940
ART107 History of Photography
ART110 Contemporary Art since 1940
MUS101 Music Appreciation
MUS107 Music History I
MUS108 Music History II
MUS/THR109 History of Musical Theatre
MUS110 Music, Art, and Drama
THR101 Introduction to Theatre
THR/CIN114 Introduction to Cinema

IV. TECHNOLOGICAL COMPETENCY

INF101 Intro to Information Tech

V. MATHEMATICS

MAT130 Contemporary Mathematics
MAT150 Statistics I
MAT155 Finite Mathematics
MAT180 Pre-calculus
MAT223 Calculus for Managerial and Social Sciences
MAT250 Calculus II
MAT280 Calculus III
MAT281 Calculus III
MAT282 Calculus III

VI. NATURAL SCIENCES

BIO101 General Biology I
BIO103 Humant Body
BIO104 Microbiology
BIO107 Intro to Human Biology
BIO108 Intro to Environmental Bio*
BIO109 Anat & Physio I†
BIO109 Anat & Physio II†
BIO109 People-Plant Relations
BIO131 General Botany
BIO203 General Biology II

CHEMISTRY

CHM100 Intro to Chemistry*
CHM102 Chemistry in Context*
CHM112 College Chem*
CHM140 Gen Chem I
CHM141 Gen Chem I Lab*
CHM240 General Chem II*
CHM241 General Chem II Lab*

PHYSICS & PHYSICAL SCIENCES

PHY100 Energy and Society
PHY111 Astronomy*
PHY112 Climatology*
PHY113 Geology*
PHY114 Meteorology
PHY115 Intro to Physics*
PHY116 General Physics I*
PHY117 General Physics II*
PHY118 General Physics III*
PHY119 General Physics IV*

VII. SOCIAL SCIENCES

ANT100 Intro to Anthropology
ANT101 Cultural Anthropology

ECONOMICS

ECO101 Macroeconomics
ECO201 Microeconomics

PHILOSOPHY and RELIGION

PHR100 Reasoning
PHR101 Introduction to Philosophy
PHR102 Contemporary Moral Issues
PHR103 Basic Logic
PHR104 Eastern Philosophy
PHR105 Intro to the Philosophy of Art
PHR106 Intro to Ethics
PHR110 Social & Political Philosophy
PHR120 Introduction to Religion

PSYCHOLOGY

PSY101 General Psychology
PSY106 Developmental Psych
PSY201 Child Psychology

SOCIOLGY

SOC101 Sociology
SOC103 Soc of the Family
SOC113 Social Problems
SOC120 Soc of Gender Roles
SOC222 Ethnic and Minority Group Relations

PSYCHOLOGY

PSY110 Psychology of Sexuality
PSY123 Cross-Cultural Psychology
PSY207 Psychology of Women
PSY210 Social Psychology

SOCIOLGY

SOC120 Soc of Gender Roles
SOC121 Changing Roles of Women
SOC222 Ethnic and Minority Group Relations

* Lab Science Elective. To receive full gen ed credit for CHM140, a student must also take CHM141, and for CHM240, a student must also take CHM241.
† Some colleges may require both BIO109 and BIO209 before transfer credit is awarded.
# Bergen Community College

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- Business
- Mathematics and Computer Science
- Social Science
- Science and Health
- Health Professions
- Nursing
- Science and Technology
- Wellness and Exercise Science

**Telephone Directory**

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<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>201-612-5480</td>
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<tr>
<td>Academic Intervention and Monitoring System (AIMS)</td>
<td>201-447-7168</td>
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<tr>
<td>Admissions</td>
<td>201-447-7196</td>
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<tr>
<td>Advanced Standing and Transcript Evaluation</td>
<td>201-447-7218</td>
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<tr>
<td>Athletics</td>
<td>201-447-7182</td>
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<tr>
<td>Bookstore</td>
<td>201-445-7174</td>
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<tr>
<td>Building and Grounds</td>
<td>201-447-7107</td>
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<tr>
<td>Bursar</td>
<td>201-447-7105</td>
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<tr>
<td>Cafeteria</td>
<td>201-447-9251</td>
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<td>Career Counseling</td>
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<td>Career Development</td>
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<td>Child Development Center</td>
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<td>Ciarco Learning Center (Hackensack)</td>
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<td>College Work Study Program</td>
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<td>Deaf Education</td>
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<td>Community and Cultural Affairs</td>
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<td>Continuing Education</td>
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<td>Transfer and Career Center</td>
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<td>Dental Hygiene Clinic</td>
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<td>Distance Learning</td>
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<td>Ender Hall Administration</td>
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<td>Educational Broadcast Center</td>
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<td>Educational Opportunity Fund (EOF)</td>
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<td>English Language Resource Center</td>
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<td>Evening Office</td>
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<td>Financial Aid</td>
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<td>Foundation</td>
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<td>Health Services (Emergency Dial 2)</td>
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<td>Honors Program</td>
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<td>Institute for Learning in Retirement</td>
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<td>International Student Admissions</td>
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<td>Academics and Business Success</td>
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<td>Learning Assistance Center</td>
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<td>Media Technologies</td>
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<td>President's Office</td>
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<td>Public Relations Office</td>
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<td>Public Safety Office (Emergency Dial 6)</td>
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<td>Registration</td>
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<td>Service Learning</td>
<td>201-447-7171</td>
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<td>Small Business Development Center</td>
<td>201-489-8670</td>
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<td>Special Services (for Students with Disabilities)</td>
<td>201-612-5270</td>
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<td>Student Activities Board</td>
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<td>Student Life</td>
<td>201-447-7215</td>
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<td>Student Government Council</td>
<td>201-447-7452</td>
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<td>Student Newspaper (The Torch)</td>
<td>201-493-5006</td>
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<td>Student Services Vice President</td>
<td>201-447-7491</td>
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<td>Switchboard</td>
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<td>Training and Compliance</td>
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<td>Transcript Requests</td>
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<td>Welcome Center</td>
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<td>Writing Center</td>
<td>201-447-7136</td>
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</table>
The College reserves the right to change any provisions contained in this publication without prior notice. Students are responsible for the information contained in this catalog. Failure to read this catalog does not excuse students from the requirements and regulations contained herein. The curriculum is accurate as of January 2011. For the most current curriculum, see the e-catalog at http://www.bergen.edu/apps/ecatalog/index.asp.

NONDISCRIMINATION POLICY: It is the policy of Bergen Community College to provide access to educational programs, services, and benefits to all students, without regard to religion, race, color, national origin, ancestry, age, sexual orientation, marital status, sex, disability, or veteran status, including veterans of the Vietnam era.

The College complies with Title VII of the Civil Rights Acts of 1964 and 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990, and the New Jersey Law Against Discrimination. Complaints or questions concerning violations of these laws and policies should be addressed to: James Miller, Chief Human Resources Officer, Bergen Community College, 400 Paramus Road, Paramus, New Jersey, 07652; (201) 447-7124 (voice mail) or jmiller@bergen.edu (e-mail), or to the Secretary, Department of Education, Washington, D.C. 20201.

Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652-1595
(201)447-7100 • (201)447-7845 (TTY)