



BRISTOL

COMMUNITY COLLEGE

Student Handbook 2025 – 2026



Print Version

MISSION

Bristol Community College provides an accessible, innovative, and inclusive education that prepares students to navigate and succeed in our ever-changing world.

VISION

Advancing a vibrant, diverse community through education, learner by learner.

About This Handbook

This handbook published by the Associate Vice President for Student Success provides information about student life, engagement, belonging, regulations and policies at Bristol Community College. Information can change without notice by action of the Commonwealth of Massachusetts, the Massachusetts Department of Higher Education and/or Bristol Community College. For updates or clarification on any of the information in this handbook, please check the College's website or contact the appropriate office.

Student Responsibility

Bristol Community College students are responsible for reading this handbook and following the academic and code of conduct policies and regulations of the college. This handbook is made available to students on the Bristol Community College website at www.bristolcc.edu.

Affirmative Action and Diversity

Bristol Community College is committed to a policy of affirmative action, equal opportunity, equal education, non-discrimination, and diversity. It is committed to providing a learning, working, and living environment for its students, employees, and other members of the college community which values the diverse backgrounds of all people.

Bristol Community College is also committed to assuring that the "college experience" is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. It believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age, and disability backgrounds of members of the college community enriches the institutions and their various constituencies. Bristol Community College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of its community.

Bristol Community College provides equal access to educational, co-curricular, and employment opportunities at the college for all applicants, students, and employees in compliance with all applicable laws, regulations, and policies. All benefits, privileges, and opportunities offered by the college are available to all students, employees, and other persons having dealings with the institution on a non-discriminatory basis. The college is committed to taking a pro-active affirmative action posture with respect to its recruitment, selection, and promotion of students and employees. Any students, employees, or other members of the Bristol Community College community with questions or complaints related to discrimination based on race, gender, sexual orientation, age, or disability should contact Johanna Bielawski, Title IX and Affirmative Action Officer at Johanna.Bielawski@BristolCC.edu or 774.357.2681.

Relevant Laws, Guidelines & Policies - [Policy on Affirmative Action, Equal Opportunity & Diversity for Massachusetts Community Colleges](#)

Relevant Form - [Discrimination and Harassment Complaint Form](#)

Relevant Resource - Summary of Applicable Federal Laws

Relevant Contacts - Bristol Community College Human Resources Office, 774.357.2333

Office for Civil Rights
U.S. Dept. of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
Telephone: 617.289.0111
TTY: 877.521.2172

U.S Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone: 617.565.3200 or 1.800.669.4000
TTY: 617.565.3204 or 1.800.669.6820

Massachusetts Commission Against Discrimination
800 Purchase Street, Room 501,
New Bedford, MA 02740.
Telephone: 508.990.2390
Fax: 508.990.4260

Applicable Federal Laws

- Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968
- Titles I and II of the Civil Rights Act of 1991
- Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106
- Equal Pay Act of 1963; Civil Rights Restoration Act of 1988
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Age Discrimination Act of 1975
- Age Discrimination in Employment Act of 1967, as amended
- Family and Medical Leave Act of 1993
- Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967
- Federal Executive Order 12900 of 1994
- Federal Executive Order 13145 of 2000
- Federal Executive Order 13160 of 2000
- Federal Executive Order 13166 of 2000
- Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149

LOCATIONS



FALL RIVER CAMPUS

777 Elsbree Street
Fall River, MA 02720

Campus Map: [Click HERE](#)



ATTLEBORO CAMPUS

11 Field Road
Attleboro, MA 02703

Map: [Click HERE](#)



NEW BEDFORD CAMPUS

800 Purchase Street New
Bedford, MA 02740

Map: [Click HERE](#)



TAUNTON CENTER

2 Hamilton Street
Taunton, MA 02780

Map: [Click HERE](#)

ACADEMIC CALENDAR

An Academic Calendar is the schedule of important dates and deadlines, such as the start and end of classes, holidays and exams, for an academic year or term.

Find it here: [Academic Calendars | Bristol Community College \(bristolcc.edu\)](#)

BCCInfo

Want to stay in the know? Text **BCCInfo** to **67283**, to receive text messages about important dates like registration, add/drop periods, and finals. Standard messaging rates may apply.

Quick Reference List

For Information about:	See:	Email Address or Link:
Absences	Your Professor, Academic Dean	Webpage
Academic Advising	Your Advisor/Advising Office	AdvisingCenter@bristolcc.edu
Academic Records	Registrar's Office	RecordsOffice@bristolcc.edu
Add/Drop Process	Your Advisor, Registrar's Office	AdvisingCenter@bristolcc.edu , RecordsOffice@bristolcc.edu
Affirmative Action, Equal Opportunity & Diversity	Human Resources Office	HR@bristolcc.edu
Alumni Association	Office of Development & Alumni Affairs	Alumni@bristolcc.edu
Athletic Programs	Athletics & Recreation Department	Webpage
Anonymous Tip to Campus Police	Campus Police	Webform or 774.357.3223
Anti-Bullying	Vice President for Student Affairs Office	StudentServices@bristolcc.edu
Books and Supplies	College Bookstore	Bookstore@bristolcc.edu
Career Services and Information	Transfer and Career Services Office	Transfer@bristolcc.edu , CareerServices@bristolcc.edu
Change of Program	Your Advisor/Advising, Enrollment Center	AdvisingCenter@bristolcc.edu , Enrollmentsrv@bristolcc.edu
Child Care	Citizens for Citizens, Inc. Head Start	Webpage
Computer Usage	Information Technology	ITS@bristolcc.edu
Course Registration	Your Advisor/Advising, Enrollment Center	AdvisingCenter@bristolcc.edu , Enrollmentsrv@bristolcc.edu
Disability Services	Office of Disability Services	ODSaccess@bristolcc.edu
Emergencies	Campus Police	774.357.3911

For Information about:	See:	Email Address or Link:
Financial Aid	Financial Aid Office, Enrollment Center	FinancialAid@bristolcc.edu , Enrollmentsrv@bristolcc.edu
Graduation Information	Registrar's Office	RecordsOffice@bristolcc.edu
Health Insurance	Student Accounts Office	StudentAccounts@bristolcc.edu
ID Cards	Campus Card Office	CardOffice@bristolcc.edu
Lost and Found	Campus Police Office	CampusPoliceDepartment@bristolcc.edu
Parking Information	Campus Police Office	CampusPoliceDepartment@bristolcc.edu
Satisfactory Academic Progress (SAP)	Your Advisor/Advising Office	AdvisingCenter@bristolcc.edu
Scholarships	Transfer and Career Services	Webpage
Sexual Harassment/Sexual Violence	Human Resources Office	HR@bristolcc.edu
Student Clubs and Organizations	Student Engagement and Belonging Office	StudentEngagement@bristolcc.edu
Student Government	Student Engagement and Belonging Office	StudentEngagement@bristolcc.edu
Student Grievances	Vice President for Student Affairs Office	StudentServices@bristolcc.edu
TV/Radio Center	Marketing and Communications Office	Communications@bristolcc.edu
Transcripts	Registrar's Office	RecordsOffice@bristolcc.edu
Transfer Information	Your Advisor/Advising, Transfer and Career Office	AdvisingCenter@bristolcc.edu , Transfer@bristolcc.edu
Tuition/Fees/Billing	Student Accounts Office	StudentAccounts@bristolcc.edu
Tutoring	Library Learning Commons	OnlineLC@bristolcc.edu
Veterans Benefits	Veterans Center	Webpage
Withdrawal From Classes	Your Advisor/Advising, Enrollment Center	AdvisingCenter@bristolcc.edu , Enrollmentsrv@bristolcc.edu
Work Study Program	Financial Aid Office	FinancialAid@bristolcc.edu

Policies

Student Required Reading List:

- [Academic Catalog](#)
- [Acceptable Use of Information Technology Resources](#)
- [Affirmative Action and Title IX Section 504](#)
- [Alcohol and Other Drugs Policy](#)
- [Student Code of Conduct](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Hazing](#)

The policies in this section are not a complete listing. All Bristol Policies are available on the PolicyStat site at <https://bristolcc-public.policystat.com/> or on Bristol's website at <https://bristolcc.edu/about/policiesdisclosureslegalstatements/>.

Absence Due to Religious Beliefs

In accordance with Chapter 151C of the Massachusetts General Laws, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of their religious beliefs, to attend classes or to participate in any examination, study or work requirement, on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which they may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.

Academic Dishonesty

(Policy Link: [Student Code of Conduct](#))

A college community must be established on a foundation of truth and academic integrity. Bristol Community College has an obligation not only to promote these high standards of academic honesty, but also to address academic dishonesty. Academic dishonesty is demonstrated by acts including but not limited to the following:

- Cheating. Intentional use, and/or attempted use of any unauthorized assistance in any academic exercise including dependence upon the aid of sources beyond those authorized by the instructor.
- Fabrication. Intentional and unauthorized falsification and/or invention or any information or citation in any academic exercise.
- Unauthorized Collaboration. Deliberately submitting work prepared collaboratively with someone else without explicit permission from the instructor.
- Facilitating dishonesty. Knowingly helping or attempting to help another commit an act of academic dishonesty, including students who substitute for other persons in examinations or represent, as their own, papers, reports, projects, or the academic works of others.
- Plagiarism. Knowingly representing the words, ideas, or artistic expression of another as one's own work in any academic exercise, including but not limited to submitting previously-submitted assignments for which the student has earned credit, copying or purchasing other's work, patchworking source material and representing the work as one's own, or arranging for others to do work under a false name.

- Submitting, in whole or in part, prewritten term papers of another or the research of another, including but not limited to commercial vendors who sell or distribute such material.
- Theft of materials. The acquisition, without permission, of tests or other academic material belonging to a member of the faculty or staff, or another student.

Discipline for Academic Dishonesty

The Student Code of Conduct policy recognizes the right of faculty to manage their class, including addressing directly with students issues of academic dishonesty. When there is information that academic dishonesty occurred, a faculty member may choose to take action as outlined in the course syllabus, including issuing a failing grade for the assignment or the course. Faculty are encouraged to share that information with the Code of Conduct Administrator (CCA). If the CCA is aware of more than one incident of academic dishonesty by this student, in addition to the issuance of a failing grade by the faculty member, the student may be subject to disciplinary action under this policy. If the student believes that there is substantial evidence of error or injustice associated with a failing grade issued because of academic dishonesty, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process.

Where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

Academic Penalties

(Catalog Link: [Academic Rights and Responsibilities](#))

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

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

Due Process

The above action does not negate the student's right to due process in accordance with the Grade Appeals section of the Student Grievance Procedure as outlined in the Student Handbook and academic calendar. A withdrawal from class is subject to the terms of the Student Code of Conduct.

Academic Negligence

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

Classroom Conduct

Disruptive or distracting classroom behavior is a violation of the College's Student Code of Conduct. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the Vice President of Student Services and Enrollment Management. Any faculty member may, at any time, refer a student to the Associate Vice President for Student Success if the student is in violation of the Student Code of Conduct. The Associate Vice President for Student Success may impose disciplinary sanctions against the offending student consistent with the rules and regulations of the code of conduct. Please refer to the Student Code of Conduct section in this Student Handbook for additional information or visit the website at [Student Code of Conduct](#) or [Policy Link: Student Code of Conduct](#).

Disciplinary Action

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

Academic Forgiveness

(Catalog Link: [Academic Forgiveness](#))

(Policy Link: [Satisfactory Academic Progress \(SAP\)](#))

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

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

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

Past Academic Performance:

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

Change of Program

- Courses taken before the change of program will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or better. These credits are subject to the maximum number allowed for transfer credits.
- Courses taken before change of program for which a student received a grade lower than C- will not count toward the certificate or degree.
- Grades for courses taken before change of program are still listed on the transcript but are excluded from the calculation of the student's cumulative grade point average (G.P.A.) but not student completion rate.

Affirmative Action and Title IX Section 504

(Website Link: [Affirmative Action and Title IX Section 504](#))

(Policy Link: [Affirmative Action Equal Opportunity and Diversity](#))

- Title IX of the Education Amendments of 1972 (prohibits sex discrimination in educational programs);
- Section 504 of the Rehabilitation Act of 1973 (prohibits disability discrimination);
- Title VI of the Civil Rights Act of 1964 (prohibits race, color, and national origin discrimination);
- Age Discrimination Act of 1975 (prohibits age discrimination); and
- Title II of the Americans with Disabilities Act of 1990 (prohibits disability

discrimination by public entities, including public school districts, public colleges and universities, public vocational schools, and public libraries, whether or not they receive federal financial assistance).

Bristol Community College's policy is to provide equal opportunity in employment and in education for all qualified persons without discrimination because of disability status, race, color, gender, sexual orientation, age, religion or national origin.

In full and affirmative compliance with the laws of the United States and the Commonwealth of Massachusetts and all applicable regulations thereto, this policy applies in all matters of the employment of professional and non-professional personnel, all other personnel practice, college admissions, educational programs and activities, as well as contracts for goods and services.

AFFIRMATIVE ACTION AND TITLE IX INQUIRIES

Johanna Bielawski - Title IX Coordinator

777 Elsbree Street, D209H

Fall River, MA 02720

Email: DiversityTitleIX@BristolCC.edu

Phone: 774.357.2861

If you believe you have been subjected to discrimination or harassment because of disability status, race, color, gender, sexual orientation, age, or national origin, click the button below to submit a complaint:

[CLICK HERE TO SUBMIT A DISCRIMINATION/HARASSMENT COMPLAINT](#)

Title IX Confidential Employees

There are people on campus who you can talk to confidentially. These people have no responsibility to take action, report to law enforcement, or report to the Interim Title IX Coordinator the information you share with them, so long as the individual is acting in their role as a counselor or medical provider at the time you share your concerns with them. If you share your concerns with these people when they're acting in their roles, Bristol will not conduct an investigation unless you inform campus authorities of your concerns, or the college learns about your situation from another person.

For students, the confidential employees are listed on the Bristol Website at:

<https://bristolcc.edu/student-services/resources/student-handbook/policies-and-procedures/affirmative-action-and-title-ix-section-504.html>

Prohibited Conduct

1. Discrimination
2. Discriminatory Harassment
3. Gender-Based Harassment
4. Retaliation
5. Title IX Sexual Harassment
6. Sexual Harassment
7. Protected Class(s)/Classification(s): Age, Color, Disability, Ethnicity, Gender, Gender Identity, Genetic Information, National Origin, Persons of Color, Race, Religion, Sexual Orientation, Veteran.

Complaint Process

Informal Complaint

When students believe their equal opportunity rights have been breached, the complaint process is a mechanism for resolution. Prior to the filing of a formal written complaint under this plan, the parties to a dispute are strongly encouraged to attempt to reach an informal resolution of the dispute.

It is recommended that the Affirmative Action Officer be consulted with and participate in any efforts by the parties to informally resolve a complaint. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues.

Formal Complaint

The following rules apply throughout all phases of the complaint process, (except Title IX Sexual Harassment): (1) all parties to a complaint may have an advisor; (2) the role of an advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a grade dispute based on alleged Prohibited Conduct shall proceed under this Policy and not the Grade Appeal Process contained in the Student Grievance Procedure; and (5) all findings reached under Complaint Procedure must be based on a "preponderance of evidence" (i.e.; more likely than not) standard.

At any point during the complaint procedure, either party may request mediation by contacting the Affirmative Action Officer. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. Mediation shall be mutually agreed upon by the parties.

The Affirmative Action Officer, or designee, shall select an impartial mediator, who shall be mutually agreed upon and not unreasonably refused by either party, and inform the parties in writing of the mediation process and schedule. The mediator must have training or experience in mediating matters subject to this complaint process. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under the Complaint Procedure shall be tolled pending the outcome of mediation. If mediation is successful in resolving the complaint, the Affirmative Action Officer shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.

At any point during the Affirmative Action complaint procedure, either party may request mediation by contacting Johanna Bielawski, Affirmative Action Officer at Johanna.Bielawski@BristolCC.edu or 774.357.2681.

Mediation shall be mutually agreed upon by the parties. The Affirmative Action Officer, or designee, shall select an impartial mediator, who shall be mutually agreed upon and not unreasonably refused by either party, and inform the parties in writing of the mediation process and schedule. The mediator must have training or experience in mediating matters subject to this complaint process. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under the Complaint Procedure shall be tolled pending the outcome of mediation. If mediation is successful in resolving the complaint, the Affirmative Action Officer shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.

Title IX requires the College to take non-disciplinary/non-punitive reasonable steps to preserve or restore equal access to its education programs and activities and protect individuals from Prohibited Conduct and Title IX Sexual Harassment, including offering supportive measures before the final outcome of an investigation, irrespective of whether the complainant ever chooses to file a Formal Complaint.

Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter all forms of sexual harassment. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct or Title IX Sexual Harassment. Examples of supportive measures include, but are not limited to, the following: Examples of interim protective measures include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments (for example: changing class schedule, withdrawal without penalty, providing student services such as tutoring, alternate class completion options);
- Modifications of work schedules or job assignments;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations (if applicable);
- Leaves of absence, increased security and monitoring of certain areas of the campus; and
- Other similar measures.

The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case.

The College will consider a number of factors in determining what supportive measures to take, including, for example, the specific needs expressed by each party; the severity or pervasiveness of the allegations; any continuing effects on each party; whether the parties share the same classes, dining hall schedule, transportation, or job location; and whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

In general, when taking supportive measures, the College shall minimize the burden on each party. The College must maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

Title IX Sexual Harassment Complaint Process Formal Complaint

When a Complainant believes that they have been subjected to **Title IX Sexual Harassment**, the Complainant may file a written complaint with the Affirmative Action Officer.

Step 1 - Investigation

Upon receipt of a Formal Complaint, the Title IX Coordinator (or designee) contacts the Complainant confidentially to discuss the availability of supportive measures and resources, consider the Complainant's wishes with respect to these supportive measures, and explain to the Complainant the Title IX Sexual Harassment Complaint Process. If a student is involved, the Title IX Coordinator shall notify the Associate Vice President for Student Success.

Within five (5) days of receiving a Formal Complaint, the Title IX Coordinator will notify the Respondent in writing of the Formal Complaint, provide the Respondent with a copy thereof and discuss supportive measures. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Respondent shall have five (5) days from receipt of notice to submit to the Title IX Coordinator a written response to the Formal Complaint.

Where practicable, within fifteen (15) days from the date the Respondent's written response is received, or the date it was due if none was submitted, the Title IX Coordinator shall conduct an investigation and issue all evidence gathered to the parties for review and written response within ten (10) days upon their receipt.

Upon receipt of said parties' written response(s), or the date they were due if none were submitted, the Title IX Coordinator will have ten (10) days to complete and send an investigative report that fairly summarizes the relevant evidence to each party (and Advisor) for their review and written response within ten (10) days upon their receipt. Within ten (10) days of receipt, the Title IX Coordinator shall review the responses (if any) and prepare and submit the final investigative report

including all relevant evidence (and including a section denoting all evidence submitted that was found by the Title IX Coordinator not to be relevant) to the Decision Maker; simultaneously, the Title IX Coordinator shall notice all parties of a hearing date that shall take place no later than ten (10) days later. Any request by a party to extend a deadline established under this Procedure shall be presented in writing to the Title IX Coordinator.

A College cannot access or use a party's medical, psychological or similar treatment record unless it obtains the party's voluntary, written consent to do so. All parties (and their Advisors) are strictly prohibited from disseminating any of the evidence subject to inspection and review, or from using such evidence for any purpose unrelated to the Title IX Sexual Harassment Complaint Process.

Step 2 - Hearing

The Title IX Coordinator (or designee) will be responsible for coordinating the hearing process. The Decision Maker shall be responsible for conducting the hearing. The duties of the Title IX Coordinator will include scheduling the hearing; notifying the parties, advisors, and witnesses of the hearing; ensuring that the trained Decision Maker is provided with appropriate materials including a copy of the final investigative report and any exhibits; coordinating videoconferencing (if necessary); and securing a location for the hearing. The Title IX Coordinator will also act as liaison between the parties and the Decision Maker on procedural matters. A hearing is conducted in private. If a Respondent or Complainant has a good faith belief that the individual selected as the Decision Maker has a specific bias or conflict of interest, they may file a request with the Title IX Coordinator (or in instances where the Title IX Coordinator is serving as the Decision Maker, the request shall be directed to the individual selected as the designee in Step 1 - Investigation) for a replacement within two (2) calendar days of being noticed of the Decision Maker's identity. The Title IX Coordinator (or designee) shall review the request and make a decision in no more than three (3) calendar days either granting the request or providing reasons for denying the request. All procedural questions are subject to the final decision of the Decision Maker.

In general, hearings will proceed as follows:

- The Decision Maker shall summarize the Hearing Policy and allow the Title IX Coordinator the opportunity to briefly state the allegations and summarize the investigative report.
- Each party's advisor will be given the opportunity to question the other party and any witnesses by presenting questions to the Decision Maker (including questions on credibility). If the Decision Maker determines a question is relevant, the other party will be asked to respond.
- The Decision Maker shall have a final opportunity to question the parties.
- The Decision Maker will conclude the hearing by informing the parties that they will issue a decision to the parties and their advisors within ten (10) days, and that it will be based upon a Preponderance of the Evidence standard (i.e., more likely than not).

A College's Title IX Coordinator, Decision Maker, investigators and any college-chosen advisor must receive training on this Policy, issues of relevance, and how to apply the rape shield protections (see first paragraph of Hearing Policy) provided only for Complainants.

Formal rules of evidence applied in courtroom proceedings (e.g., Massachusetts Evidence Code) do not apply in the hearing. The Decision Maker will make an official audio recording of the hearing. The recording is College property. No other recording of the hearing is permitted.

The audio recording will be retained by the Title IX Coordinator in accordance with the College's records/information retention and disposition schedule. The College shall grant access to the recording to the parties for inspection and review. The parties are prohibited from making any copies of such recordings. The recording shall only be released in compliance with applicable discovery proceedings in any

future legal/administrative proceedings. The Decision Maker controls the hearing, is responsible for maintaining order during the hearing, and makes whatever rulings are necessary to ensure a fair hearing. The Decision Maker's decisions in this regard are final.

Review and Decision by the Decision Maker

Unless good cause for additional time is shown, the Decision-Maker must issue a written determination regarding responsibility to all parties (and their Advisors) simultaneously, within seven (7) business days of the hearing. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effectuating any remedies, including referral to appropriate College administrators, as may be applicable.

A party who is not satisfied with the Title IX Coordinator's decision to implement an emergency removal or dismiss a Formal Complaint; or the Decision Maker's written decision may file an appeal.

The complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form located below:

[CLICK HERE TO SUBMIT A DISCRIMINATION/HARASSMENT COMPLAINT](#)

If a student is involved, the Affirmative Action Officer shall notify the Associate Vice President for Student Success. The College's Affirmative Action Complaint Procedure is contained in the College's Policy on Affirmative Action, Equal Opportunity & Diversity at [Policy: Affirmative Action Equal Opportunity and Diversity](#).

Confidentiality of Process

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The College may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share information with union representatives as provided for in G.L. c.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss the matter with anyone other than an advisor, if applicable.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

United States Equal Employment Opportunity Commission ("EEOC")

One Congress Street 10th Floor Boston, MA 02114 (617) 565-3200.

The Office For Civil Rights ("OCR")

U.S. Department of Education
John W. McCormack Post
Office and Courthouse, Room 222
Boston, MA 02109
(617) 223-9662

Massachusetts Commission Against Discrimination ("MCAD")

Boston Office
One Ashburton Place, Rm. 601
Boston, MA 02108
(617) 994-6000

Springfield Office:

436 Dwight St., Rm. 220
Springfield, MA 01103
(413) 739-2145

Worcester Office:

Worcester City Hall
484 Main St., Rm. 320
Worcester, MA 01608
(508) 799-8010

New Bedford Office:

800 Purchase St., Rm. 501
New Bedford, MA 02740
(508) 990-2390

Alcohol and Other Drugs

(Policy Link: [Alcohol and Other Drugs](#))

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989" requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees.

In support of this requirement, Bristol Community College is committed to maintaining a drug-free work and learning environment for employees and students. This Alcohol and Other Drug policy is established to provide required information and guidance for all college employees, students and visitors.

Bristol Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the college, supports the following statements:

Manufacture, Distribution and Use of Alcohol and Other Drugs

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campuses of Bristol Community College including while using a motor vehicle owned or leased by the college, or as a part of any college-related activity. College-related activities include offsite work such as internships or volunteer activity performed as a Bristol student or Bristol employee.
- The State Liquor Control Act, M.G.L. Chapter 138 regulates "alcoholic beverages" as that term is defined by law. The law defines "alcoholic beverages" to be "any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit." Approved exceptions for alcohol use are limited to college events, with an approved liquor permit. See Section on Event Management, which describes the process for approved exceptions.
- Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution in accordance with the Student Code of Conduct, the Non-Unit Professional Handbook, or applicable Collective Bargaining Agreements. When students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender absent mitigating circumstances, in accordance with the Student Code of Conduct, NUP Handbook and Collective Bargaining agreements.

Event Management including liquor permits

- Occasionally, Bristol Community College hosts events where liquor may be served to individuals over the age of 21.

- Liquor is served only with a college permit, which requires both administrative approval and Campus Police oversight. Historically, there have been very few events with student representation. If a student of legal age attends this type of event, they will be permitted to use alcohol. However, they are reminded of the Expectation of Behavior in the Student Code of Conduct. Inappropriate behavior will not be tolerated when attending an approved event. Similarly, employees are expected to comply with the Standards of Ethical Conduct.
- Requests for alcohol use on campus must be made at the same time as an event request is made via the event management system, VEMS. Please refer to the Event Request policy for more information. In the process of creating an event, according to the Event request policy, the requester will confirm if alcohol will be served. If the answer is "yes", the requester must complete an Alcohol Permit request and submit to Event Management. Event Management will coordinate the liquor permit request with Campus Police. The alcohol permit must be made at least six weeks prior to an event. See the related Alcohol Event Request Policy.
- No alcoholic beverages may be consumed, served, sold or stored on any college campus without the advance written approval from the Vice President of Administration and Finance. This approval process is initiated at the time of the event request and will be processed through Event Management and with Campus Police. This approval includes ensuring a valid permit has been obtained and that when alcohol is served or sold by anyone, it must be served or sold strictly in accordance with applicable state law. The approval also requires a responsible person as the event's contact and will include all arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages on Bristol Community College property.

Marijuana

- Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibit the possession, use, distribution and/or cultivation of marijuana at educational institutions.
- Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all Community College property or at college sponsored events and activities.
- Also prohibited is the operation of a motor vehicle while under the influence of marijuana on Community College property or at college-sponsored events or activities. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but are not limited to, any device or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but are not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products.
- Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination in accordance with applicable college policies, handbooks, or collective bargaining agreements.

Education, Prevention, Treatment

Bristol Community College supports and encourages available treatment to both employees and students. Substance Use Disorders are treatable diseases. Members of the Bristol Community College community seeking information regarding substance use / misuse, prevention or treatment, can find support through Bristol. The college offers specific services, resources, and information for both employees and students.

For Students:

- Student Wellness (Mental Health Counseling and Health Services) provides support to Bristol students in assessing their use of alcohol or other drugs, by providing brief screening and counseling, referrals to treatment, and outreach education programming.

- Confidential one-on-one counseling is available for students to better understand their substance use and to explore treatment options.
- Harm reduction and prevention education programs are offered at various times throughout the year.
- Student Wellness provides free and anonymous mental health screenings, including screenings for substance use.
- A list of resources, information, and support is available on Bristol's mental health counseling page. Visit <https://bristolcc.edu/studentservices/resources/studentwellness/mentalhealthcounseling/>.

To make an appointment or to ask questions, call 774.357.2760 or email MentalHealthCounseling@BristolCC.edu. You will get a response within one business day.

Animals on Campus

(Policy Link: [Service Animal](#))

Animals are permitted on campus only for the specific purpose of services pursuant to state and federal disability laws. For further information, please see *Service Animal* policy located at the above link in this handbook or you may find it on the Bristol website here: [Website: Service Animal](#).

Anti-Bullying

(Policy Link: [Anti-Bullying](#))

In order to promote and uphold Bristol Community College's values of inclusion and respect, and to protect the safety of all employees, students, and visitors of the college, Bristol Community College will not, in any instance, tolerate bullying behavior. This policy applies to college community members, such as, but not limited to: students, employees, including supervisors and leadership, contractors and consultants, board members, and visitors to our campuses, anyone found in violation of this policy will be disciplined in accordance with their respective guiding documents (e.g. collective bargaining agreement, student code of conduct), up to and including termination and/or dismissal/expulsion from the college.

Bullying on college property; at any college function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on college property, is strictly prohibited.

Any case of bullying suspected to be of a criminal nature shall be referred to Campus Police.

Bristol Community College defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes, but is not limited to:

- Threatening, humiliating, or intimidating behaviors.
- Disruptive actions/sabotage that prevents work/study from getting done.
- Verbal abuse.

Bullying can occur as a single, severe incident or repeated incidents. Such behavior violates the college's Student Code of Conduct and Standard of Ethical Conduct, which clearly state that all students and employees will be treated with dignity and respect. Bristol Community College considers the following types of behavior examples of bullying:

- Verbal/Written bullying. Slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the target of jokes; abusive and offensive remarks.

- Physical bullying. Pushing, shoving, kicking, pinching, poking, tripping, assault or threat of physical assault, unwelcomed and unwarranted touching, or damage to a person's work/study area or property.
- Gesture bullying. Nonverbal gestures that can convey threatening messages.
- Cyber bullying. Using any electronic form, including, but not limited to, the internet, interactive and digital technologies or mobile phones to bully a person and/or their family.
- Exclusion. Socially or physically excluding or disregarding a person in work/school-related activities.
- Homophobic (Gender and Sexual Orientation) Bullying. Bullying usually aimed at gay, lesbian, bisexual and transgender.
- Stalking. Continued unwanted attention through: Personal contact (directly with you or through your friends and family); telephone calls; letters; e-mails; text messages; internet chat room.

In addition, the following examples may constitute or contribute to evidence of bullying at the college:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express themselves (i.e., ignoring, or intentional and persistent interrupting).
- Personal insults and/or use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Accusing someone of errors that cannot be documented.
- Deliberately interfering with mail, email, or any other communications.
- Spreading rumors and/or gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Taking credit for another person's ideas.
- Deliberately excluding an individual or isolating them from work/school-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Any person who believes they've been bullied is strongly encouraged to report their experience or acts witnessed as soon as possible to allow the college to take appropriate action.

Employees who feel they have experienced bullying should report this to their supervisor or to Human Resources.

Students who have experienced bullying behavior should report the behavior to Joe DiMaria, Associate Vice President, Student Success, by email at joe.dimaria@bristolcc.edu or phone at 774.357.2150.

Visitors and/or others who feel they have experienced bullying should contact the Title IX Officer by email at DiversityTitleIX@BristolCC.edu or telephone at 774.357.2261. The Supervisor, Human Resources or Student Affairs will review and investigate the complaint, determine appropriate resolution, and notify the Complainant and Respondent.

Attendance and Discipline

Students are expected to attend all regularly scheduled classes and laboratory sessions on time. At the beginning of the semester, the professor will clarify the attendance policy in writing on the course syllabus.

The College reserves the right to dismiss a student for disciplinary as well as academic reasons when such action is in the best interest of the College or the student. In all such cases, the College will state the reason and inform the student of their rights to a hearing.

An instructor may terminate a student's participation in a class or course if the student's behavior disrupts the learning process. Prior to dismissal the student has a right to receive a warning from the instructor and once dismissed can request reasons for the dismissal. The student may request a hearing.

Chosen Name, Personal Pronoun, and Gender Identity

(Policy Link: [Chosen Name, Personal Pronoun, and Gender Identity](#))

(Website Link: [Name and Identity](#))

Bristol Community College is committed to the inclusion of all students, staff, and faculty. Bristol recognizes that any member of our community may choose a name to identify themselves that differs from their legal name.

The use of a chosen first name, personal pronoun, and/or gender identity will be recognized and applied across as many Bristol systems as possible, wherever legal name is not required by law and as long as it is not used for the purposes of misrepresentation or fraud. Declaring a chosen first name does not change a student's legal name. For legal name changes, a copy of the updated Social Security Card will be required for U.S. Citizens, and a copy of the updated passport will be required for non-U.S. citizens.

At present, the chosen first name will appear on:

- Faculty Class Rosters
- Diplomas – you will have the opportunity to select the preferred name when applying to graduate
- Blackboard
- Internal communication
- Awards/Commencement
- Internal Data Requests

A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to:

- Financial Aid Records
- Student Account Records
- Health Records
- Payroll Records
- Student Personally Identifiable Information
- Student Directory Information
- Official Transcripts
- Interactions with Government Agencies

Students can choose a chosen first name only. For F-1 or J-1 visa status, the first and last legal name must be used on all U.S. government-issued documents.

Chosen name changes are limited to one per academic year. Exceptions to the policy (or to this limit) may be approved by the Registrar. To add a Chosen Name, Personal Pronoun, and/or Gender Identity please complete the [Student Change of Data Form](#) located on the [ADVISING Tab](#) in [myBristol](#).

For questions regarding adding a preferred name or legally changing your name please contact the Registrar's Office by email at RegistrarsOffice@BristolCC.edu or by phone at 774.357.2240.

Clery Act and Crime Log

(Policy Link: [Clery Crime Log / SOP-GEN 9](#))

(Website Link: [Clery Act Information](#))

The Bristol Community College Police Department adheres to the requirements set forth in the Jeanne Clery Act regarding campus crime log information. The purpose of the Clery Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the Bristol Community College Police Department. This log is required to be kept per the Clery Act and shall be available on site at each campus, with the most recent 60-day period open for public inspection.

The Department seeks to establish a cooperative climate in which the public may obtain information on matters of public interest in a manner that does not hamper police operations. The Department is committed to allowing access to certain information to the public, however, certain information must be withheld to protect the constitutional rights of an accused, to avoid interfering with an investigation, or because it is legally privileged.

Confidentiality and Privacy of Student Records

(Policy Link: [Family Educational Rights and Privacy Act \(FERPA\)](#))

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies. To make a records correction request, students should reach out to the Registrar's Office at registrarsoffice@bristolcc.edu.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. To make a records correction request, students should reach out to the Registrar's Office at registrarsoffice@bristolcc.edu.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. Students may request permission to share information with outside parties by completing the following form ([Student Educational Record Disclosure Form](#)).
- FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - i. School officials with legitimate educational interest:
 - a. A school official at Bristol Community College is defined as a person employed by the college as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Trustees. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service for the college.
 - b. A legitimate educational interest is defined as follows:
 - The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
 - The information is to be used within the context of official agency or

school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.

- The information is relevant to the accomplishment of some task or to a determination about the student.
 - The information is to be used consistently with the purposes for which the data are maintained.
- c. Other schools to which a student is transferring
 - d. Specified officials for audit or evaluation purposes
 - e. Appropriate parties in connection with financial aid to a student
 - f. Organizations conducting certain studies for or on behalf of the school
 - g. Accrediting organizations
 - h. To comply with a judicial order or lawfully issued subpoena
 - i. Appropriate officials in cases of health and safety emergencies; and
 - j. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. At Bristol an eligible student must have a disclosure form on file if they would like their parent to review their record. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Directory Information at Bristol Community College includes Name, Address, Class, Year and registration type, Degrees received, Dates of attendance, Any honors and awards received, Past and present participation in officially recognized sports and activities.

Bristol Community College reserves the right to release Directory Information. Under FERPA and the Directory Information disclosure, Bristol will only release information to outside entities as it relates to the following:

- Public Officials who wish to congratulate graduates
- Newspaper announcements
- Athletic announcements

Per the Solomon Amendment (10 U.S.C. § 983), a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

- The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. The District is therefore obligated to release data included in the list of "student recruiting information," which may or may not match the District's FERPA directory definition list. However, if the student has submitted a Request to Prevent or Allow Disclosure of Directory Information form through the Admissions, Records and Enrollment Development Office to restrict the release of his/her Directory Information, then no information from the student's education record will be released as specified in the Solomon Amendment.

Dual Enrollment Students

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

Immunization Records:

Student Immunization Records submitted to the school are protected under FERPA.

Disclosure of Student Disciplinary Records

Disclosure of student disciplinary records without the student's written consent is prohibited under the Family Education Rights and Privacy Act of 1974. Therefore, the Registrar's Office is unable to share information about a specific student conduct issue, including sharing of information or outcomes and sanctions with the reporting party. However, federal legislation allows victims of violent crimes, including survivors of non-forcible sex offenses, to be informed of the outcome of an accused's disciplinary hearing. The Vice President for Student Success is responsible for this information.

The name of the victim or witness of a crime of violence or non-forcible sexual offense may not be released without the student's prior written consent. Bristol Community College is allowed to disclose the following information relative to a student found by a campus disciplinary body to have committed a crime of violence or a non-forcible sexual offense:

- Name
- Violation committed
- Sanction imposed by the College

Requests seeking this information should be directed to the office of the Vice President for Student Affairs, where all disciplinary records are housed, by phone at 774.357.2150, or email at StudentServices@bristolcc.edu.

Complaint Procedure

You have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

Complaints must be submitted within 180 days of the date of the alleged violation or of the date that you knew or reasonably should have known of the alleged violation and must contain specific factual allegations giving reasonable cause to believe that a violation of FERPA has occurred. Complaints may be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C.
20202-4605

Copyright/Intellectual Property

(Website Link: [Copyright Summary](#))

(Full Policy Link: [Copyright Policy](#))

Copyright – The exclusive right of an author to reproduce and create derivative works from, distribute, perform, display, sell, lend or rent original works of authorship that are fixed in a tangible medium which are not in the Public Domain and thus, protected under United States Copyright Law Title 17 of the U.S. Code, including literary, musical and dramatic works as well as computer software teaching materials, multimedia works, proposals and research reports, books, articles, study guides, syllabi, workbooks, manuals, bibliographies, instructional packages, tests, video or audio records, films, slides, transparencies, charts, graphic materials, photographic or similar visual materials, film strips, multi-media materials, three dimensional materials, exhibits, software, and databases.

Covered Individuals – All individuals employed by the College, enrolled at the College, attending classes at the College, and/or using the facilities or resources of the College (e.g. community members) are subject to this policy.

Intellectual Property – Includes, but is not limited to, any works of authorship, computer software, invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, regardless of whether subject to legal protection such as copyright.

Public Domain – The status of publications, products, and processes that are not protected by copyright; for example, materials on which the copyright has expired and works created by the federal government or a state government.

Bristol Community College acknowledges and abides by all applicable intellectual property laws, including but not limited to federal copyright law, Title 17 of the U.S. Code as amended at <https://www.copyright.gov/title17>. The College expects that all individuals employed, enrolled, and/or using the facilities or resources of the College shall do the same.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages. A court can, in its discretion, also assess costs and attorneys’ fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines per offense. It is your responsibility to become familiar with and understand the full policy.

CORI/SORI (Criminal/Sex Offender)

(Policy Link: [CORI & SORI, Immunization, and Randomized Drug Testing](#))

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check.

Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The college is authorized by the Commonwealth’s Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records.

Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the college’s CORI/SORI check process, please contact the Health Sciences office main office in C109 or at 774.357.2535.

Enrollment Verification

(Policy Link: [Course Enrollment Verification](#))

Bristol Community College requires all student course enrollment to be verified through the course enrollment verification process. Verifying student enrollment in each course will ensure that enrollment data is accurate and students who meet the attendance and participation regulations outlined in federal regulations and the Bristol Attendance and Participation Policy.

It is the responsibility of the registered student to attend in person or log into each of their online courses during the first two weeks of enrollment and submit an academic activity as identified by the instructor. Students who do not attend/participate during the first two weeks of class will be dropped during the enrollment verification period from any course. Faculty are responsible for reporting student attendance through the course enrollment verification rosters which are managed and processed by the Registrar’s Office. The Registrar’s Office processes and reports on student enrollment and participation. The Office for the Vice President of Student Services and Enrollment Management provides notification of attendance to all students.

Fundraising

Recognized student groups may conduct fundraising activities after receiving written approval from the Director of Student Engagement and Belonging. Fundraising activities of recognized student groups must relate directly to campus events sponsored by the student club or the College. These groups must follow the guidelines established by the Office of Student Engagement and Belonging. Contact the office at StudentEngagement@bristolcc.edu for further information.

Hazing

(Policy Link: [Hazing](#))

Hazing as defined by state or federal laws, including but not limited to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

As an entity of The Commonwealth of Massachusetts, Bristol Community College prohibits the act of hazing. Any student or group found to be in violation of this prohibition as stated in the applicable sections of Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19, will be subject to disciplinary action through the student code of conduct policy and criminal prosecution.

Whoever knows that another person is the victim of hazing as defined in Section 17 MGL and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine.

All advisors/coaches to clubs, organizations, and teams will distribute a copy of this policy to their members.

Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19

Section 17: Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include, but not limited to whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of

this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, pledges or applicants for membership.

It shall be the duty of each such group, team or organization, acting through its designated officer or director, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

Student Code of Conduct Policy:

Section 7, B, 16. Hazing

- Hazing as defined by state or federal laws, including but not limited to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

The Student Code of Conduct Administrator will maintain a Student Disciplinary Policy with regard to the organizers and participants of hazing.

Any student or group found to be in violation of this prohibition will be subject to disciplinary action and criminal prosecution.

For questions concerning the Hazing Policy, contact the Associate Vice President for Student Success at 774.357.2150 or StudentServices@BristolCC.edu.

Identification/Campus Card

(Policy Link: [Campus Card](#))

The campus card is the official student, faculty, staff and alumni photo ID for Bristol Community College. The campus card program supports the mission and vision of the college by enhancing the overall college experience through access to a variety of services.

The campus card serves as proof of status with Bristol Community College. Depending on your status, the campus card serves as an identification card, an electronic key card controlling access to buildings, offices, classrooms, and serves as your library card. The campus card allows you access to the gym, printing, tutoring, book advances and serves as a debit card which can be used to purchase goods on campus when funds are loaded onto it. A preferred name is allowed on the campus card as long as it is in the college system when the student registers for classes.

Cardholders must maintain and carry a current campus card for the entire period that they are affiliated with the college. The cardholder is responsible for the care and safekeeping of their campus card.

Protecting the campus card reduces the risk of abuse related to privileges and funds associated with the campus card and extends its life. Holes should not be punched into the card, nor should stickers or other items be affixed to the campus card.

No one other than the student, faculty or staff to whom the card is issued should use the card. The card is the property of Bristol Community College and must be presented upon the request of an appropriate college official and may be revoked at any time by the college. The Campus Card Office is responsible for disposing of any invalid or revoked campus cards.

If a card is lost by a student, faculty, staff or alumni and needs to be replaced, there is a \$10.00 non-refundable replacement fee payable by Bristol Bucks, cash, check or credit/debit card. The replacement campus card fee must be paid at the Student Accounts Office before the replacement card will be processed. Please contact the campus card office with any questions at 774.357.2080 or CardOffice@BristolCC.edu.

Immunization and Health Records

(Policy Link: [Student Immunization and Health Record](#))

All students are required to meet and follow the Department of Public Health, the Massachusetts State General Law, and Bristol Community College immunization and health record requirements.

State immunization requirements are listed in Massachusetts Regulations 105 CMR 220, found at Mass.gov, <https://www.mass.gov/regulations/105-CMR-22000-immunization-of-students-before-admission-to-school>.

Students who are taking 100% of their courses online do not have to submit immunization records. Some college programs such as Health Sciences and Early Childhood Education have additional health record requirements beyond those mandated by state law.

Immunization requirements apply to the following hybrid and face-to-face students:

- Full-time students under 30 years of age, who are taking at least 12 credits in any semester.
- Full-time Health Science and Early Education students, regardless of age.
 - Please note: All immunization records for these programs (Health Science and Early Childhood Education) are to be sent to a specific location as directed by the Health Sciences Department.
- Full-time or part-time students attending Bristol while on a student VISA, including foreign exchange regardless of age.

Immunization Requirements

- **Tdap/Td** - 1 dose within the last 10 years.
- Hepatitis B - 3 doses, or 2 doses (HepB - B), or laboratory evidence of immunity.
- **MMR** - 2 doses or laboratory evidence of immunity.
- **Varicella** - 2 doses or laboratory evidence of immunity or reliable history of chickenpox.
- **Meningococcal** - 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The vaccine must have been given on or after student's 16th birthday. Students may decline the MenACWY vaccine after they have read and signed the [MDPH Meningococcal Information and Waiver Form](#) which is available online at the above link.
- You can submit your immunizations in one of the following ways: by fax to 508.730.3286, email to HealthServices@BristolCC.edu, or by dropping it off at the student Mental Health Counseling Center in E104. Please include your student ID number and Bristol program of study if you fax or email.

IT Acceptable Use

(Policy Link: [Acceptable Use of Information Technology Resources](#))

Acceptable use of information technology resources includes use for academic, educational, or professional purposes that are directly related to official college business and in support of the college mission. Users are encouraged to utilize Bristol's information technology resources to the fullest extent in pursuit of the college's mission, goals and objectives. The college expects that these information technology resources are always used in a responsible manner and reserves the right to limit or remove access as needed.

Bristol's electronic communications systems, including Internet, telephony, email, and messaging services are to be used primarily for college-related purposes. Users shall have no expectation of privacy over any communication, transmission or work performed using or stored on college information technology resources. The college reserves the right to monitor any and all aspects of its information technology resources and to do so at any time, without notice, and without the user's permission.

Bristol Community College makes no warranties, expressed or implied, for the information technology resources it provides. Bristol will not be responsible for any damages a user may suffer, including loss of data, undelivered messages, or content or service interruptions. Bristol denies any responsibility for the accuracy or quality of information obtained through its information technology resources.

The college is a "carrier" of information through electronic channels rather than a "publisher" of information. With the exception of official college publications or legitimate business communications through internal processes, the college is not to be expected to be aware of, or responsible for materials or communications.

Uses of Technology

1. **Access** - All access to Bristol applications, systems and hardware shall be authorized and approved. Any access not explicitly authorized or approved is prohibited. Access to specific applications, systems, components, and technology infrastructure shall only be granted to users with a legitimate need for such access. The level of access granted, and privileges assigned, shall be limited to the minimum required to perform assigned duties or to access appropriate systems or services.
2. **Remote Access** - is authorized for only those users with an approved business or academic use. Users who have been approved for remote access are responsible for adhering to the requirements defined in the Remote Access Policy.
3. **Media** - users shall not use media, such as flash drives or portable hard drives, until they have been scanned for viruses, spyware, malware, Trojans, or other similar threats to the security or functionality of Bristol information technology resources.
4. **Data Encryption and Storage** - confidential and/or personally identifiable information (PII) must be protected by encryption. Encryption methods that have

been approved and implemented by Information Technology Services should be used in all cases. Users who are unfamiliar with using approved encryption technologies should seek guidance from the ITS Help Desk.

5. **Cloud Computing and Storage** - advances in cloud computing offer convenient technology solutions such as data storage and connectivity. Data placed on any cloud computing storage solution must adhere to the same policies as data stored on Bristol's internal technology resources.
6. **Unacceptable use** of technology includes, but are not limited to:
 - any illegal or unethical act, including violation of any criminal or civil laws or regulations, whether state or federal;
 - any conduct that violates the college's Policy on Affirmative Action, Equal Opportunity and Diversity;
 - any conduct that violates the college's Code of Student Conduct;
 - any conduct that unreasonably interferes with the normal operation of the college;
 - any commercial or profit-making purpose;
 - sending threatening or harassing messages, whether sexual or otherwise;
 - accessing or sharing sexually explicit or obscene materials;
 - infringing on any copyright or intellectual property rights;
 - any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
 - intercepting communications intended for other persons;
 - misrepresenting the college or a person's role at the college;
 - distributing chain letters; or
 - defaming any person

Enforcement

Any user found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including loss of access rights, termination of employment, expulsion from the college, or discontinuation of the business relationship.

Electronic Mail

(Policy Link: [Electronic Mail](#))

The college strongly encourages enrolled students to send any electronic communication to Bristol faculty and staff members using Bristol email addresses.

Uses of Email

1. Users are expected to read Bristol email on a regular basis and manage their accounts appropriately. An email message regarding college matters is considered an official notice.
2. The college requires that all employees conduct college business and academic-related communications using an official college-issued email account.
3. All incoming email is scanned for malware and attempts are made to block suspected messages from user email accounts. It is impossible to guarantee protection against all malware and users should take proper care and consideration to prevent its spread.
4. College email services may be used for incidental personal purposes if such use does not burden Bristol with noticeable incremental cost(s) or interfere with the user's employment or other obligations to the college.
5. Forwarding email by college employees that contains personally identifiable information as defined within the Acceptable Use of Information Technology Resources Policy, whether automatically or manually, is prohibited.
6. Auto-forwarding of email by all users is only permissible if the destination email server is an internally administered college email system.
7. Unacceptable use of college email shall include, but is not limited to, the following:
 - any illegal or unethical act, including violation of any criminal or civil laws or regulations, whether state or federal;
 - any conduct that violates the college's Policy on Affirmative Action, Equal Opportunity and Diversity
 - any conduct that violates the college's Code of Student Conduct;

- any conduct that unreasonably interferes with the normal operation of the College;
- any commercial or profit-making purpose;
- sending threatening or harassing messages, whether sexual or otherwise;
- accessing or sharing sexually explicit or obscene materials;
- infringing on any copyright or intellectual property rights;
- any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
- intercepting communications intended for other persons;
- misrepresenting the college or a person's role at the college;
- distributing chain letters; or
- defaming any person.

Retention of College Email

1. Beginning in July 2015, Bristol began automatic archiving of all employee email either sent or received by college owned email systems. At that time, all existing messages in employee email accounts were archived. Bristol will retain all email messages for a period not to exceed seven (7) years and messages beyond that age will be permanently deleted on a daily rolling basis.
2. Email, whether created or stored on Bristol owned equipment, may constitute a public record under Massachusetts' Public Records Act or Retention Laws or be subjected to mandatory disclosure under other laws, including laws compelling disclosure during the course of litigation. Users of Bristol email services should be aware that Massachusetts' Public Records Act and similar laws prevent the college from guaranteeing complete protection of personal email stored on Bristol email systems.

The college reserves the right to revoke email privileges at any time.

1. Students – students who leave the college or complete their course of study will have access to their email for a period of three semesters, including the summer session, from the last semester of registration.
2. Students dismissed from the college – students dismissed permanently from the college will have email privileges terminated immediately as directed by college officials.
3. Enforcement Any user found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including loss of access rights, termination of employment, expulsion from the college, or discontinuation of the business relationship.

Password

(Policy Link: [Password](#))

All users with access to college systems are responsible for taking the following appropriate steps to select and secure their passwords.

- All user-level and system-level passwords must conform to the guidelines defined by ITS;
- Each user is responsible for maintaining the confidentiality of passwords that are used to gain access to Bristol systems and services;
- Passwords should not be shared with anyone. All passwords are to be treated as sensitive and confidential information. It is permissible to share your password with ITS support personnel for troubleshooting purposes only and users should change their password immediately after the work is performed;
- Passwords should not be written down, stored, or transmitted electronically without the use of encryption;
- Users should never attempt discovery of a system or another user's passwords, either manually or utilizing an automatic password cracking system;
- User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user to access system-level privileges;
- Any user suspecting that his/her password may have been compromised must report the incident to the IS Help Desk and change all passwords.

Any person found to have violated this policy, intentionally or unintentionally, may be

subject to disciplinary action, up to and including loss of access rights, expulsion from the college, or termination of employment.

Remote Access

(Policy Link: [Remote Access](#))

This policy applies to all Bristol Community College students ("users") who may access Bristol applications, systems or hardware remotely through a direct connection. This policy does not apply to external facing systems designed to be used online via the internet. Any student found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including expulsion from the college.

Privacy

(Policy Link: [Information and Data Classification](#))

Bristol Community College's information and data must be maintained in a secure, accurate, reliable manner and be readily available for authorized use. Information and data security measures are implemented commensurate with the appropriate value, sensitivity and risk involved. Information and data are classified into one of three categories (Restricted, Confidential, Public) to implement security at the appropriate level, establish guidelines for legal and regulatory compliance, and to reduce or eliminate conflicting standards and controls. Any employee, student employee, contractor or third-party agent of the college who is authorized to access college information and data asset must adhere to policies, guidelines and procedures pertaining to the protection of college information and data assets.

Category Definitions

Restricted

1. Restricted information and data are highly sensitive and intended for limited, specific use by a workgroup, department, or group of individuals with a legitimate need to know. Protection of this information and data is required by law or regulation. Loss, corruption, or unauthorized disclosure of Restricted information or data would cause severe personal, financial or reputational harm, including civil or criminal penalties to the college, its employees, or the individuals the college serves.
2. The collection, processing, storing, or transmitting of Restricted information and data are done with explicit permission from the appropriate, designated Data Owner. Access is limited to those individuals based on a legitimate need and is granted with the least level of privilege applied. Any unauthorized disclosure or loss of Restricted information or data must be reported appropriately and follow the process outlined in the Breach Notification Incident Response Plan.
3. Examples of Restricted information or data include:
 - Social Security Number (SSN)
 - Credit card and financial account number (CCN)
 - Driver license number
 - Passport number
 - Student loan information or data
 - Personnel records, including performance reviews, discipline records and appointment letters

Confidential Data

1. Confidential information and data are information that, if made available to unauthorized parties, may have a serious adverse impact on individuals or the college and cause personal, financial or reputational harm to the institution, its employees, or the individuals the college serves. Confidential information includes data that Bristol is required to keep confidential, either by law (e.g., FERPA) or under a confidentiality agreement with a third party, such as a vendor.
2. This information and data should be protected against unauthorized disclosure or modification and disclosed only when there is a legitimate need to know. The collection, processing, storing, or transmitting of Confidential information and data are done with permission from the appropriate, designated Data Owner and access is limited to those individuals is based on a legitimate need to know and granted with the least level of privilege applied.
3. Any unauthorized disclosure or loss of Restricted information or data must be reported appropriately and follow the process outlined in the Breach Notification Incident Response Plan.
4. Examples of Confidential information or data include:

- Student education records
- Student directory information for those who have elected privacy
- Student demographic information
- Student ID numbers
- Employee ID numbers
- Some memos, correspondence and meeting minutes
- Planning documents
- Contact lists that contain information that is not publicly available
- Procedural or technical documentation that should remain private
- Public

Public

Public information or data may be disclosed to any person regardless of their affiliation with the college. The Public classification is not limited to data that is of public interest or is intended to be distributed to the public. The classification applies to information and data that does not require any level of protection from disclosure. While it may be necessary to protect original source documents from unauthorized modification, Public information and data may be shared with a broad audience both internally and externally of the college and no steps need to be taken to prevent its distribution.

Examples of Public information or data include:

- Press releases or other information made available on the college's public websites or social media platforms
- Directory information (not subject to a Family Educational Rights and Privacy Act (FERPA) block)
- College and course catalogs
- Specific policy and procedure manuals designated by the owner as public
- Commonly reported statistics such as those found on the public disclosures section of the website
- Job postings

Social Networking

(Policy Link: [Social Media Code of Conduct](#))

Users shall have no expectation of privacy over any communication, transmission, or any form of electronic communication or publication through Bristol Community College's social media venues which users create online communities to share information, ideas, personal messages and other digital content. This includes websites, blogs and social networking platforms such as Facebook, Instagram, X and YouTube.

Bristol will not tolerate any posting that infringes on proprietary or confidential information or that is defamatory, pornographic, harassing, libelous, or inhospitable. Any content posted on any official Bristol Social Media presence that violates any existing college policy, State or Federal law is prohibited and shall be removed at the college's discretion. The college may remove any privilege to manage or participate in official college social media presence for any violation policy, at the college's discretion.

The college has the right to remove any content for any reason, including but not limited to, content that it deems threatening, profane, obscene, derogatory, a violation of intellectual property rights or privacy laws, off-topic, promotion of organizations, programs, services or products not related to the college, or otherwise misleading, damaging or illegal.

New Student Orientation (NSO)

(Policy Link: [Mandatory NSO](#))

(Website Link: [New Student Orientation](#))

All degree-seeking students must complete New Student Orientation (NSO) before course registration. NSO is just one part of the on-boarding experience. Additional orientation participation may be required on a case-by-case basis per academic program. Students who are designated as early college may be subject to mandatory orientation, despite being non-degree.

Attendance at orientation is mandatory for all newly admitted students (including students who have attended Bristol previously).

You may find information on how to complete orientation by visiting the Bristol website here: [New Student Orientation](#).

Public Posting/Bulletin Boards

(Policy Link: [Posting](#))

(Website Link: [Posting on Campus](#))

All faculty, staff and students as well as external individuals and organizations wishing to post or distribute material on college property must abide by the Posting policy. Bristol welcomes and respects the free expression of ideas, including student expression at any Bristol location. Guidelines and procedures for posting, distribution, and solicitation on college property have been established to permit freedom of expression without disruption to the regular operations of the college. These guidelines are intended to:

- Facilitate greater campus community engagement and better communication of campus information.
- Keep the college's buildings clean and in good condition.
- Ensure consistency with college standards for publications.
- Comply with relevant college policies and procedures.
- Be in good taste and conform to expectations Bristol holds as an academic institution.

Bristol Business Services will review all common area postings and displays periodically to ensure consistency of college-wide messaging, marketing focus, college-wide themes, etc. Posted and displayed items include but are not limited to:

- Awards, Banners, Flyers, Informational Displays, Plaques, Portraits, Posters, Publications

Approval Process

All materials posted on community bulletin boards must be reviewed, approved and stamped by Business Services and date stamped before they can be posted. Please review the process below.

Digital Stamp

- Email poster or flyer to BusinessServices@BristolCC.edu.
- Submission will be reviewed within 24 business hours (Monday through Friday). If approved, a digital stamp "Approved For Posting" will be emailed back to the requester.
- The Approved For Posting digital stamp must be added to the poster design *prior* to printing.

In Person

- Bring posters or flyers to F100 on the Fall River Campus. Posting will be reviewed and stamped the same day. Office Hours are Monday through Friday, 8:30 a.m. until 3:30 p.m.

Questions? Contact Business Services at 774.357.2216 or BusinessServices@BristolCC.edu.

Refunds

(Policy Link: [Credit Course Refunds](#))

Students must follow college withdrawal procedures to receive a refund. See the Withdrawal Policy.

Tuition refunds for all credit courses are as follows:

- If a student withdraws from the college prior to the beginning of classes or during the first two weeks of classes, the student will receive 100% refund for the credits for which the student withdraws and will be reimbursed all charges less the \$37 non-refundable student support fee.
- If a student withdraws from the college during the third week of classes, the student will receive a 50% refund for the credits for which the student withdraws and will be reimbursed all charges less the \$37 refundable student support fee.

- If a student withdraws after the third week of classes, there will be no tuition or college fee refunds.

It will take approximately 4-6 weeks AFTER the Semester begins to receive a refund.

Satisfactory Academic Progress (SAP)

(Policy Link: [Satisfactory Academic Progress \(SAP\)](#))

Satisfactory Academic Progress (SAP) indicates the successful completion of coursework towards a degree or certificate. This is a policy that applies to all students to ensure consistent application of standards to all appropriate status classifications, e.g., full-time, part-time, undergraduate, and educational programs established by the institution. Thus, all students must maintain satisfactory academic progress toward completing their academic program of study and the achievement of a degree or certificate, regardless of their eligibility for financial aid.

Students' academic progress will be evaluated by Student Services and Enrollment Management at the end of each Fall, Spring, and Summer semester after grades have been posted. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successfully completing their program of study at the required Pace, will be notified in writing of any risk to their eligibility for federal, state, and institutional financial assistance, or academic standing. Students who fail to meet SAP standards for two consecutive evaluation periods in their current degree or certificate program will be deemed ineligible for further financial aid and may be subject to dismissal if they cannot achieve good academic standing within the required Pace. Students who have lost financial aid due to failing to make SAP can regain eligibility by meeting the SAP standard contained in this policy or through successful appeal.

Students who cannot complete a program of study within the specified maximum timeframe are ineligible for financial aid once it becomes mathematically impossible for them to complete within the maximum timeframe. Students may appeal loss of financial aid and program dismissal but can only be reinstated to a specific program of study once. Students may only change their program two (2) times via appeal in order to regain SAP eligibility. SAP calculations are based on the applicable program of study at the time of review.

Pace is calculated by dividing the total number of credits the student has successfully completed by the total number they have attempted.

Maximum Timeframe

Bristol Community College defines the Maximum Timeframe for all undergraduate programs measured in credit hours as 150 percent of the published length of the program of study, as measured in credit hours.

For example, if an associate degree program requires successful completion of 60 credit hours for graduation, students must complete their program within 90 attempted credits. A certificate program consisting of 24 credit hours must be completed within 36 attempted credits.

If a student changes to a new program of study, all courses from a prior program of study that are applicable to the new program of study are counted within Maximum Timeframe.

SAP Statuses: Students' SAP reviews will result in a student being placed on one of the following statuses:

- Making SAP – Good Financial Aid Standing (S)
- Not Making SAP – Financial Aid Warning (W)
- Not Making SAP – Financial Aid Ineligibility (occurs after failing to make SAP for two consecutive evaluation periods) (U)
- Not Making SAP with Successful Appeal – Financial Aid reinstatement with Financial Aid probation (P)

Appeals

Students may appeal a determination they are not making SAP to the Office of the Vice President for Student Services and Enrollment Management to share circumstances that prevented their academic success (i.e. illness, accident, or injury experienced by the student or a significant person in their life; death of a family member or significant person in their life; severe personal, family and/or medical problems, including mental health emergencies; severe financial problems and/or housing insecurity; or other unexpected circumstances beyond the student's control).

To be eligible for an appeal, the Office of the Vice President for Student Services and Enrollment Management must determine that the student will be able to meet SAP standards by the next evaluation point. If it is not possible for the student to meet SAP standards by the end of the semester but it is determined that they may return to good standing with more time, appeals may be approved at the discretion of the Office of the Vice President for Student Services and Enrollment Management. Students who successfully appeal an SAP determination will be placed on Financial Aid Probation and will remain eligible for aid for one semester. Students who do not successfully appeal remain ineligible for aid until they meet the minimum SAP criteria or until a subsequent appeal is approved.

Students must submit a written appeal to the Office of the Vice President for Student Services and Enrollment Management before the published deadline term they wish to register. Appeals are considered on a case-by-case basis, to account for individual circumstances.

If a completed appeal is not submitted by the published deadline, the dismissal standing will remain in effect. To submit an appeal, students must:

1. Submit a [Satisfactory Academic Progress \(SAP\) Appeal](#) form online.
 - a. The Office of the Vice President for Student Services and Enrollment Management will review all required documentation once submitted.

Decisions are made after a careful evaluation of the student's individual circumstances, federal Title IV requirements, and college policy. Notification will be sent in writing to the student about the outcome. SAP appeal reviews will result in one of the following outcomes:

- Appeal Denied
- Approved with Financial Aid Probation

Appeals received after the stated deadlines on the form will be denied.

Please see the college's policy on [Satisfactory Academic Progress \(SAP\)](#) for more information.

Service Animals

(Policy Link: [Service Animal](#))

(Website Link: [Service Animal Webpage](#))

Bristol Community College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Therefore, an individual with a disability shall be permitted to be accompanied by his/her service animal in all areas of the College's facilities where members of the public are permitted. The College reserves the right to impose restrictions on the use of service animals on its property in order to maintain safety or to avoid disruption of College operations.

This policy applies only to facilities owned by the College or under its control. Please be advised that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical or internship experience locations. Such restrictions are established by the individual facilities according to their own policies and procedures and the College has no control over such restrictions.

“Service Animal” Defined

The Americans with Disabilities Act’s regulations define “service animal” as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. However, in certain instances, the use of other animals as a service animal may be permitted under other laws so please consult with the College’s Disability Services Office.

Type of Work or Tasks a Service Animal May Provide

Work or tasks performed by a service animal must be directly related to its handler’s disability. Examples of work or tasks performed by service animals include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks;
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- Providing non-violent protection or rescue work;
- Pulling a wheelchair;
- Assisting an individual during a seizure;
- Alerting individuals to the presence of allergens;
- Retrieving items such as medicine or the telephone;
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a service animal include:

- Crime deterrent effects; or
- The provision of emotional support, comfort, or companionship, often referred to as “therapy” or “companion” animals.

Service Animal Documentation

Consistent with state law, all dogs on campus shall:

- Possess an animal license in compliance with Massachusetts law;
- Be properly immunized and vaccinated; and,
- Wear a current license and rabies vaccination tag.

It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a “certified” service animal.

Registration of a Service Animal on Campus

When practicable, a student or employee seeking to use a service animal is requested to notify the Office of Disability Services prior to bringing the animal on to College property. A service animal’s handler will be asked to complete a voluntary Service Animal Registration Form and a Service Animal Handler Acknowledgement; links for these forms may be found on the Bristol website at

<https://bristolcc.edu/student-services/resources/disability-services/service-animal-policy.html>. This document shall be maintained confidentially by the College. If the animal

qualifies as a service animal, the handler will voluntarily agree to comply with this policy at all times while the animal is on College property. Members of the general public intending to visit the college with a service animal should notify the College’s Office of Disability Services in advance when practicable. Specific questions related to the use of service animals on College property can be directed to Amanda Downey, Director of Wraparound Services via email at Amanda.Downey@bristolcc.edu or by phone at 774.357.2955.

Permissible Inquiries about a Service Animal

It is permissible for the College to make the following inquiries in order to determine whether an animal qualifies as a service animal:

- Is the animal required because of a disability? and
- What work or task is the animal trained to perform?

The College shall not inquire about the nature or extent of a person’s disability.

Further, the College shall not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Control of a Service Animal

The College is not responsible for the care, protection or supervision of a service animal. The College is not financially responsible for any actions of or related to the service animal. A service animal must be under the control of its handler at all times. A service animal shall have a leash or other tether, unless the handler is unable because of a disability to use a leash or other tether, or the use of such would interfere with the service animal’s safe, effective performance of its work or tasks. Under those circumstances, where a service animal is not tethered, the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

Health, Hygiene and Cleanliness

Service animals must be clean. Daily grooming and occasional baths should be utilized to keep the animal’s odor to a minimum.

Adequate flea prevention and control must be maintained. If a service animal’s odor is offensive to other individuals, the handler will be requested to bathe the service animal prior to returning to the College. A service animal’s handler must clean up after the animal. If due to a disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

Exclusion of a Service Animal from College Property

The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- Is out of control and its handler does not take effective action to control it (including the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process);
- Is not housebroken, is ill, or presents a reoccurring offensive odor; and/or
- Is not properly licensed and/or vaccinated.

If the College excludes a service animal from its premises, it shall still afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

Public Etiquette Rules

Members of the public should avoid:

- Petting a service animal as it may distract the animal from its work;
- Feeding a service animal;
- Deliberately startling a service animal;
- Calling or attempting to attract the attention of a service animal; and
- Attempting to separate a service animal from its handler.

Grievances

Any person who believes that his/her rights to use a service animal on College property has been violated may file a complaint under the College’s Affirmative Action Plan by contacting Bristol’s Title IX and Affirmative Action Officer Johanna Bielawski. She may be contacted by telephone at 774.357.2681 or email correspondence at Johanna.Bielawski@BristolCC.edu. If unavailable, the President’s office may be contacted by telephone at 774.357.2184 or email correspondence at DiversityTitleIX@BristolCC.edu.

Solicitation and Sales

(Website Link: [Solicitation and Sales](#))

No individual may solicit donations or sell on campus for personal gain. Use of campus property for donations or sales is restricted to recognized organizations, the college, or one of its departments.

Prior approval must be received from the Associate Vice President for Student Success or designated representative.

Commercial ventures are not permitted to operate or solicit on College property. The posting of advertisements on college property is subject to the College's Posting Policy. College offices and committees appointed by the President of the College may conduct fundraising activities, which are directly related to their functional purposes. Materials produced for the promotion of the event must bear the name of the sponsoring office or committee.

Tobacco and Vaping

(Website Link: [Tobacco-Free Campus](#))

Bristol Community College is a tobacco and vaping-free college. The use of tobacco is prohibited within college buildings, walkways, in college or state fleet vehicles, and on college-owned property, not otherwise leased to another organization. This policy applies to all faculty, staff, students, contractors, vendors and visitors at all college locations.

In support, Bristol Community College provides comprehensive tobacco cessation and prevention services. This policy prohibits the use of any oral tobacco product. This includes unregulated nicotine products (e.g. e-cigarettes and vaping). Smoking will only be permitted in private vehicles parked on campus or on the street off campus.

Smoking & Tobacco: Smoking or using any tobacco product or use of e-cigarettes, vaporizers or inhalers on College property is behavior subject to sanctions under the Student Code of Conduct. See the Code of Conduct Charges heading in that section of this Student Handbook.

Resources

- American Cancer Society
- Healthy City Fall River
- Americans for Nonsmokers' Rights
- American College Health Association
- The BACCHUS Network
- College Tobacco Prevention Resource

Withdrawal

(Policy Link: [Withdrawal](#))

(Website Link: [How to Withdraw From Classes](#))

Students are responsible for officially withdrawing if they stop attending any or all classes. A grade of "WF" will be assigned to any student who stops attending a course but does not officially withdraw.

Official Withdrawals are accepted until the tenth week of classes of a 15-week semester or an equivalent amount of class time for shorter duration courses.

Students who wish to withdraw from all of their courses at Bristol Community College are required to notify the Registrar's office by completing a Total Withdrawal Form, the link may be found on the website at [How to Withdraw From Classes](#).

Students looking to withdraw from a course(s) that will not result in a withdrawal from all courses may withdraw online in myBristol, in person at any Enrollment Center, via email to EnrollmentServices@BristolCC.edu, or through the Course Change Form located on the How to Withdraw webpage.

Bristol Community College does not have a Leave of Absence Policy. All students who take leave are expected to withdraw from the institution following the withdrawal procedure.

Students who wish to withdraw due to medical reasons are encouraged to contact the office of the Vice President for Student Success at 774.357.2150. Documentation may be required to keep on record for future reinstatement as related to the academic catalog year.

Unofficial Withdrawals

The college will determine if a student who fails to follow the official withdrawal procedure has withdrawn from the institution. A student who does not receive an earned grade of A, B, C, D, or F will be evaluated by the Registrar's office at the end of each semester.

Students who do not complete coursework within the designated timeframe will receive a WF. A WF grade indicates the student did not officially withdraw from the class, did not complete the coursework, and failed the class. A grade of WF is included in the G.P.A. calculation, counts toward a student's pace completion and will count as credits attempted but not earned.

A student whose transcript reflects a combination of all W and/or WF grades for a semester will be reviewed by the financial aid office.

General Information

Absences

(Website Link: [Absences](#))

It is very important that students contact their instructors if they expect to miss classes for an extended period due to illness, accident, or other unavoidable circumstances.

Students should make every effort, if possible, to contact their instructors by email, phone messages through Divisional Offices or as directed in course syllabus. If this is not possible, contact the Vice President for Student Affairs Office, at 774.357.2150, who will send an email to your instructors informing them of your absence.

This notification to instructors is for informational purposes only. Whether or not your absence will affect your enrollment in the class can only be determined by your instructor. Please refer to your course syllabus or the Attendance Policy section of the college catalog.

Access and Disability Resources

(Website Link: [Disability Services](#))

(Policy Link: [Student Self-Disclosure, Registration, and Accommodations](#))

The Office of Disability Services (ODS) provides support services that enable qualified students with disabilities to participate in the life of the academic community. ODS assists students, as well as other College departments, in providing access to services and programs in the most integrated setting possible.

ODS Learning Specialists meet with qualified students to review documentation, determine reasonable classroom accommodations, and recommend strategies to capitalize on strengths and develop academic approaches to learning. Individual accommodations are a civil right guaranteed under federal laws (ADAAA, Sections 504 and 508 of the Rehabilitation Act of 1973).

The first step to registering with ODS is to contact the Office of Disability Services by phone at 774.357.2955, email at ODSAccess@BristolCC.edu, or by completing the confidential online Disability Disclosure Form located on the [Disability Services Webpage](#).

At any time, if a student feels that they are being discriminated against based on their disability status, they may contact the college's Diversity & Title IX Officer at diversitytitleIX@bristolcc.edu to address questions or file a complaint. Students may also explore their state rights with the Massachusetts Commission Against Discrimination and their federal protections through the Office for Civil Rights.

Advising

(Website Link: [Advising](#))

After applying to the college, satisfying placement requirements, and completing the mandatory new student orientation, students will receive their assigned academic advisor. All new and returning students to Bristol will receive an assigned advisor prior to registration.

Research has shown that community college students who have consistent, long-term connections with their advisors are more likely to stay enrolled, earn higher GPAs, and graduate on time. If your advisor works in Advising & Success, they have shared a link with you via email to make appointments with them. If your advisor is a faculty member, you will need to email them to set up an appointment. Current students should plan to make appointments in advance to meet with their

assigned academic advisor. If you have a faculty advisor and they are not available or if you have an immediate need and your regular advisor is unavailable, consider contacting the Advising Office to find out about drop-in hours or available scheduled appointments.

Academic Advising Email: AdvisingCenter@BristolCC.edu

Fall River Main Campus: 774.357.2777

New Bedford: 774.357.4000

Attleboro: 774.357.3527

Taunton: 774.357.3767

How to find your Assigned Advisor

1. Log into your [myBristol](#) account.
2. Click on [Degree Works](#) in the [ADVISORS](#) Tab.
3. Find your Primary Advisor's name at the top of your degree audit.
4. Enter your advisor's name in [College Directory](#)

Alumni Association

(Website Link: [Alumni Association](#))

Recent College graduates, and all Bristol alumni can stay connected to the College and up to date on Bristol news. Bristol alumni have access to the [Alumni Association Facebook Page](#); the Monthly Alumni E-Newsletter; Career Services for career counseling or help in job searches; and the College Central Network for access to professional opportunities, career development or career coaching.

Alumni can get involved by joining the Alumni Association Committee to help plan annual events or support the college with a financial gift through the Foundation office. For more information on any of the ways in which you can stay connected, contact Alumni@BristolCC.edu or 774.357.2007.

Associate Vice President for Student Success

The Associate Vice President (AVP) for Student Success is responsible for services and programs designed to foster students' academic, social and personal development and to facilitate student success. As a student advocate, the AVP provides support for student concerns such as emergencies, illness, death in the family, problem solving, and conflict resolution. The AVP educates students on college policies and procedures in order to promote a safe learning environment.

Departments under the direction of the AVP are: Advising, Athletics & Recreation, Basic Needs, Disability Services, Multicultural Affairs, Student Engagement & Belonging, Student Wellness, Transfer & Career, the Women's Center, Veterans Services, and Wraparound Services. The AVP's office is located in the Vice President for Student Affairs office suite on the Fall River Campus, Commonwealth College Center, G Building, room G224. You may contact the office by calling 774.357.2150, or by email at StudentServices@BristolCC.edu.

Athletics

(Website Link: <https://bristolcc.edu/student-services/activities/athletics/>, <https://www.bristolccbayhawks.com/landing/index>)

The college's athletics program and specialized services for student-athletes supports our players, academically and professionally, throughout their Bristol experience.

Bristol offers a wide-ranging athletics program including:

- Women's Volleyball
- Men's and Women's Basketball
- Men's and Women's Soccer
- Men's and Women's Cross country

The mission of the Athletics Department is to uphold the integrity of Bristol Community College by encouraging the characteristics of hard work, responsibility, and dedication both on the playing field and in the classroom within all of our student-athletes.

To sign up, visit the Bristol Bayhawks official website at:
https://www.bristolccbayhawks.com/recruits/Prospect_Form

Fitness & Recreation Center

(Website Link: [Fitness & Recreation Center](#))

The Bristol Fitness Center on the Fall River Campus offers FREE access to its modern exercise equipment and physical fitness services for all Bristol students, employees, and alumni. The Center is on the Fall River Campus in the Commonwealth College Center (G building). To use the Fitness Center, you need a valid Bristol Campus Card and to complete the Consent Form located here: [Fitness Center Consent Form](#); or on the website at [Fitness & Recreation Center | Bristol Community College](#).

Take advantage of 16 individual strength training stations, a cable motion station, elliptical trainers, treadmills, lifecycles, rowers and dumbbells. Locker rooms and showers are available. Fitness instructors are on staff to demonstrate proper use of the equipment. A number of group exercise classes are held regularly and include Zumba, yoga and core conditioning.

Outdoor Recreational Facilities

At Fall River, there are five tennis courts, a basketball court and a ½ mile walking path. Basketball, soccer and footballs as well as tennis equipment are available for use on campus with a [Campus Card](#). The New Bedford campus provides several free passes to their local YMCAs which may be borrowed on a daily basis. The Taunton location has a full-sized gymnasium and multiple outdoor athletics fields.

Art Gallery

(Website Link: [Grimshaw-Gudewicz Art Gallery](#))

The Grimshaw-Gudewicz Art Gallery is located on the main Fall River Campus. It is free and open to the public and launches four to six exhibits a year by artists from the region and across the country. It aims to present ideas about art and artmaking and to examine contemporary ideologies about art and art objects. Each semester faculty from across the college use the gallery as a teaching and learning tool.

The yearly series of diverse exhibitions are designed with an educational and multidisciplinary focus across a broad range of topics. Hours of Operation are Monday–Thursday: 10 am–4 pm, and Friday: 10 am–1 pm. You can learn more about the gallery at <https://bristolcc.edu/gallery/>.

Bathroom and Locker-Room Use

(Website Link: [Bathroom and Locker Room Use](#))

In accordance with the Commonwealth's Public Accommodation Law, Bristol permits the use of public facilities, including bathrooms and locker rooms, based on a person's sincerely held gender identity.

Bristol also offers gender-inclusive restrooms. Facilities with this designation should be treated as single-occupant restrooms, regardless of the number of stalls or fixtures inside, and individuals should lock the exterior restroom door when in use.

Gender inclusive restrooms can benefit many different people, including parents with differently gendered children, people with disabilities who may require the accompaniment of an attendant of a different gender, transgender and gender non-conforming people.

Attleboro Campus

- 1st floor (across from Enrollment Center)

Fall River Campus

- A Building: 1st floor (hallway to the right before entering the library)
- B Building: 2nd floor
- C Building: 2nd floor
- D Building: 1st floor
- E Building: 2nd floor
- G Building: 2nd floor
- J Building: 1st floor
- K Building: 2nd floor

New Bedford Campus

- At the New Bedford Bristol campus, the gender-inclusive restrooms are on the lower level (at the end of the hallway across from classroom LL12).

Taunton Center

- The Bristol Taunton Center gender-inclusive restrooms can be found back and right from the Center's entrance (the hallway to the left before classroom 128).

Bookstore

(Website Link: [Bookstore](#))

Bristol Community College bookstore can be found at the Fall River location and is operated by Follett Higher Education Group. The Bristol Bookstore is here to serve the needs of our students, faculty, staff, and alumni. Whether by providing campus course materials, supplies, technology (i.e. computer) or Bristol clothing and gifts.

The Fall River Campus is the only campus that keeps physical inventory that can be purchased on site. Students have the option to shop in-store at the Fall River location or order their books and other course materials online. Orders can be picked up by selecting your preference at checkout. Bookstore Locker Pickup is available at the Attleboro, New Bedford, and Taunton locations.

- Contact Details: Phone: 774.357.2239; Email Bookstore@BristolCC.edu. Visit the Bookstore website link, [Bookstore](#), for the most current hours of operation.

Follett Merit Scholarships

Scholarships are awarded to students who contribute significantly in a leadership capacity, preferably in a student leadership role at Bristol. Examples include, but are not limited to, service on College committees, elected student leadership positions, service learning, student club leadership roles, and outstanding student athletic achievement. A maximum award of \$500 per semester will be available for full-time students and a maximum award of \$300 per semester will be granted for part-time students. [Click HERE to Apply for Follett Bookstore Scholarship at Bristol](#).

Building/Facilities Access

(Website Link: [Access to Facilities](#))

College facilities are open to the public during the day and evening hours when classes are in session. When the campus is officially closed, all buildings are locked and only faculty and staff are admitted. Students may gain access after-hours with written permission from an authorized faculty or staff member and advance notice to the Campus Police Department.

The Facilities Management Department, 774.357.2533, maintains all campus lighting and the emergency telephones in the parking lots and on the inner campus. The maintenance staff, in addition to the Campus Police, regularly inspect all campuses and its buildings to discover and correct health, safety and security problems.

Campus Alerts and Emergency Messaging

(Website Link: [Campus Police Services](#))

BCCAlert: As members of the Bristol community, students, faculty, and staff have access to BCCAlert, Bristol's notification system. BCCAlert quickly distributes information about emergencies and weather-related closings to your electronic devices via text message. BCCAlert is free of charge. However, you are responsible for any text message or per-minute charges from your service provider.

- To *opt into* this notification system, text the keyword "BCCAlert" to 67283.

If you are already enrolled in BCCAlert but need to update your contact information, please sign in to myBristol and click on the BCCAlert link on the left-hand Launchpad.

- To *opt-out* of BCCAlert, text STOP BCCAlert to 67283.

For more information, please contact Information Technology Services at 774.357.2134.

BCCinfo

Receive important information about such topics as registration dates, add/drop periods, and final exams on your mobile device by texting the keyword "BCCinfo" to 67283.

Campus Police

(Website Link: [Campus Police](#))

Campus Police's business line can be reached by dialing 774.357.2218, or by dialing extension 2218 on any campus phone.

The main offices are located in Room 110 of the Hudnall Administration Building (D building) on the Fall River Campus.

In case of emergency, please dial 774.357.3911 or extension 3911 from any campus phone.

Text-A-Tip

Text-A-Tip is available to everyone. It is an effective REAL-TIME communication option for those who prefer texting rather than speaking.

- For the deaf and hard of hearing – like Text-To-911, Text-A-Tip ensures quick and effective REAL-TIME communication with a police dispatcher.
- Text "BCCTIP" + your message to 67283. The dispatcher will immediately be notified by an audible signal. The dispatcher will respond by text message.

ANONYMOUS TIP: [Webform](#) or call 774.357.3223

Safety Escorts

We want you to feel safe walking on campus. The Bristol Community College Police Department will provide safety escorts upon request. You may call Police dispatch at 774.357.2218, or by dialing extension 2218 on any campus phone.

Bystander Intervention – Be Proactive

We all have an important role in preventing sexual violence when we are confronted with problematic situations. Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

Being an active bystander can include:

- Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable.
- Naming, identifying and stopping situations that could lead to a sexual assault.
- Talk openly with friends about the issues and how to confront them.
- Encourage your friends to trust their instincts in order to stay safe. Don't laugh at sexist jokes or comments.
- Educate yourself and your friends.
- Use campus resources.

If you SEE something, SAY Something! Be a Member of the Bristol Community!

As a bystander who positively intervenes in instances of sexual harassment or sexual violence, you can:

- Step in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in. Get campus police or other authorities involved!
- Ask the person who is in a potentially dangerous situation if they are okay and/or want to leave.
- Intervene if you hear or see someone "targeting" another person.
- Follow up with the Campus Police office.

Children On Campus

(Website Link: [Children On Campus](#))

The college does not generally prohibit you from bringing your children on campus as long as they are under your supervision at all times; if it is not possible for them to be under your direct supervision, then an adult friend or adult guardian should be designated to ensure their supervision.

Be aware, however, that college staff and faculty members responsible for specific college areas reserve the right to exclude infants and children from that area when, in their best judgment, it is in the interest of health, safety, college operations, or the educational process.

For example, children are normally not permitted in an academic class. Bristol Community College cannot be responsible for the care and supervision of unattended children. Campus Police will be asked to locate the parent and return to his or her custody any unattended children.

Class Cancellations

(Website Link: [Class Cancellations](#))

Students can check for daily class cancellations through [myBristol](#) on the HOME tab. Class cancellation information is posted upon receipt but depends on individual faculty members notifying the college of a cancelled class.

Class cancellations are also provided by the switchboard, the video monitors in each building on all campuses, and may be posted on the door of the classroom.

College Foundation

(Website Link: [Bristol Community College Foundation](#))

The Bristol Community College Foundation is a 501c3 non-profit organization that was formed in 1980 with the express purpose of raising funds to support the important work of Bristol Community College and ensuring that our students have the pathways to academic and career success.

The College does this by facilitating ways the community can provide financial support such as

- A direct dollar amount gift.
- The 'Pay It Forward' campaign: These gifts go into an unrestricted Student Scholarship Fund with the goal of ultimately making our institution tuition-free for as many students as possible.
- A CARE Fund Donation: The CARE Fund is designed to off-set short-term financial needs for students experiencing specific setbacks that may prevent them from continuing their education at Bristol Community College. Funds are limited to Bristol students who are currently enrolled in classes at the time of the referral. *Donations can be made at [BristolCC.edu/Donate](#).*
- Naming Bristol in wills or bequests.
- Joining Bristol's Leadership Giving Society.
- Establishing a scholarship or program fund.

- Becoming a sustaining donor.
- Vehicle donations
- Attending Foundation sponsored events

For more information, contact the Bristol Foundation at BCCFoundation@BristolCC.edu or 774.357.2007.

Computer Labs

(Website Link: [Computer Labs](#))

Students have access to computer labs at all Bristol locations. Computer labs available for student use:

Fall River Campus

Open student labs include the Community Computing Center (K130), the Learning Resources Center (A), and The Rodgers Cyber Café (A). Dedicated labs for Art and Design, Computer Science, Nursing, and Engineering and Mathematics are located in several locations throughout the campus.

A - Eileen T. Farley Learning Resources Center

- Rodgers Cyber Café
- Lobby Area
- Lower Level

B - Engineering Building

- B111 - Computer Integrated Manufacturing (CIM) Lab
- B201 - Computer Aided Design (CAD) Lab

K - Business Technology Building

- K101 - General Purpose Teaching Lab
- K102 - Accounting/General Purpose Teaching Lab
- K103 - General Purpose Teaching Lab
- K104 - Game Development Lab
- K105 - Networking Lab
- K116 - Office Administration/Technology Lab
- K118 - General Purpose Teaching Lab
- K130 - Community Computing Center
- K205 - General Purpose Teaching Lab

L - Science and Mathematics Building

- L104 - Developmental Mathematics Lab
- L205 - Computer Assisted Mathematics Lab
- L206 - Computer Assisted Mathematics Lab
- L220 - Mathematics Lab

New Bedford Campus

188 Union Street location

- Open computer stations in the library, room NS164.

800 Purchase Street location

- Open computer stations available for student use in the Academic Support Center, room NH118 and the Student Lounge, room NH103.
- General purpose teaching labs:
 - NH315 - General Purpose Teaching Lab
 - NH328 - General Purpose Teaching Lab
 - NH401 - General Purpose Teaching Lab
 - NH402 - General Purpose Teaching Lab

Attleboro Campus

Open computer stations available in the Library, room AT107 and the Tutoring and Academic Support Center, room AT207.

General Purpose computer:

- AT117 - General Purpose Teaching Lab
- AT118 - General Purpose Teaching Lab

Taunton Center

Open computer stations are available in the Library, room TG134 and the Learning Commons, room TG135.

- General purpose computer lab is available when not being used for classes.
 - TG102 - General Purpose Teaching Lab
 - TG103 - General Purpose Teaching Lab
 - TG104 - General Purpose Teaching Lab
 - TG106 - General Purpose Teaching Lab

Criminal & Sex Offender Record Information

(Website Link: [Criminal and Sex Offender Information](#))

(Policy Link: [Sex Offender Communication](#))

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check.

Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The college is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records.

Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the college's CORI/SORI check process, please contact Human Resources at HR@BristolCC.edu or 774.357.2195.

Classified Level 2 or 3 Sex Offender

The College provides public access to Level 2 & 3 sex offender information through its Campus Police Department. If the offender is classified at Level 3, the college makes a community notification.

Public Access & Community Notification of Level 2 & 3 Sex Offender Information

Information concerning Level 2 and Level 3 offenders is available to the general public by contacting your local police department or the Commonwealth of Massachusetts' Sex Offender Registry Board (SORB), PO Box 392, North Billerica, MA 01862 978.740.6400. Level 3 offender information is also available online at www.mass.gov/sorb. Level 2 & Level 3 offender information received by the Bristol Campus Police is available to the public upon written request. Campus Police shall not respond to a request for Level 2 or 3 sex offender information unless the request is presented in writing, utilizing the Sex Offender Registry Board's "Request for Sex Offender Information from City/Town Police Departments" form, which is available at the following link [Sex-Offender-Information-Request-Form.pdf](#) and at the Campus Police Department, Hudnall Administration Building (building "D"), room 110.

Level 3 sex offender information shall be posted by the Chief or Deputy Chief of Police within two days of receiving the information from the SORB, regardless of when a meeting to inform the offender occurs. The notice locations include, but are not limited to, a bulletin board outside of the Campus Police Department, Elsbree Street Campus D110, and bulletin boards inside the lobbies of the Attleboro, Taunton and New Bedford campuses.

Level 2 & 3 sex offender information shall be maintained in a binder located in the Campus Police Office. The binder shall be available for public review, and copies of Level 2 & 3 notices may be provided upon appropriate written request.

Direct distribution of Level 3 notices shall be made to all college departments and personnel which provide services to children, the elderly, or other vulnerable members of the college community and are likely to encounter such an offender, including, but not limited to: childcare center, early childhood education programs, libraries, fitness center, summer camps, elder care programs, or on location programs with elementary or secondary school aged students.

Digital Literacy and Tools

(Website Link: [Digital Literacy and Tools](#))

Whether you're taking classes on-campus or online, you will need to use digital and technological tools to succeed. Be sure you have the necessary technology available to you.

Reliable Internet Access/Wi-Fi

Internet access is required for most processes at Bristol, including but not limited to:

- Accessing course materials.
- Submitting course work.
- Communication with professors.
- Class registration.
- Receiving financial aid awards.

Wi-Fi on Campus

Wi-Fi is available on all campus locations. The [Library Learning Commons](#) provide a space for students to study and complete their work, as well as tutoring and writing support. Wi-Fi is also available from your vehicle while parked in lots 6 – 10, underneath the solar panels on the Fall River Campus. [Click here for more detailed steps on accessing campus Wi-Fi.](#)

Mobile Hotspot

Students with an unlimited or high-use data plan from their cell phone carrier (Verizon, T-Mobile, etc.) can access the internet on their laptop via mobile hotspot.

Note: Be aware of what your data plan includes, as overages may result in charges on your cell phone bill. Bristol is not responsible for any data overage charges from your cell carrier.

- [Click here for hotspot setup instructions on iPhone.](#)
- [Click here for hotspot setup instructions on Android.](#)

Laptop Computer/Chromebook

You may be reaching this page on your phone, but you'll need a more powerful device, like a desktop or laptop computer, to get your classwork done – regardless of whether you're taking in-person or online classes.

Some degree and certificate programs may have more specific technology requirements. Speak with your major's department chair or your [Academic Advisor](#) for more information.

Borrow a Chromebook from the Library Learning Commons

The Library Learning Commons (LLC) allows students to borrow Chromebooks on a per-semester basis. Chromebooks are available to part-time and full-time students and can be picked up at any campus location. [Click here to read the full guidelines and instructions for borrowing a Chromebook.](#)

Book Advance

If you are awarded a book allowance as part of your Financial Aid package, you may use it to purchase technology such as a laptop or Chromebook. [Read more information about Book Advance, including eligibility and dates, here.](#)

Word Processing and Office Software

Every student at Bristol has free access to Microsoft 365. This includes Office, PowerPoint, Excel, oneDrive with 1TB of cloud storage, and more. To access Microsoft 365, login to [myBristol](#) and click "Microsoft 365 Apps" within Student Quick

Links, or [go directly to Microsoft 365](#) and login with your Bristol email.

Please note: student's cloud storage will be wiped after three semesters away from the college. All documents should be backed up elsewhere upon completion of program/leaving the college.

Students seeking an alternative to Microsoft products may want to try [LibreOffice](#), a free and open-source office suite compatible with Microsoft files.

Free Digital Literacy Resources

You may be asking — what is digital literacy? Digital literacy is about gaining and enhancing the skills you need to successfully access information and communicate using digital technologies such as computers, mobile devices, the internet, social media and beyond.

Below is a list of free digital literacy resources students can use to ensure they have the technical skills required to succeed at Bristol. These resources are meant to equip students with the basic level of digital literacy necessary to complete college coursework.

- [Microsoft Digital Literacy](#) – provides a free curriculum covering essential computer skills and digital literacy, designed for beginners.
- [DigitalLearn.org](#) – managed by the Public Library Association, offers interactive, video-based tutorials covering a range of basic digital skills.
- [GCF LearnFree.org](#) – offers tutorials on technology, reading, math, and more, making it a comprehensive resource for adult learners.

Equity

(Website Link: [Equity](#))

Bristol Community College is united in our dedication to diversity, equity, and inclusion. Together, through a collaborative process with all stakeholders, we defined what equity means to our community. Below is that commitment to our employees, students, and community partners.

Bristol Community College strives to promote equity by removing social and structural barriers through social justice advocacy, support services, and inclusive, affirming, and accessible education and employment. We respect all cultural backgrounds, social identities, and learning abilities and promote the positive self-efficacy of each college community member. Bristol provides opportunities for dialogue, engagement, and growth by creating a welcoming and respectful environment to work and learn. Additionally, we provide a framework for promoting access and equity for all by challenging and empowering each member of our community to become an agent of transformative change by denouncing racism, hate, violence, and all forms of discrimination.

After reflecting on our college's commitment to this equity statement, each department added their thoughts as to how they embrace diversity, equity, and inclusion within their respective areas at the college to foster a diverse college community for all.

Office of President

At Bristol, we are committed to diversity, inclusion, and equal opportunity. We strive to remove barriers so that every member of our college community can realize their potential. Diversity enhances our ability to support student success, innovate to meet the challenges of the future, develop lasting partnerships in our community, and achieve excellence. It is essential to our mission.

Academic Affairs

Bristol Community College's academic programs strive to provide equitable educational opportunities to all students and create a sense of belonging. We engage students in rigorous learning, striving to transform attitudes and beliefs to position our students to become agents of change and serve as leaders in our communities.

Administration & Finance Department

It is our mission, focus, and responsibility to ensure we provide access to a high-quality and safe educational environment that is inclusive. We strive to create an environment that fosters student success and employee growth. Each student and employee should receive the services they need to be successful, and we work to ensure that our policies are created to align with that goal.

Human Resources

It is important to focus on diversity, equity, and inclusion in the workplace and especially in an educational environment. To see equity in its true light, we look through our mirrored lens and not in it. Looking in our own mirror, we only see ourselves and our own perspectives. But looking through the mirror we see the wonders of the differences that make up the world, our community, and our own surroundings. Only then can we understand and appreciate the true images of equity and inclusion.

Marketing & Communications

It is our responsibility to connect, listen, and communicate through sharing the unique stories of our Bristol community.

By acknowledging differences, celebrating diversity and promoting access to Bristol's high-quality, inclusive educational environment, we remove barriers and help students realize their potential.

Student Services and Enrollment Management

Bristol Community College celebrates the unique experiences and perspectives that each student shares with our community. We foster an inclusive and respectful environment where students can learn from each other and grow together as global citizens. Furthermore, we are committed to helping all students achieve their goals through affordable education and access to equitable student support services.

Emergency Messages

Emergencies of a serious nature involving the health or wellbeing of a student, or their family, should be made known to the Campus Police who can be reached by dialing 774.357.2218, or by dialing extension 2218 on any campus phone. Because it is most difficult to reach a student on campus, only those of a very serious nature will be accepted for transmittal. Students are advised to leave a copy of their schedule with family members or day care providers.

Financial Aid

(Website Link: [Financial Aid](#))

At Bristol our goal is to help make coming to college affordable and convenient. If you're like most people, the big question is "how can I pay for my education?" That's where we come in.

Financial aid comes in a variety of forms such as grants, scholarships, waivers, loans, and even student employment opportunities. You've probably heard the phrase "Financial Aid is available to those who qualify" and to see if you qualify, you'll need to complete the Free Application for Federal Student Aid FAFSA.

The FAFSA is a simple form to determine your eligibility based on your household income, family size, and other information. The good news is that most students qualify for some form of financial aid, and our financial aid counselors are here to help you every step of the way. The FAFSA application is the one form you need to apply for federal, state, and other aid. Financial Aid is only available to students admitted to an eligible degree or certificate program. At Bristol all of our associate degree programs are eligible for financial aid, and many of our certificate programs are too. Your academic advisor can help you select a program of study that meets your educational and career goals, but you'll get a good idea of what Bristol has to offer by reviewing our [academic catalog](#).

Please feel free to browse our self-help videos on the [FAFSA page](#) for more information about applying for financial aid. You can complete the FAFSA on the web at www.studentaid.gov.

Bristol Community College school code for FAFSA: 002176

Gambling

(Website Link: [Gambling](#))

Bristol Community College follows Commonwealth guidelines which prohibit illegal gambling, including games that result in the exchange of money.

Violators will be subject to disciplinary action.

Graduation Requirements

(Website Link: [Graduation Requirements](#))

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

- Complete at least 60 credits (excluding developmental courses) of passing work.
- Fulfill course requirements established in the selected program of study.
- Earn a GPA of at least 2.0 in work taken at the college applicable to their program.
- Complete at least 25 percent of the semester hours applicable to their degree program at the college. (Complete 50 percent of semester hours applicable to certificate program.)
- Students may transfer back up to 45 credits with approval of the pertinent academic program/department in order to complete a degree, the Continuous Enrollment Policy notwithstanding.

To graduate from Bristol, the number of credits required depends on the specific degree or certificate you are pursuing. Generally, for an associate degree, a minimum of 60 credits (excluding developmental courses) is required. However, it's essential to note that you must also successfully complete all program-specific requirements to be eligible for graduation.

Graduation Honors

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

Commencement

- Students who complete all their courses in the fall term are invited to participate in the following spring ceremony.
- Students expecting to fulfill all degree requirements in the summer term who have two or fewer program requirements left to graduate are invited to the spring ceremony before finishing their coursework.
- Information regarding the graduation ceremony is sent to potential graduates by the Registrar's Office.

Health Insurance

(Website Link: [Insurance Information](#))

All registered students taking 9 or more credit hours, all Health Science students, and all Early Childhood Education students are required to have health insurance. Proof of insurance under another policy is required to waive the College's policy. To waive the Student Health Insurance Plan through Arthur Gallagher Student:

1. Log on [myBristol](#) and navigate to the Finances and Aid section.
2. Click on 3. *Fill out the Health Insurance Waiver - Annual*
3. Create a user account or log in (if a returning user).
4. Select the 'I want to waive' button. If waiving the insurance, you'll need information on your current health insurance ID card.
5. Upon completing your on-line form you will be asked to review the information provided and click 'submit' to complete the process. Immediately upon submitting your Online Form you will receive reference number.

Please note: The health insurance charge is waived once per school year. For example, if you already waived the health insurance during the fall semester, it is applied to your account and there is no need to waive it again for the spring semester.

For questions contact the Student Accounts Office at 774.357.2160 or by email at StudentAccounts@bristolcc.edu, or call Arthur Gallagher Student at 1.877.306.9102.

High School Equivalency Testing

(Website Link: [High School Equivalency Testing](#))

Massachusetts has two tests for earning High School Equivalency (HSE)

Credentials:

- HiSET™ (High School Equivalency Test) and
- GED® (General Education Development).

At Bristol Community College we offer the PSI HiSET.

- For more information, including eligibility, please visit www.doe.mass.edu/hse/.
- To register go to: <https://hiset.ets.org/test-takers>.

Prepare

For more information, visit the [Adult Education](#) webpage.

Transcript/Diploma Requests

Your free initial High School Equivalency Credential and Official Transcript will not be automatically sent to you. You must register with the [Diploma Sender](#) website to get this information. You can do this at any time – we recommend doing this right after you schedule your exam.

Any questions about this procedure can be directed to the [High School Equivalency Office](#) at the Massachusetts Department of Elementary and Secondary Education.

Late Withdrawal, Late Drop, and/or Tuition Appeal

(Form Link: [Appeal Request - Late Withdrawal/Drop, and/or Tuition](#))

(Website Link: [My Bristol Advising Tab](#))

A **late withdrawal appeal** is for students who are requesting to withdraw from courses after the published withdrawal deadline due to extenuating circumstances that occurred during the semester/session and prevented the student from successfully completing the course. A late withdrawal for a prior semester is only considered for courses in which the student received a failing grade in accordance with College or Academic Program standards.

A **late drop appeal** is for students who are requesting that a course be removed from their transcript due to institutional error. Institutional error is limited to misadvising, inaccurate transfer evaluations, inaccurate enrollment verification or other clerical error.

A **tuition appeal** is for students who are requesting a refund, credit, or waiver of their outstanding balance due to extenuating circumstances that occurred during the semester/session and prevented the student from successfully completing the course. A tuition appeal is only considered for courses in which the student withdrew.

Late withdrawals and late drops may have significant academic and financial impacts for students, including impacting the student's financial aid award for the term. Students who utilized book advances or received refunds may need to repay these amounts. Students are encouraged to discuss their decision to submit an appeal with their academic advisor and, if applicable, Financial Aid staff, Veteran Services staff, and Athletics staff.

For the purpose of this policy, extenuating circumstance is defined as a one-time occurrence that was outside of the student's control. Examples of extenuating circumstances include, but are not limited to:

- Medical emergencies, including accidents and mental health emergencies;
- Death or illness of a family member;
- Change in family status, including divorce or birth of a child;
- Emergency housing situations;
- Change in employment status;
- Legal issues, including being identified as the victim of a crime;
- Change in military service status;
- Change in transportation due to accidents

The following circumstances are not generally considered for appeals:

- The student's failure to withdraw before college's published withdrawal/refund deadline;
- The student's failure to check their Bristol e-mail related to registration and/or other important dates and information;
- Never having participated in a course;
- Poor academic performance;
- Chronic transportation issues;
- Lack of access to a computer or other necessary technology and/or course materials which the student knew or reasonably could have known prior to the start of classes;
- Not needing a specific course to fulfill a degree or transfer requirement;
- Dissatisfaction with the mode or method of instruction (including remote learning and/or the teaching style of the instructor); or
- Chronic medical issues which the student knew or reasonably could have known would impact their ability to complete the semester

Other situations for a late withdrawal, late drop, or tuition appeal, including exceptions to the stated deadlines, will be considered at the discretion of the Associate Vice President for Student Success or their designee.

Supporting documentation is required for all appeals. Please review the accepted documentation at the end of this form and be ready to upload documentation once you have answered all of the questions. Your appeal will not be reviewed until all documentation is received.

If someone other than the student is making this request on the student's behalf, you must contact the Associate Vice President for Student Success at 774.357.2150 before proceeding.

All documentation is subject to verification. Any submission of false documentation is a violation of the Bristol Community College Student Code of Conduct and could result in disciplinary action.

Your request will be reviewed within thirty (30) calendar days of submission, and students will be notified if the appeal is considered complete or if additional documentation is needed. A decision will be issued within ninety (90) calendar days of the date the appeal is considered complete.

Library Learning Commons

(Website Link: [Library Learning Commons](#))

Our Bristol Library Learning Commons (LLC) locations welcome those who are able to join us on campus. If you are not able to join us physically on campus, there is a [virtual world](#) waiting for you!

Our LLC hours for all Bristol locations can be found on the website at <https://libguides.bristolcc.edu/home> along with other services such as: Book-A-Librarian, Book A Study Room, Research Guides, Citation Help, Borrow a Chromebook, Activate your Library Card, Schedule Instruction, and a Frequently Asked Questions section.

The LLC also has lockers and contactless pick-up. Each location makes it easy for students to borrow and return materials when the physical locations are not open. The LLC locker pick-up procedure can be found on the website at https://libguides.bristolcc.edu/access_services_policies/lockers

Library Learning Commons (LLC) telephone contact information:

- Fall River Campus: Reference - 774.357.2108
 - Circulation/Service Desk – 774.357.2105
- Attleboro Campus: 774.357.3745
- New Bedford Campus: 774.357.4009
- Taunton Center: 774.357.4001

You can [Chat with Bristol's Library](#) or you can [Book-A-Librarian](#) and get help with one-on-one research strategies, finding good sources, collecting data, and assistance with citing reference.

Library Cards

Your Bristol Community College [Campus Card](#) is your library card! [Use this form to Activate Your Library Card.](#)

100 percent wireless internet is available at the Library Learning Commons. In addition, access to Wi-Fi is available under the solar canopy at the Fall River Campus. Students may log into any online database from home by using their Bristol Community College student ID number.

Returns and Overdue Books

Bristol Community College Libraries does not charge fines on overdue books; Other HELM member libraries may have policies that differ, and those who chose to borrow material may be charged for overdue items that are borrowed from other HELM libraries.

Bristol Community College Libraries do charge overdue fines on videos and CDs (\$1 per day per title). Students with extended overdue items may have their grades or transcripts withheld until books are returned or restitution made.

Lost/Unreturned Item Fee

Patrons are responsible for all materials borrowed. In the event of loss, they pay the current replacement price and processing fee. Materials lost, damaged beyond use, or not returned are subject to a \$5.00 replacement fee in addition to the cost of replacing the item. Payment is cash or check made payable to LRC Trust Fund.

Please note: All Bristol Community College borrowers incurring \$10.00 or more in fees/fines will have their Library Learning Commons borrowing privileges suspended until their account is settled. Transcript and registration holds will also be placed in students' administrative account (Banner) until their fees/fines have been settled.

For more information, please visit the LLC Circulation Policies page at [Library Learning Commons Access Services Policies](#).

Lost and Found

(Website Link: [Campus Police Services](#))

Bristol's Campus Police Department maintains a Lost & Found area. If you have lost any property, please check with Campus Police, 774.357.2218. If you find any property, please notify Campus Police as soon as possible so we may have a record of it in case anyone is searching for it.

Campus Police will retain most lost & found items for up to one (1) year, as required by law. [Items that present a health concern (i.e. food items, infested or moldy items, etc.) and items that are worthless (i.e. broken or burned beyond repair, etc.) are immediately discarded.]

Items are stored in a secure area at Campus Police for safekeeping. Every effort is made to contact the owner of the property. However, oftentimes there is no identifying information available. A photo ID is required to claim an item.

Unclaimed property is considered "abandoned" after one (1) year. Abandoned property will be destroyed or donated to a local recognized charity. Department records will reflect the disposition of each item.

Military Leave

(Website Link: [Rights, Responsibilities, and Policies](#))

Bristol Community College will allow military personnel called to active duty (not to include National Guard or Reservist training) to withdraw from their courses without academic or financial penalty. Written or verbal notice of departure must be given to the Office of the Registrar or the Office of the Vice President of Student Services and Enrollment Management; however, a copy of the order to active service must be provided to either office noted above within three months of release from active service.

Readmission to the matriculated program of study at the point of departure is guaranteed, provided the student returns within two semesters of discharge from active duty. To maintain eligibility for all other benefits, the cumulative length of absences cannot exceed five years. For more information, contact the Registrar's Office at RegistrarsOffice@bristolcc.edu or by phone at 774.357.2240.

myBristol Web Portal

(Website Link: [myBristol](#))

All current students are provided with an account to the "myBristol" web portal. The portal is the place for students to access grades and transcripts, register for classes, access online course material, provide contact information for the College emergency notification system, join online clubs and organizations, receive notification of cancelled classes, and access college email. It's also the hub for commonly used forms such as Change of Program, Course Change, and Change of Data, and provides access to links for Campus Card, the Bookstore, and other student resources.

Your assigned email account is the means for all official student electronic communication with the College. Accounts can be accessed from any internet-capable computer by clicking on the "myBristol" link on the Bristol home page, <https://www.bristolcc.edu/>. Students sign in using their Bristol username and password. Assistance is available from the Bristol Tech Team help desk in "A" Building on the Fall River campus, by emailing ITSHelp@BristolCC.edu, or calling 774.357.3333.

National Student Clearinghouse (NSC) Enrollment Reporting

(Policy Link: [NSC Enrollment Reporting](#))

Graduation Reporting: The Graduated enrollment status effective date is reported to the NSC, unless the revised effective date reported is a correction. The effective date is the last day of the full-term semester.

Graduated status effective date is the same date in the Financial Aid Office, Student Information System.

In compliance with timely reporting, Bristol Community College sends Degree Verify (Graduates) transmissions to the NSC fifteen to twenty days after the graduation date for each semester.

Parking

(Website Link: [Directions, Parking & Public Transportation](#))

(Website Link: [Campus Police](#))

Location/Room: Fall River Campus, D110

Business Line: (774) 357-2218, College Phone: x2218

Emergency Line: (774) 357-3911, College Phone: x3911

Parking is free and available on a first-come, first-served basis at the Fall River, Attleboro, and Taunton locations.

The main campus in Fall River has 12 parking lots with more than 1,800 spaces. All traffic and parking laws are strictly enforced, and infractions are subject to monetary fines, especially those involving handicapped spaces, fire lanes, parking on the grass, and parking outside white lines.

Attleboro, Taunton and the National Offshore Wind Institute (NOWI) locations have their own parking lots with ample spaces.

At the New Bedford location, students are offered discounted parking at downtown garages.

- Elm Street Garage
51 Elm Street, New Bedford, MA 02740
[MapQuest](#) | [Google Maps](#)
- Zeiterion Theater Garage
684 Purchase Street, New Bedford, MA 02740
Directions: [MapQuest](#) | [Google Maps](#)

Electric Vehicle Charging

Attleboro, Fall River, and NOWI locations have Level 2 dual-port electric vehicle charging stations, all of which are free to use.

Parking Fines

Illegally or improperly parked vehicles will receive Parking Violation Notices that carry monetary fines. Monies received from the parking fines are deposited into a trust that is used to provide financial aid to Bristol students.

- Failure to pay the parking fines within **21 days** of the date of the violation will result in an additional **\$5.00** penalty.
- Within 60-90 days of the original issue date, the Registry of Motor Vehicles will be notified and an additional penalty of **\$20.00** will be added.
 - This fee cannot be waived under any circumstances.
 - The registered owner of the vehicle will be prevented from renewing his/her license or registration until all tickets and penalties are paid in full to Bristol Community College.

Appeal requests must be filed within 21 days of receiving a violation. Forms are available in the Bristol Police Office D110.

Printing and Copying

(Website Link: [greenPRINT](#))

Bristol Community College recognizes that students need to print in the course of doing academic work. The College also recognizes its responsibility to discourage waste and to promote environmentally friendly uses of resources. greenPRINT, a print management system and [policy](#), was designed to raise awareness of spiraling printing costs and to reduce wasted paper.

Currently Enrolled Credit Students

Currently enrolled credit students are provided with a free allocation of prints for use in any of the College's computer labs and Library Learning Commons. The number of prints is set to an amount that will accommodate the vast majority of student printing needs. Students will use their myBristol username and password to log on to all computers. When a student prints, a box will appear informing them how many pages they are about to print and the total cost of the print job. Students who deplete their greenPRINT account will need to deposit Bristol Buck\$ at the Student Accounts Office (G) Building in Fall River or online on the [Campus Card Portal](#). Costs per print for credit students are 10¢ for black and white and 25¢ for color prints but could change periodically.

Currently Enrolled Non-Credit Students

Students enrolled in non-credit courses should plan for the cost of printing as part of the supplies for their course(s). Non-credit students pay a small charge per print to recover the actual cost of consumables including paper, toner, and equipment maintenance. Non-credit students who do not have a campus card can request a Guest Card from any Library Learning Commons location and add funds to the card at the Student Accounts Office (G) Building in Fall River or online on the [Campus Card Portal](#). Costs per print for non-credit students are 15¢ for black and white prints and 50¢ for color prints but could change periodically.

Currently Enrolled Center for Adult Basic Education Students

Students enrolled in courses offered through the Center for Adult Basic Education (ABE) are provided with a free allocation of prints for use in any of the College's computer labs and any Library Learning Commons location. The number of prints is set to an amount that will accommodate the vast majority of student printing needs. Students will use their myBristol username and password to log on to all computers. When a student prints, a box will appear informing them how many pages they are about to print and the total cost of the print job. Students who deplete their greenPRINT account will need to deposit Bristol Buck\$ at the Student Accounts Office (G) Building in Fall River or online on the [Campus Card Portal](#). Costs per print for credit students are 10¢ for black and white and 25¢ for color prints but could change periodically.

Alumni and Community Members

The College is committed to providing members of its communities with access to computing resources. Alumni and community members (guests or visitors) pay a small charge per print to recover the actual cost of consumables including paper, toner, and equipment maintenance. Alumni and community members can request a Guest Card from any Library Learning Commons location and add funds to the card at the Student Accounts Office (G) Building in Fall River or online on the [Campus Card Portal](#). Costs per print for non-credit students are 15¢ for black and white prints and 50¢ for color prints but could change periodically.

Room/Space Usage or Event Scheduling

(Website Link: [Event Scheduling](#))

Student organizations, clubs, or activities desiring a location to hold meetings or events must contact the Director of Student Engagement and Belonging at StudentEngagement@BristolCC.edu to fill out a facility request form.

If the student is not a member of any student organization or club, they should follow the 'community member events scheduling process. To find out more about this process, email EventScheduling@BristolCC.edu.

Our Attleboro, Fall River, Taunton and New Bedford locations each have unique indoor and outdoor spaces for meetings or events. If possible, room or space requests should be made well in advance of the date needed.

SACHEM

(Website Link: [Student-Focused Services](#))

Southeastern Association for Cooperation in Higher Education in Massachusetts or SACHEM is a collaborative effort among nine colleges in Southeastern Massachusetts, allowing full-time students at each SACHEM institution to enroll in a limited number of courses at other SACHEM institutions. To qualify, a student must be enrolled as a full-time degree-seeking student in good academic standing at one of the SACHEM participating schools. This benefit is on a space-available basis, with registration limited to one week before the class begins, day classes only, during the September to May academic year. Other restrictions may apply.

The schools included in this consortium are:

- Bridgewater State University
- Bristol Community College
- Cape Cod Community College
- Dean College
- Massachusetts Maritime Academy
- Massasoit Community College
- Stonehill College
- University of Massachusetts-Dartmouth
- Wheaton College

You can download a SACHEM form here: [SACHEM Cross-Registration Request](#). If you have any questions, please contact the Registrar's Office by email at RegistrarsOffice@BristolCC.edu or by phone at 774.357.2240.

Scholarships

(Website Link: [Scholarships at Bristol](#))

Bristol Community College offers you flexibility in every aspect of your experience. Paying for your Bristol education is no different. Scholarship opportunities include Foundation, Federal and State, Transfer and Phi Theta Kappa, and Follett Bookstore. For more information, contact the Office of Financial Aid at FinancialAid@BristolCC.edu, or call 774.357.2515.

Solicitation and Sales

(Website Link: [Solicitation and Sales](#))

No individual may solicit donations or sell on campus for personal gain. Use of campus property for donations or sales is restricted to recognized organizations, the college, or one of its departments.

Prior approval must be received from the Vice President for Student Services and Enrollment Management or designated representative.

Student Engagement and Belonging

(Website Link: [Student Engagement and Belonging](#))

Student Engagement and Belonging at Bristol Community College understands that a vibrant and purposeful college experience is critical to students achieving their personal, educational, and career goals. Student Engagement and Belonging is committed to creating spaces that allow for diverse opportunities that address the unique experiences of each Bristol student. The office creates opportunities for students to connect with each other, develop leadership skills, and navigate their own experiences. As the hub for engagement on campus, you will find accessible and equitable social and educational programs, and leadership positions that empower learners to thrive in their academic, personal, and professional lives. Connect with us for things like New Student Orientation, Student Clubs, Student Leadership, events on and off campus, and Basic Needs.

Student Awards

(Website Link: [Student Awards](#))

Recognize students who have demonstrated exceptional academic growth and development, as well as those who have made significant contributions in service and leadership.

The student awards night ceremony held once per year honors students' hard work and perseverance, while acknowledging the achievements of students who have excelled academically and personally throughout their college careers.

Student Clubs

(Website Link: [Student Clubs](#))

What's your passion? Whatever it is, chances are, no matter how different, at Bristol Community College, you won't be the only person who's into it. It doesn't matter if you're just looking for a hobby in between classes, or something that you can put on your resume: there is something for everyone at Bristol.

Please see the website ([Student Clubs](#)) for a list of currently active recognized Bristol student clubs. If you'd like to learn more, please contact the Clubs' Advisor, and they will connect you to the Student Leaders running the Club activities.

Please use your Bristol email when communicating with Advisors or Club Members. These Clubs are for registered Bristol Community College students only.

Student Leadership

(Website Link: [Student Leadership](#))

(Website Link: [Student Senate](#))

Student leadership takes various forms at Bristol such as membership in college-wide committees; or being the student trustee, a senator, or an ambassador.

The Student Senate is the student governmental body that meets once a week and represents and addresses student concerns within the structure of the College governance. They prepare the annual budget for student activities and organizations, approve new organizations, and evaluate the activities of established ones. The term of each Senator is up to 4 semesters.

To be eligible to run for the Senate, a student must be in good academic standing, maintain satisfactory academic progress, and currently be enrolled in classes. In addition, Senators are required to hold office hours, so they are available to the student body.

Every student at Bristol is a member of the Student Senate. The Student Senate is committed to promoting and protecting the rights of students and articulating student voices for advancing action and change. They create and use a collective voice to take an active role in affecting the College's policies and priorities.

The Student Senate represents student interests, establishes and oversees all student organizations, acts as a liaison between the student body, the college administration, and the Board of Trustees. The senate:

- Encourages the creation of an atmosphere suitable for intellectual and social growth for students as they participate in the affairs of the college.
- Allocates the revenue generated by Student Activity Fees in a manner consistent with procedures established by the Board of Higher Education and the President of Bristol Community College.
- Gives advice and counsels leadership of Bristol on matters related to developing or improving services, policies and procedures at the College.
- Represents the student body by engaging in cooperative ventures and negotiations with representatives of the faculty and administration.

- Assesses and/or provides for the educational, recreational, social, cultural, and other needs of the students when such actions would tend to facilitate the attainment of their educational goals.

Student Senate elections take place in both the spring and the fall semesters. All seats, with the exception of President and Vice President, are open to all enrolled Bristol Community College students, regardless of participation with Senate in the past.

- Spring Elections include Executive Board Positions and Two Senator Seats.
- Fall Elections include Two Senator Seats, Campus Coordinators, and any seats that were not filled in the fall.

Student Senate elected positions are:

President, Vice President, Chair of Finance, Chair of Academic Affairs, Chair of Public Affairs, Chair of Student Engagement.

There are also Senators and Campus Coordinators (Attleboro, Fall River, New Bedford, Taunton, and Online), and Advisors and Ex Officio Members (Student Trustee, and the Director of Student Engagement and Belonging). For more information, contact the office at StudentEngagement@BristolCC.edu.

You may find the full Student Senate Constitution here:

[Student Senate Constitution](#).

Community College Student Leadership Association (CCSLA)

(Website Link: [CCSLA](#))

The Community College Student Leadership Association (CCSLA) is an organization made up of the Student Engagement staff from the 15 Community Colleges in Massachusetts. This professional organization supports networking between student leaders across the Massachusetts Community Colleges, as well as serving as an effective benchmarking group for student involvement between the colleges.

Each year, a conference committee organizes an Annual Conference for student leaders. This two-day conference, hosted in the Fall, introduces student leaders to students from other community colleges, building networking and leadership skills, while attending workshops and seminars covering leadership, activism and professional development. To learn more about how to get involved as a Student Leader at Bristol Community College please email:

StudentEngagement@BristolCC.edu.

Student Trustee

(Website Link: [Governance](#))

The Board of Trustees, under the Massachusetts General Laws, shares responsibility for governance of the College. They are responsible for setting certain college policies, for approving personnel appointments and contracts and for exercising general oversight of the institution's affairs. The Board consists of volunteer members; volunteer members are appointed by the Governor of the Commonwealth, one is elected by the Alumni Association for recommendation to the Governor, and the student trustee is elected by the student body. The Student Trustee represents all of the students at the College. It is the duty of the student trustee to convey students' ideas, thoughts and concerns to the entire Board of Trustees. The student trustee must make every effort to relate to the overall student body, that is, students who are part time and full time; those that attend in the day and in the evening; and students from all campuses. The Student Trustee must be a student in good academic standing, maintain satisfactory academic progress, and be and remain registered as a full-time student (at least 12 credits) for the next academic year

Technology Services

Website Link: [Technology Services for Students](#)

Email: ITShelp@BristolCC.edu

Location/Room: Fall River, A bldg.

Phone: 774.357.3333

Information Technology Services (ITS) provides support in using campus computers and computer-based services.

Testing

(Website Link: [Testing Center](#))

The Testing Center serves more than 5,000 students a year. Exams include ACCUPLACER placement test, High School Equivalency Test (HiSET), Test of Essential Academic Skills (TEAS) and College Level Examinations (CLEP).

It's a supportive environment with an emphasis on confidentiality, respect, and student success.

The Testing Center conducts student assessment in the following areas:

- Placement Testing – all students new to higher education are required to take placement tests which consist of the ACCUPLACER tests in Reading and math (Arithmetic, Algebra and College Level Math) and a writing sample.
 - The purpose of these tests is to assess the skill levels of the students so that they enroll in courses that they are prepared to take.
- HiSET – (formerly GED) is the new Massachusetts High School Equivalency Test.
- TEAS – is required for all applications to Bristol's Nursing program.
- CLEP – The College Level Examination Program (CLEP) is a series of computerized, multiple-choice examinations that allow individuals to earn college credit for what they already know, regardless of where they learned it.

Contact the Testing Center for additional information by email at

TestingCenter@BristolCC.edu, or by phone at 774.357.3978.

Theatre Productions

(Website Link: [Theatre Productions](#))

The Bristol Community College Theatre Program has exciting productions and events throughout the year. All events are open to the public.

- General Public: \$15
- Bristol Faculty/Staff & Non-Bristol Students: \$10
- Bristol Students: \$5
- Children under 13: Free

Transcripts

(Website Link: [Electronic Transcripts](#))

Academic Transcripts are a cumulative record of a student's grades at Bristol. Students may need a copy of their transcript for an employer, for admission to a transferring institution, for personal records, etc.

You can request an unofficial or official copy of your transcript at any time. Due to FERPA regulations, transcript requests must come from the student or designated individual on the Student Record Disclosure Form.

In order to provide our students with a convenient transcript ordering process, we have partnered with Parchment, a secure electronic transcript delivery platform. Online ordering is available 24 hours/day, 365 days/year. If you need help or have questions about ordering a transcript, please contact the enrollment center at Enrollmentsrv@BristolCC.edu or 774.357.2590.

Unofficial

To print an unofficial transcript please go to [myBristol](#) and click on [GRADES](#), then select View Unofficial Transcript.

- Available Immediately.
- Available as PDF.
- Printed on plain paper.

NOTE: Official Transcripts may be held if there are financial or other obligations at Bristol that are unmet.

Official

- Electronic PDF is FREE.
 - Delivered via e-mail as an electronic PDF or printed and sent via mail.
- Bristol's official eTranscript is a certified PDF that displays a blue ribbon on the notification bar across the top of Adobe Reader, ensuring the recipient that the digital signature is authentic and the contents of the eTranscript have not been altered.
- Paper mail is \$2.50.

Transcripts are processed "as is" at the time of ordering. You should:

- Use a personal email when setting up your Parchment account. You only have access to your school email while enrolled.
- Be sure all of your grades are posted or be sure to place a hold "for grades" or "hold for degree" if you would like us to wait until grades are posted for processing.
- Be sure to have the e-mail or postal address of the school/person you would like to have the transcript sent. You may need to contact the other school or organization to find out the correct address.

You may order your Official Transcript here: [Parchment Transcript Request](#)

If an outside college, agency, or organization is requesting your transcript, Third Party Requesters may order Academic Transcripts from Bristol Community College by setting up a Third-Party account or login directly with an existing account at Parchment here: [Parchment Transcript Request](#)

Transfer Services

(Website Link: [Transfer Services](#))

Bristol Community College has over 80 transfer agreements with four-year schools, both locally and nationally. We strive to build partnerships with other colleges that will help you when you're ready to move on.

Transfer Services provides you with the transfer counseling needed to continue your education at four-year colleges and universities. Resources and services include updated transfer and scholarship information, assistance with applications, and transcript reviews and consultations. Special transfer programs are offered to assist you in achieving your educational goals.

In addition to individual transfer counseling appointments, you can attend transfer workshops designed to address the steps in the transfer process. You also have the opportunity to meet representatives from four-year institutions at a variety of programs and events offered throughout the academic year. If you have questions, contact Transfer Services by email at Transfer@BristolCC.edu or by phone at 774.357.2234.

You will find additional information on our webpage about the [College Application Process](#).

Transportation

(Website Link: [Transportation & Parking](#))

Because Bristol is a community college, we are known as a "commuter school." That means it's up to us to make sure you can get to our campuses as easily as possible, and make sure you have a place to park if you drive to us. All of our locations have public transportation services that can get you to and from the college.

Public Transportation

For students who do not have their own vehicles, most Bristol locations are serviced by local public transportation.

Fall River and New Bedford

Our Fall River and New Bedford locations are serviced by the [Southeastern Regional Transit Authority \(SRTA\)](#).

- **Discounted Passes**

Discounted 31 Day SRTA bus passes will be available for purchase at the Fall River and New Bedford SRTA Bus Terminals by presenting your valid campus card. Discounted 10 ride passes are also available in the Office of Student and Family Engagement, located in the lobby of the Commonwealth College Center at the Fall River Campus.

Attleboro and Taunton

Our Attleboro and Taunton locations are serviced by the [Greater Attleboro Taunton Regional Transit Authority \(GATRA\)](#). Schedules and bus stops vary by carrier, please consult the carriers for more information.

Tuition/Categorical Waivers

(Policy Link: [Categorical Waiver](#))

[Categorical Tuition Waivers](#) are designed to provide financial support to individuals who might not have the opportunity to achieve higher education without such assistance.

The Commonwealth of Massachusetts provides individual tuition waivers to the categories of (1) Veteran (2) Native American (3) Senior Citizen (4) active member of the Armed Forces (5) Clients of the Massachusetts Rehabilitation Commission or Commission for the Blind.

Students qualifying for a Categorical Tuition Waiver may be granted full tuition waivers consistent with Bristol's policies. A student can receive the waiver if they are compliant with all eligibility guidelines: <https://www.mass.edu/osfa/programs/categorical.asp> and maintain satisfactory academic progress (SAP). Categorical waivers only cover tuition (not credit fees) according to the criteria for each waiver.

Community/Student Need-Based Tuition Program (income or demographic): Massachusetts Department of Higher Education:

- The Need-Based Tuition Waiver Program was created to offset increases in tuition. Available to Massachusetts residents in need that are attending public colleges and that have registered for at least three credits. Eligibility is determined by each college according to state regulations. An individual student tuition waiver for an award period may not exceed the actual campus tuition charge or, in combination with other resources in the student's financial aid package, exceed the student's demonstrated financial need, see the [tuition waiver table](#).

Other Community-Based Waivers

- [DCF Adopted Child Tuition Waiver and Fee Assistance Program](#) is designed to lessen the financial burden on adopting parents in the Commonwealth. This Waiver extends eligibility to all children and young adults, age twenty-four or under, that are adopted through the Department of Social Services by

state employees or eligible Massachusetts residents, regardless of the date of adoption. [Eligibility Checklist](#).

- [DCF Foster Child Tuition Waiver and Fee Assistance Program](#) is designed to provide higher education financial support to foster children in state custody who were neither adopted nor returned home. [Eligibility Checklist](#)
- [Massachusetts Veteran and Active-Duty Tuition Waiver](#): Certain eligible members of the Massachusetts National Guard may receive a 100% tuition waiver for up to 30 credit hours per school year. A certificate for this waiver must be issued by the member's unit Administration or Education office.
- [Other Massachusetts Grants and Waivers](#): A full listing of state grants, scholarships, and waivers is available on the Massachusetts Department of Education Office of Student Financial Assistance website.

Required form

The college's Categorical Waiver Request form for the current year must be utilized and completed in full, be signed, and submitted with all appropriate documentation. The form can be found on the college's webpage for [Financial Aid Forms](#).

Tuition Payments

(Website Link: [Tuition Payments](#))

The Student Accounts Office manages the college's revenue, assesses tuition and fees, collects and processes all payments, coordinates all billing including 3rd party and military billing. They process all refunds, scholarships, and manage all bad debt collections.

Paying your Bristol tuition bill is simple. You can stop by any Bristol Community College location and make a payment in person, pay online through your [myBristol](#) account in the Finances & Aid tab, or enroll in a payment plan.

Please see the website at [Tuition Payments](#) for information on Ways to Pay, Payment Plans, Financial Aid, Refund Selection, Refund Policy, Costs, Fees, Health Insurance, and Scholarships. For more information, contact the Student Accounts/Bursar's Office at StudentAccounts@BristolCC.edu or 774.357.2160.

Veterans Center

(Website Link: [Veterans Center](#))

The Bristol Community College Veterans Center embraces and is dedicated to assisting military service members, veterans and their families as students, ensuring their success on campus.

The Veterans Center is a one-stop location with:

- Veterans Affairs certifying official to assist with educational/ financial benefits and college administrative issues.
- A dedicated and experienced Veterans advisor to assist with any educational or personal issues.
- Lounge area for studying, socializing, and unwinding.
- Computer workstation for class assignments, research, employment search, and browsing.

For more information or any questions/issues, please contact the center at 774.357.2227, or visit the webpage at <https://bristolcc.edu/student-services/resources/veterans-center/>.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Student Rights

(Policy Link: [Student Code of Conduct - Rights](#))

1. The right to pursue their education and assistance in overcoming educational, cultural, emotional and economic disadvantages that create challenges to the educational process.
2. The right to fair and equal treatment without discrimination based on a student's of race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, military service and national origin.
3. The right to privacy and confidentiality under the Family Education Right and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.
4. The right to procedural and substantive due process in disciplinary or grievance matters.

Student Responsibilities

(Policy Link: [Student Code of Conduct - Responsibilities](#))

1. To be knowledgeable of and to comply with federal, state, and local laws, and ordinances.
2. To be knowledgeable of and to comply with all directives, policies, and procedures of Bristol Community College.
3. To choose behavior that does not interfere with the learning environment of others inside and outside of the classroom, including College events.
4. To review all information that is shared with students in official college communications.

Student Code of Conduct

(Policy Link: [Student Code of Conduct](#))

Section 1: Introduction

The Code of Conduct was created with the goal of fostering an environment that ensures student learning and open access to higher education. All students are responsible for following the policies in the Code.

Section 2: Philosophy & Learning Outcomes

The Code of Conduct process is intended to be an educational process that supports the mission of the College. The Code is intended to encourage personal responsibility, integrity and ethical decision-making.

Students who participate in this process should achieve the following learning outcomes:

1. Understand how the Code supports the goals and mission of the College;
2. Understand the possible impact of their choices on their academic and personal success;
3. Accept personal responsibility for the choices and decisions made and the impact of their behavior on the College community;
4. Reflect on their ethical obligations as a student in the College community;
5. Recognize the value of the student conduct process as an educational opportunity; and

6. Identify ways to address their behavior so it does not negatively impact their educational goals or the community in the future.

Section 3: Application of the Code of Conduct

Students are provided a copy of the Student Code of Conduct annually in the form of a link on the College website. Hard copies are available upon request from the Office of the Vice President for Student Services and Enrollment Management. A link to the Code will also be included in all communications with any students involved in the conduct process, regardless of their role in the situation. Students are responsible for reading and following the policy.

The Code of Conduct shall be used to address student behavior as referenced in this policy. The Code of Conduct applies to the conduct of individual students and College-affiliated student organizations. For the purposes of student conduct, the Code defines a student as an individual who:

1. has been issued a student identification number; or
2. has received an offer of admission; or
3. is enrolled in courses, whether full-time or part-time, credit or non-credit; or
4. is participating in a non-degree, dual enrollment, or early college program; or
5. is not currently enrolled but has a continuing educational relationship with the College.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate and all sanctions must be completed prior to re-enrollment eligibility.

The Student Code of Conduct applies to behaviors that take place at the College; in any of its facilities; on any of its grounds, partner sites, or program centers; or at any College related activity regardless of location.

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

The Student Code of Conduct may be applied to behavior conducted online or electronically via email, social media, or other electronic format.

Section 4: Discrimination, Sexual Harassment, and Sexual Violence

Claims of discrimination, sexual harassment and sexual violence, including Title IX offenses, such as rape, sexual assault, domestic and dating violence and stalking, shall be addressed under the College's Policy on Affirmative Action, Equal Opportunity and Diversity by the College's Affirmative Action Official and/or Title IX Coordinator. For more information, please contact the College's Affirmative Action Official and/or Title IX Coordinator.

Section 5: Definitions

- A. **Administrative Resolution** – A resolution of a complaint, which is mutually agreed upon by the CCA and the Student. An Administrative Resolution shall be put in writing by the CCA, signed by the CCA and the Student and maintained in a student's disciplinary file. An Administrative Resolution shall result in a Student waiving their right to a Student Conduct Board hearing or Appeal.
- B. **Appeals Officer** – The College's designated administrator responsible for reviewing appeals. At Bristol Community College, the Appeals Officer is the Vice President of Student Services and Enrollment Management. In cases of academic dishonesty, the Appeals Officer shall be the College's senior academic officer or designee. At Bristol Community College, the Appeals Officer for academic dishonesty is the Vice President of Academic Affairs or their designee.

- C. **Code of Conduct Administrator (CCA)** – The College official charged with the responsibility of administering the College's Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCA. At Bristol Community College, the CCA is the Associate Vice President of Student Success.
- D. **College Official** – Any person employed or contracted by the College to perform administrative, instructional, or professional duties.
- E. **College Property** – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.
- F. **Complaint** – An allegation of a violation of the Code of Conduct, which is filed with or by the CCA.
- G. **Day** – Shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCA may extend the time limits at their discretion with notice to both parties in writing, including for inclement weather and/or College closures.
- H. **Outcome** – The final determination of responsibility in the student conduct process. An outcome may either be "responsible" or "not responsible."
- I. **Sanctions** – An obligation that a student or student organization must abide by or complete when found responsible for violating the Student Code of Conduct. Sanctions are not required to be imposed progressively but are based on the severity and/or frequency of the violation.

Sanctions under this policy shall include, but are not limited to:

- 1. **Written Warning** – An official written notice to a student that their conduct is in violation of College rules or regulations.
- 2. **Restrictions/Loss of Privileges** – Restriction or loss of privileges as a student for a specified period of time, including but not limited to attending College classes, events and/or activities; accessing College property or specifically designated areas; or participating in College organizations.
- 3. **Educational Sanction** – A project or developmental activity imposed with the goal of educating the student about personal responsibility and/or the impacts of their behavior.
- 4. **Restitution** – The assessment of financial charges or other forms of reimbursement for any damage or loss incurred by the College or any members of the College community.
- 5. **Probation** – A student's status at the College is in jeopardy due to one or more violations of the Code of Conduct. Probation is a more severe sanction than a written warning. Unless expressly authorized by the CCA, a student on probation may not represent the College in any capacity. Examples include but are not limited to running for or holding office in any student organizations; participating in intercollegiate athletic teams, intramural programs, any student clubs or organizations; representing the college in community service projects; participating in paid or unpaid internship programs or study abroad programs.
- 6. **Suspension** – Separation from the College or a program, without financial reimbursement, for a specified period of time not to exceed three academic years. Conditions for readmission may be specified, including a reinstatement review and meeting with the CCA to demonstrate that the student is prepared to return to the college environment and abide by the expectations of behavior outlined in the Student Code of Conduct. During the suspension period, the student may not register or participate in classes, use College communication systems such as e-mail, or enter College property and loses all privileges to participate in any College functions, events, or activities without prior written approval from the CCA.

Any suspension may be deferred for a designated period of time, not to exceed one (1) semester. Deferred suspension will be utilized in unique circumstances where deferring the suspension would be in the best interest of the student as determined by the CCA. A student on deferred

suspension who is found responsible for an additional violation of the Student Code of Conduct may be issued additional sanctions, up to and including Expulsion.

- 7. **Expulsion** – Permanent separation from the College or a program without financial reimbursement. An expelled student may not be readmitted to the College or a program and a notation of expulsion from the College shall be placed on the student's official College transcript.
- J. **Standard of Proof: Preponderance of Evidence** – The standard used in resolving a complaint filed under this Code's Disciplinary Process. The standard is met if the proposition is more likely to be true than not true (i.e.; more probable than not). Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.
- K. **Student** – The individual whose behavior may have violated the Code of Conduct including any individual who:
 - 1. has been issued a student identification number; or
 - 2. has received an offer of admission; or
 - 3. is enrolled in courses, whether full-time or part-time, credit or non-credit; or
 - 4. is participating in a non-degree, dual enrollment, or early college program; or
 - 5. is not currently enrolled but has a continuing educational relationship with the College.
- L. **Student Conduct File** – The printed/written/electronic file, which may include, but is not limited to, investigatory materials, incident report(s), correspondence, witness statements, and student conduct history.
- M. **Student Organization** – An association or group of persons, including, but not limited to, any recognized student club, organization, or team.
- N. **Student Conduct Board** – Members of the College community selected and trained by the CCA to conduct a hearing when an Administrative Resolution cannot be agreed upon by the student and the CCA or at the request of the student. Members of the Student Conduct Board shall not have any conflict of interest and are required to act in a fair and impartial manner.
- O. **Substantial Disruption or Interference** – Substantial disruption or interference includes conduct: (1) that impedes the regular and essential operations of the College; or (2) where the expressive rights of another are so disrupted or interfered with that they effectively cannot exercise their rights to engage in or listen to expressive activities. Determining what constitutes a "substantial disruption or interference" is decided on a case-by-case basis. Examples include but are not limited to shouting down a speaker; disrupting a faculty member's instruction such that it impedes the learning process; failure to comply with a College Official's appropriate directives or instructions; threats of harm; harassing conduct; fights or violent behavior; blocking access to or from any College facilities, events or services; or conduct that places health or safety at risk. Substantial disruption or interference does not include conduct that is protected under the First Amendment.

Section 6: Violations of the Law

Alleged violations of federal, state, and local laws may be reviewed and addressed under the Code. When an offense occurs over which the College has jurisdiction, the College conduct process will go forward regardless of any civil or criminal complaint or process that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing a criminal investigation (see Section 8D).

Section 7: Expectations of Behavior

A. Core Values and Behavioral Expectations

As a public institution of higher education, which is committed to student access and success, the College maintains the following Core Values and Behavioral Expectations of its students.

1. **Integrity.** All students are expected to exemplify honesty, honor, and a respect for the truth in all of their dealings.
2. **Community.** Students are expected to positively contribute to the educational community.
3. **Safety.** Students are expected to choose behavior that is conscious of the rights and safety of others and the community and promotes a productive and diverse academic environment.
4. **Responsibility.** Students are expected to accept responsibility to themselves, to others, and to the community

B. Code of Conduct Charges

The College considers the following behaviors as inappropriate for the College community and in opposition to its core values and behavioral expectations. These expectations apply to all students. The College encourages community members to report all incidents of such behavior. Any student found to have committed or to have attempted to commit any of the following misconduct is subject to the sanctions outlined under this policy.

1. **Abuse of Conduct Process.** Abuse, interference, and/or failure to comply with the College's conduct process, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information during the conduct process;
 - b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
 - c. Interference with the orderly conduct of the conduct process;
 - d. Attempting to discourage an individual's participation in, or use of, the conduct process;
 - e. Attempting to influence the decision of a member of a Conduct Board prior to, and/or during the course of, the Student Conduct proceeding;
 - f. Harassment (verbal or physical) and/or intimidation of a member of a Conduct Board, College official, party to a complaint or witness participating in the conduct process;
 - g. Failure to comply with the sanction(s) imposed under the Code of Conduct;
 - h. Influencing or attempting to influence another person to commit an abuse of the conduct process; or
 - i. Knowingly filing a false complaint under the Code of Conduct.
2. **Academic Dishonesty.** Acts of academic dishonesty, including but not limited to the following:
 - a. Cheating. Intentional use, and/or attempted use of any unauthorized assistance in any academic exercise including dependence upon the aid of sources beyond those authorized by the instructor.
 - b. Fabrication. Intentional and unauthorized falsification and/or invention or any information or citation in any academic exercise.
 - c. Unauthorized Collaboration. Deliberately submitting work prepared collaboratively with someone else without explicit permission from the instructor.
 - d. Facilitating dishonesty. Knowingly helping or attempting to help another commit an act of academic dishonesty, including students who substitute for other persons in examinations or represent, as their own, papers, reports, projects, or the academic works of others.
 - e. Plagiarism. Knowingly representing the words, ideas, or artistic expression of another as one's own work in any academic exercise, including but not limited to submitting previously-submitted assignments for which the student has earned credit, copying or purchasing other's work, patchworking source material and representing the work as one's own, or arranging for others to do work under a false name.
- f. Submitting, in whole or in part, prewritten term papers of another or the research of another, including but not limited to commercial vendors who sell or distribute such material.
- g. Theft of materials. The acquisition, without permission, of tests or other academic material belonging to a member of the faculty or staff, or another student.
3. **Alcohol.** Use, possession, manufacture, or distribution of alcoholic beverages, on campus or as part of any college-sponsored program, including public intoxication or the operation of a motor vehicle while under the influence of alcohol, in violation of the College's Alcohol Policy (Alcohol and Other Drug Policy) and/or state or federal law.
4. **Controlled Substances.** Use, possession, manufacture, or distribution of controlled substances as defined by state and federal law.
5. **Damage and Destruction.** Damage, destruction, or defacement of College property or the personal property of others.
6. **Election Tampering.** Tampering with the election of any College-recognized student organization.
7. **Extortion.** Threat or the implicit threat of harm to a person's safety, reputation, or property in order to **obtain** property, including information, from someone else without their consent.
8. **Failure to Comply.** Failure to comply with the reasonable directives of College officials and/or law enforcement during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. **False Reports of Danger.** False reporting of fire, bombs, other dangerous devices, or emergency situations.
10. **Falsification.** Knowingly providing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.
11. **Fire Safety.** Violation of local, state, or federal laws, or campus fire policies including, but not limited, to:
 - a. Causing a fire on College property;
 - b. Failure to evacuate a College-controlled building during a fire alarm;
 - c. Improper use of College fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property.
12. **Gambling.** Gambling as prohibited by the laws of the Commonwealth of Massachusetts. Gambling may include lotteries, sports pools, and online betting activities.
13. **Harassment.** Severe or pervasive actions, including, but not limited to written, electronic, voice, physical, or through third party, directed toward a specific individual, group or entity with the purpose or effect of unreasonably interfering with another's work or education by creating an objectively hostile environment.
14. **Harm to Others.** Causing physical harm or endangering the health or safety of any person.
15. **Hate Crimes.** A hate crime as defined by state or federal laws, including but not limited to any criminal act to which a bias motive is evident as a contributing factor.
16. **Hazing.** Hazing as defined by state or federal laws, including but not limited to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. For additional information, consult the Hazing Policy.
17. **Interference with College Environment.** Substantial interference or disruption to the day-to-day functions of the academic or administrative environment.

18. **IT and Acceptable Use.** Conduct resulting in a violation of the Acceptable Use of Information Technology Resources, Electronic Mail, and Social Media policies and/or related Information Technology Resource policies. See PolicyStat for additional policies.
19. **Marijuana.** Use, possession, manufacture, or distribution of marijuana and marijuana products or accessories on campus or as part of any college-sponsored program, including the operation of a motor vehicle while under the influence of marijuana in violation of the College's Marijuana Policy, which is addressed in the Alcohol and Other Drug Policy
20. **Prescription Medication.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
20. **Public Exposure.** Includes but not limited to deliberately and publicly exposing one's intimate body parts, public urination, defecation, masturbation, and/or other public sex acts.
21. **Rioting.** Engaging in, or inciting others to engage in, harmful or destructive behavior that breaches the peace.
22. **Smoking & Tobacco.** Smoking or using any tobacco product or use of e-cigarettes, vaporizers or inhalers on College property.
23. **Solicitation and Sales.** Unauthorized solicitation and sales, requesting contributions, peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interest or for-profit or personal or professional economic benefit on college property or using college resources.
24. **Taking of Property.** Intentional and unauthorized taking or possession of College property or the personal property of another, whether actual or attempted, including goods, services, and other valuables.
21. **Threatening Behaviors.**
 - a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
27. **Trademark.** Unauthorized use, including misuse, of College or organizational names and/or images.
28. **Unauthorized Access and/or Entry.** Unauthorized access and/or entry to any College building (e.g., misuse of keys or access privileges), unauthorized possession, duplication or use of means of access to any college building, or unauthorized entry including trespassing.
29. **Unauthorized Recording and Dissemination.** Use of electronic or other devices to create and/or disseminate an unauthorized audio or video recording of any person(s) without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom and recording classroom or administrative activities without the person's consent.
30. **Violations of Law.** Including arrest, pending criminal charges, or adjudication of any violation of state or federal laws not otherwise enumerated herein.
31. **Weapons.** Possession of firearms, explosives, dangerous chemicals, or other dangerous weapons in violation of state or federal law, including M.G.L. Chapter 269, Section 10(J), or possession of a reasonable facsimile, simulated or prop firearm or weapon. For additional information, consult the College's Prohibition of Weapons Policy.
32. **Other Policies.** Violation of any College policies, rules, or regulations published in written copy or available electronically on the College's website.

Section 8: Student Conduct Procedures

A. Discipline for Conduct that Interferes with the College Environment

Interfering in the educational process in a class (or clinical site), is prohibited under this policy. If a student engages in conduct that interferes with the college environment, a faculty member or other College employee may address and resolve the matter informally without filing a complaint under the Code, including temporarily removing the student from a class (or clinical site).

On the first occasion when a student is removed, the faculty member or other College employee is strongly encouraged to notify the CCA. In all subsequent cases of removing the same student from a class (or clinical site), the faculty member or other College employee shall notify the CCA. A faculty member or other College employee may seek assistance from Public Safety if necessary to remove a student. A student may not be permanently removed from a class (or clinical site) for a conduct-related offense except upon referral to the CCA of a complaint for administration under this policy. The CCA can exercise their discretion to allow the accused student to attend class (or clinical site) during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or their designee.

B. Discipline for Academic Dishonesty

This policy recognizes the right of faculty to manage their class, including addressing directly with students issues of academic dishonesty. When there is information that academic dishonesty occurred, a faculty member may choose to take action as outlined in the course syllabus, including issuing a failing grade for the assignment or the course. Faculty are encouraged to share that information with the CCA. If the CCA is aware of more than one incident of academic dishonesty by this student, in addition to the issuance of a failing grade by the faculty member, the student may be subject to disciplinary action under this policy. If the student believes that there is substantial evidence of error or injustice associated with a failing grade issued because of academic dishonesty, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process.

Where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

C. Discipline for Off-Campus Behavior

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

D. Interim Measures

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to no-contact orders, restriction/loss of privileges or interim suspension.

The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

1. Poses a threat to others;
2. Poses a threat to College property or equipment;
3. Substantially disrupts or interferes with the normal operations of the College;
4. Engages in off-campus conduct that adversely affects the College community; and/or
5. Is arrested and/or charged with a crime in violation of state or federal law.

During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities until the complaint has been resolved through the Code of Conduct process. Where reasonably practical, within ten (10) days of the issuance of the interim suspension, the CCA shall meet with the Student to determine whether to continue or revoke the interim measure during the conduct process. A student shall be notified in writing of any determination made at that meeting.

E. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible for violations of the Code to the same extent as any individual would be.

Investigations involving student groups or organizations follow the same student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

F. Amnesty

The health and safety of every student at the College is of the utmost importance. The College recognizes that students who have been drinking and/or using drugs may be hesitant to report violations of the Code due to fear of potential consequences for their own conduct. The College strongly encourages students to report violations to the CCA. A reporting individual acting in good faith that reports a violation of the Code will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the Code violation, provided that they did not harm or place the health or safety of any other person at risk. The College may require an educational conference and/or a behavioral plan for an individual who has engaged in the illegal or prohibited use of alcohol or drugs.

G. Complaint of Alleged Violation

Any person may allege a policy violation by any student for misconduct under this code by completing the Student Conduct Incident Report form available online.

The CCA may act on a complaint of a potential violation whether a formal complaint form is completed or not. All allegations can be submitted by a victim or third party, and should be submitted as soon as possible, but no later than 30 days, after the offending event occurs. The CCA may elect to pursue action under the Code for violations reported after thirty (30) days where the behavior posed or may continue to pose a danger to the health or safety of others. The College has the right to pursue an allegation or complaint of misconduct on its own behalf.

Section 9: Formal Student Conduct Process

This policy is not intended to prevent members of the College community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, including failing to appear for an Administrative Resolution meeting or a Student Conduct Board Hearing will result in discipline of the Student by the CCA and a forfeiture of their rights to a hearing or appeal.

A. Step 1: Initiation of Student Conduct Process

The Student Conduct Process is initiated once a complaint of an alleged violation is received by the CCA. A complaint is defined as an allegation of a violation of the Code of Conduct, which is filed with or by the CCA. The CCA may act on a complaint of a potential violation whether a formal complaint form is completed or not.

B. Step 2: Preliminary Inquiry

When the CCA files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCA may conduct a preliminary inquiry into the nature of the complaint, the evidence available, and the parties involved. The preliminary inquiry may lead to:

- a. A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Code and therefore the process ends; or
- b. A determination that the alleged behavior constitutes a possible violation of the Code, resulting in a request to schedule an Administrative Resolution meeting with the CCA within five (5) days; or
- c. Further investigation is needed to make a determination.

C. Step 3: Administrative Resolution

After a Preliminary Inquiry, or when a Preliminary Inquiry is not necessary as determined by the CCA, the CCA will meet with the Student to review the complaint and provide the Student an opportunity to respond to the allegations.

The Student has the right to be accompanied by any advisor of their own choosing and at their own expense. The advisor may be another student, faculty member, administrator, or an attorney. An advisor's role is limited to advising the Student directly and discretely. An advisor is not otherwise permitted to participate directly in the meeting.

The possible outcomes of an Administrative Resolution meeting include:

- a. A decision not to pursue the complaint based on insufficient information. The matter should be closed and the records should so indicate;
- b. The Student and the CCA reach a mutually agreed upon resolution to the complaint; or
- c. If no mutually agreed upon resolution is reached, the complaint is referral to a Student Conduct Board Hearing.

Under certain circumstances during the Code of Conduct process, interim measures may be imposed by the CCA including, but not limited to no-contact orders, restriction/loss of privileges, or interim suspension, in a manner consistent with this Code.

An Administrative Resolution is reached only upon the mutual agreement of the CCA and the Student. By accepting an Administrative Resolution, the Student waives their right to a hearing before the Student Conduct Board or an appeal. An Administrative Resolution shall be put in writing by the CCA, copied to the Student and maintained in a Student's disciplinary file. If the CCA and the Student cannot agree on an Administrative Resolution the matter proceeds to a Student Conduct Board hearing.

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

D. Step 4: Student Conduct Board Hearing

1. Overview

A hearing with the Student Conduct Board shall be scheduled by the CCA not later than thirty (30) days following a Student's request for a hearing. If no hearing is requested, the hearing shall be scheduled by the CCA no later than thirty (30) days from the date of the Administrative Resolution meeting.

A written Statement of Charges shall be presented to the Student not less than five (5) days prior to the hearing. The Statement of Charges shall include a summary of the complaint, administrative or remedial steps taken, the Code of Conduct Charges, and the documentary evidence and witnesses to be presented in support of the Statement of Charges. A

Student Conduct Board hearing is an administrative hearing. The rules of evidence do not apply.

In a matter involving more than one Student, the Student Conduct Board may permit at its discretion individual hearings for each Student.

The Student has the right to be accompanied by any advisor of their own choosing and at their own expense. An advisor's role is limited to advising the Student directly and discretely. An advisor is not otherwise permitted to participate directly in the hearing.

2. Make-Up of the Conduct Board

The Conduct Board shall consist of 3-5 members selected by the CCA. The CCA shall appoint from the members a Chair of the Conduct Board, who shall be responsible for administering the hearing. In cases involving academic dishonesty, the Conduct Board members may include faculty, although not from the department where the alleged conduct occurred.

3. Student Conduct Board Hearing Procedure

A hearing is normally conducted in private. There shall be a record created of all hearings. The record shall be the property of the College. All procedural questions are subject to the final decision of the Chair of the Student Conduct Board. Admission of any person(s) to the hearing shall be at the discretion of the Chair of the Student Conduct Board.

A hearing shall proceed as follows:

- a. The CCA presents the Statement of Charges on behalf of the College. The CCA may present documents, materials and/or witnesses in support of the Statement of Charges.
- b. Student responds to the Statement of Charges. The Student may present documents, materials and/or witnesses in response to the Statement of Charges.
- c. Following the parties' presentations, the Student Conduct Board may question each party, their witnesses and/or review all information presented. The Student Conduct Board has the discretion to request additional documents, materials or information from either party.
- d. While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Chair of the Student Conduct Board. If the Chair determines a question is relevant, the other party will be asked to respond.
- e. The Student Conduct Board shall have a final opportunity to question the parties.
- f. After the hearing, the Student Conduct Board shall determine by majority vote whether the Statement of Charges has been proven.
- g. A Student Conduct Board's decision shall be based on a preponderance of evidence standard.
- h. Within fifteen (15) days of the conclusion of a hearing, the Student Conduct Board shall issue a written decision that includes a summary of the hearing, findings on each charge contained in the Statement of Charges, the evidence supporting each finding, and disciplinary action taken, if any.

E. Step 5: Sanctions

A student found in violation of the College's Code of Conduct shall be subject to sanctions as defined herein.

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

F. Step 6: Appeal

Within five (5) days of receiving a written decision, the Student may file an appeal with the College's Appeals Officer. In cases of academic dishonesty, the Appeals Officer shall be the College's senior academic officer or designee.

An appeal must be submitted in writing and be based on a credible claim that:

1. The hearing was not conducted in conformity with the Code of Conduct;
2. The decision was not supported by a preponderance of the evidence presented;
3. The sanction imposed was not appropriate in light of the Student Conduct Board's decision; or
4. New evidence exists, which was not presented at hearing because it was not reasonably known to the Student at that time, and which is sufficiently relevant such that it could alter the Student Conduct Board's decision.
5. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject, or modify the Student Conduct Board's decision or sanction. The Appeals Officer's decision shall be final.

Section 10: Student Conduct Authority

A. Authority

The CCA is vested with the authority over administering the Student Code of Conduct and the student conduct process. The CCA may appoint administrative hearing officers and Student Conduct Board members as necessary to efficiently and effectively administer the student conduct process. The CCA or their designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for administration under the Code unless there is reasonable cause to believe that a policy violation has occurred. Reasonable cause is defined as some credible information to support the allegation including a statement by a credible witness, police reports, or news articles. A complaint wholly unsupported by any credible information will not be forwarded for administration.

C. Administrative Hearing Officers

Administrative Hearing Officers may be chosen from a pool of annually trained administrators or faculty selected by the CCA.

A flowchart of the conduct process is available on the Bristol Student Code of Conduct webpage at [Student Code of Conduct](https://bristolcc.edu/resources/documents/cocflowchart8924.pdf) or <https://bristolcc.edu/resources/documents/cocflowchart8924.pdf>.

STUDENT GRIEVANCE PROCEDURE

Massachusetts Community Colleges, revised 2013

Policy Goal: Conflict Resolution

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

Definitions

- **COMPLAINT:** the informal, unwritten stage of an allegation of mistreatment.
- **DAY:** as used in this policy, shall mean a calendar day.
- **GRIEVANCE:** a written grievance filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.
- **GRIEVANT:** the student filing the Grievance. The Grievant must have been a registered student of the college at the time of the alleged mistreatment.
- **INSTRUCTIONAL PERIOD:** the academic semester, summer session or intersession when a grievable act or omission occurs. The Instructional Period shall end on the last day of final exams.
- **RESPONDING PARTY:** the person against whom a complaint or Grievance is directed.
- **SENIOR OFFICER:** senior level employee who reports to the President for the Responding Party's work area.
- **STUDENT GRIEVANCE OFFICER:** a college employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Affairs Officer. If this individual is the person against whom the Grievance is filed, the President shall designate another college official to act as the Student Grievance Officer.
- **SUBSTANTIAL EVIDENCE OF ERROR OR INJUSTICE:** for purpose of Grade Appeals, substantial evidence of error or injustice is defined as:
 1. The assignment of a course grade to a student on some basis other than performance in the course; or
 2. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or
 3. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.
- **TIME:** the number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual written agreement between the Grievant and the Responding Party.

Utilizing the Student Grievance Procedure

(Website Link: [Student Grievance Procedure](#))

The Student Grievance Procedure may be used by a student to address alleged abridgment of the student's rights, as stated in the college's Student Handbook and/or Policy Guide. The student Grievant or the Responding Party may consult

with the Student Grievance Officer at any time. The college's Student Grievance Officer is the Vice President for Student Services and Enrollment Management. Contact information: Fall River Campus, G225 or 774.357.2150.

The Student Grievance Procedure may not be used to address allegations of discrimination, including sexual harassment. When a student believes that they have been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, veteran status, genetic information or national origin, the college's Affirmative Action Grievance Procedure is a mechanism for resolution. The college's Affirmative Action Grievance Procedure is contained in the college's Affirmative Action Plan. For more information or assistance, please contact Bristol's Title IX Officer Johanna Bielawski. She may be contacted by telephone at 774.357.2861 or email correspondence at Johanna.Bielawski@BristolCC.edu. The Human Resources office may be contacted by telephone at 774-357-2333 or email correspondence at DiversityTitleIX@BristolCC.edu.

If a Grievance involves a grade dispute, a student shall process the Grievance in accordance with the Student Grievance Procedure. However, if a grade dispute raises issues of discrimination or sexual harassment, the Grievance should be processed in accordance with the college's Affirmative Action Grievance Procedure and the Diversity & Title IX Officer shall conduct the process in collaboration with the Senior Academic Officer or designee.

Claims of physical or sexual assault shall not proceed under the Student Grievance Procedure. A claim of physical assault alleged against a student shall be reported to the Code of Conduct Officer. A claim of physical assault alleged against an employee shall be reported to the Human Resources Office. In both cases, law enforcement authorities shall also be notified. A claim of sexual assault shall be reported to the college's Diversity & Title IX Officer and law enforcement authorities and shall proceed under the college's Affirmative Action Plan. In matters involving physical or sexual assault, alleged victims are strongly encouraged to independently report the incident to the law enforcement authorities. The college's Campus Police/Security Department can assist with the reporting process.

At any Level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than thirty (30) days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a mediated resolution cannot be achieved, the Grievant may proceed with the Grievance Process. The Grievant has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense throughout the grievance process. The advisor may be an attorney. An advisor's role is limited to personally advising the Grievant only. An advisor is not permitted to participate directly in any aspect of the grievance process.

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

Grade Appeals

Complaints or Grievances filed in connection with assigned grades represent a special case within the Grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s).

As such decisions are necessarily judgmental, the substance of those decisions may not be delegated to the Grievance process. Nevertheless, the college recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by a separate appeal procedure for a clinical program as approved by the President of the college, a student who alleges an error or injustice in the grading process may file a grievance under the Student Grievance Procedure. A grade appeal Grievance shall proceed no further than Level Two, Step Two. For purposes of a grade appeal, the Senior Academic Officer of the college, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

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

If at any level substantial evidence of error or injustice is produced, the grading process may be remanded to the instructor of record for reassessment. If after reassessment, the dispute remains unresolved, the matter shall be referred to the Senior Academic Officer, or his/her designee, for final review. If the instructor of record is no longer available, the Senior Academic Officer or his/her designee shall instead reassess the grading process.

LEVEL ONE - Informal Procedure

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

A Grievant initiates the informal phase of the Grievance process. The Grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when a grievable act or omission occurs.

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

LEVEL TWO - Formal Procedure

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

LEVEL TWO - Step One

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

The Grievant may, within ten (10) calendar days after receipt of the Student Grievance Officer's written notice, file with the Student Grievance Officer a Grievance. The Grievance shall contain the following information: the name and

title of the person(s) against whom the Grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance, and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the grievance as part of the Grievance. The Grievance shall also state the date it is filed and that it is being filed at "Level Two, Step One.

The Grievance may be filed with the Student Grievance Officer by email, regular mail, certified mail, or in hand. Thereafter, the Student Grievance Officer shall deliver the Grievance, and all supporting documents, if any, to the Responding Party within five (5) calendar days. If the Responding Party is unavailable at the time the Grievance is filed, the Student Grievance Officer shall use reasonable means to deliver the Grievance within a reasonable period of time.

The Responding Party shall forward a written Level Two - Step One response to the Student Grievance Officer within ten (10) calendar days of his/her receipt of the Grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.

LEVEL TWO - Step Two (Supervisor Level)

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

The supervisor shall investigate the Grievance and confer with the Senior Officer. The supervisor shall forward his/her written decision to the Student Grievance Officer, within ten (10) calendar days after receipt of the Step Two Grievance. Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five (5) calendar days.

At any time before the issuance of the Supervisor's Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it. Grade appeals do not go beyond this Step (Level Two - Step Two) per the section on Grade Appeals. No new issues or allegations may be raised by either party after Step Two.

LEVEL TWO - Step Three (Student Grievance Committee Level)

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

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

The Committee shall deliver its findings and recommendations to the Student Grievance Officer within ten (10) calendar days following the hearing. A copy of the Committee's findings and recommendations shall be delivered to the President or his/her designee, within five (5) calendar days of receipt.

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

Membership of the Student Grievance Committee

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

Service on the Committee shall be voluntary, provided that a member who has a personal interest in a particular Grievance shall be ineligible to serve on the Grievance Committee. All college employees serving on the Student Grievance Committee and acting within the scope of their official duties on the Committee, shall be protected from liability to the full extent provided under Massachusetts General Laws, Chapter 258, and eligible for indemnification as provided for pursuant to M.G.L. Chapter 258, Section 9.

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

Student Grievance Committee Hearing & Decision Guidelines

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

Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee Chairperson. The Chairperson shall be selected by a simple majority vote. The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee but shall vote only in the event of a tie. All hearings shall be closed, and deliberations of the Committee shall be confidential and conducted in private.

The Grievant and the Responding Party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at any time during a hearing consult in private with his/her advisor. Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify. The Grievant will address the Committee first. The Grievant will state the nature of his/her grievance and may present relevant evidence and/or witnesses in support of the grievance. The Responding Party may respond to the Grievant's allegations and present relevant evidence and/or witnesses in opposition to the grievance. Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses. After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the Grievance, the party or witness to whom it is addressed will be asked to respond. Following the parties' questioning of each other, the Committee will have another opportunity to question the parties and witnesses.

Hearings before the Committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner. If a party to a Grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party's absence.

The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the Committee and its recommendations. Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer to the President or his/her designee for review and final disposition. The President or his/her designee shall accept, reject or modify the Committee's decision and/or recommendations and issue a final written decision.

All findings and decisions reached under this Procedure shall be based on a "preponderance of evidence" standard (i.e.; more likely than not). Any action taken hereunder shall be reasonable under the circumstances, in accordance with applicable college rules and procedures and be grounded in fundamental fairness.

Withdrawal

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

Retaliation

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

Collateral Rights of Person Grieved By Student

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

Alternative Forums

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

STUDENT AFFAIRS

Quick Reference

Bristol Community College provides a network of resources, programs, and services designed to provide the necessary support in and out of the classroom.

Athletics

Website Links: <https://bristolcc.edu/studentservices/activities/athletics/>,

<https://www.bristolccbayhawks.com/landing/index>

Location/Room: Fall River, G221A

Bristol Community College is a member of the National Junior College Athletic Association (NJCAA) at the intercollegiate level in women's volleyball, men's and women's basketball, men's and women's Soccer, and men's and women's cross country.

Advising & Success

Website Link: <https://www.bristolcc.edu/advising>

Email: AdvisingCenter@BristolCC.edu

Phone: 774.357.2777

Location/Room:

- Fall River, G200
- New Bedford, NB335
- Attleboro, ATT126
- Taunton, TAU339

Advising

Academic advising at Bristol is a cornerstone of student support, providing a caring and consistent presence throughout your college experience. Advisors are there to guide you through your academic journey and assist with tasks like academic planning, change of major, and course selection. They're also your go-to resource for learning about student services like tutoring, co-op experiences, career planning, transfer advising, and job placement. New degree-seeking students at Bristol are assigned an Academic Advisor before course registration to help them navigate their first semester and beyond. While drop-in advising is available for your immediate advising needs, meeting with your assigned advisor each time ensures personalized guidance on your college path. It's recommended to meet with your advisor at least three times per semester to stay on track and make the most of your college experience. With their support, you'll not only set and achieve academic goals but also find the resources you need to succeed.

Success Coaching

Coaching is student-centric. Proactive in its approach, coaching provides a personalized program providing you support services to help you navigate the transition to college, work through challenges, and ultimately maintain your motivation for success. It can help you work through issues and create solutions and action-plans around your goals.

Basic Needs

Website Link: [Basic Needs](#)

Email: StudentServices@bristolcc.edu

Location/Room: Fall River, G225

The Basic Needs Center assists students with food, housing, transportation, wellness, and support for other unexpected personal needs. They are available to help connect students to immediate basic needs information and community resources. Among other things, support can include food & nutrition, housing & shelter, financial issues, legal services, and childcare.

Career Services

Website Link: [Career Services](#)

Email: CareerServices@BristolCC.edu

Location/Room: Fall River, G216

Phone: 774.357.2959

Career Services educates students about the career development process. Career Coaches help students create career plans through individualized counseling, workshops, and opportunity programming. It includes things like exploring career paths, preparing for job searching, and finding a job.

They host an Opportunity Fair and administer College Central Network which connects students with employers.

Disability Services

Website Link: [Disability Services](#)

Email: ODSaccess@BristolCC.edu

Location/Room: Fall River, L109

Phone: 774.357.2955

The Office of Disability Services (ODS) ensures that the college provides an equal opportunity for students with disabilities to access their education, co-curricular activities, and academic supports through inclusive design and accommodations, as needed. ODS Learning Specialists meet with qualified students to review disability documentation, determine reasonable accommodations, and recommend a variety of learning strategies and assistive technology tools. Individual accommodations are a civil right guaranteed under federal laws.

Financial Aid

Website Link: [Financial Aid](#)

Email: FinancialAid@BristolCC.edu

Available at All Location

Phone: 774.357.2515

At Bristol our goal is to help make coming to college affordable and convenient. Financial aid comes in a variety of forms such as grants, scholarships, waivers, loans and even student employment opportunities. Bristol's Financial Aid team is here to help every step of the way. Financial Aid team members are at each campus and available by email, phone, in person or virtual appointments, and designated walk-in schedules.

Fitness and Recreation Center

Website Link: [Fitness and Recreation Center](#)

Location/Room: Fall River, G bldg., Lower Level

Phone: 774.357.2958

Bristol's fitness center offers free access to modern exercise equipment and physical fitness services for all students, employees, and alumni. Visitors must have a Bristol Campus Identification Card.

Mental Health Counseling

Website Link: [Mental Health Counseling](#)
Email: MentalHealthCounseling@BristolCC.edu
Available at All Locations
Phone: 774.357.2760

Mental Health Counseling offers free, short-term confidential counseling services to Bristol students. Services are designed to meet each student's needs and to help guide them through transitions and self-discovery.

Multicultural Student Center

Website Link: [Multicultural Student Center](#)
Email: MulticulturalCenter@BristolCC.edu
Location/Room: Fall River, G220-
Phone: 774.357.2230

The Multicultural Student Center (MSC) provides opportunities for students and other college community members to come together and promote greater awareness, appreciation, and understanding of Bristol's diverse community. The goal is to serve as a catalyst to build a more welcoming and inclusive environment for all students, faculty and staff. Through co-curricular programming and collaboration with other college departments, the MSC provides a broad range of activities and services to support student success and engage the college community.

The Multicultural Student Center welcomes students, faculty, and staff of "ALL" cultures, identities, backgrounds, abilities, and orientations. The MSC goal is to provide you and other students with a safe, inclusive, judgment-free space both on campus and virtually where you can socialize freely about yourself, your community, and the world.

New Student Orientation

Website Link: [New Student Orientation](#)
Email: Orientation@BristolCC.edu or StudentEngagement@BristolCC.edu
Available at All Locations
Phone: 774.357.2222

New Student Orientation is your gateway to a successful academic journey with Bristol. In fact, it's not just another box to check off your to-do list – it's an important step in setting you up for success. Research has shown that students who participate in orientation programs are more successful in completing their degrees and earn higher grades.

Attendance at orientation is mandatory for all newly admitted students (including students who have attended Bristol previously). After completing the New Student Orientation, you'll receive an assigned academic advisor and details on how to book your first appointment. New students must wait until meeting with their assigned advisor to register for their first semester classes.

Student Engagement and Belonging

Website Link: [Student Engagement and Belonging](#)
Email: StudentEngagement@BristolCC.edu
Location/Room: Fall River, G bldg. Lobby-
Phone: 774.357.2230

Student Engagement and Belonging oversees services including events on and off campus, student clubs, and leadership opportunities.

Testing Center

Website Link: [Testing Center](#)
Email: TestingCenter@BristolCC.edu
Location/Room: Fall River, G218
Phone: 774.357.3978

The Testing Center oversees the following standardized exams; Accuplacer placement test, Test of Essential Academic Skills (TEAS), College-Level Examination Program® (CLEP), and the Massachusetts high school equivalency test (HiSET).

Transfer Services

Website Link: [Transfer Services](#)
Email: Transfer@BristolCC.edu
Location/Room: Fall River, G200
Phone: 774.357.2234

Many Bristol students transfer to continue their education at other higher education institutions. Transfer Services offers workshops, programs, and educational material for interested students. Bristol Community College participates in the statewide MassTransfer program, providing many seamless transfer pathways for students to transfer with junior status. Transfer Services also manages over 80 agreements with four-year institutions for students who want to pursue a bachelor's degree after Bristol.

TRiO

Website Link: [TRiO](#)
Location/Room: Fall River, B115
Phone: 774.357.3881

TRiO Programs are Federally funded programs that help first-generation, low income, and students with disabilities with demonstrated academic need to overcome class, social, and cultural barriers to higher education. The goal of the program is to increase retention, graduation, and transfer rates from two-year to four-year institutions of eligible students.

Veterans Center

Website Link: [Veterans Center](#)
Location/Room: Fall River, E103
Phone: 774.357.2227

The Joseph A. Marshall Veterans Center is dedicated to providing assistance, support, and resources to military service members, Veterans, and their families. The Center welcomes Bristol's Veteran and military-support community to meet, connect, and share experiences. The Center offers advising, tutoring, professional development, and networking opportunities, and serves as home to Bristol's Student Veterans Association (SVA), the College's military-affiliated student club.

Women's Center

Website Link: [Women's Center](#)
Email: WomensCenter@BristolCC.edu
Location/Room: Fall River, E104A
Phone: 774.357.2954

The Women's Center at Bristol Community College provides a safe and supportive space of empowerment through advocacy and education. The center provides a number of support services such as Community Connect, emotional/crisis support, film and book series, and Parenting Advancement Pathways.