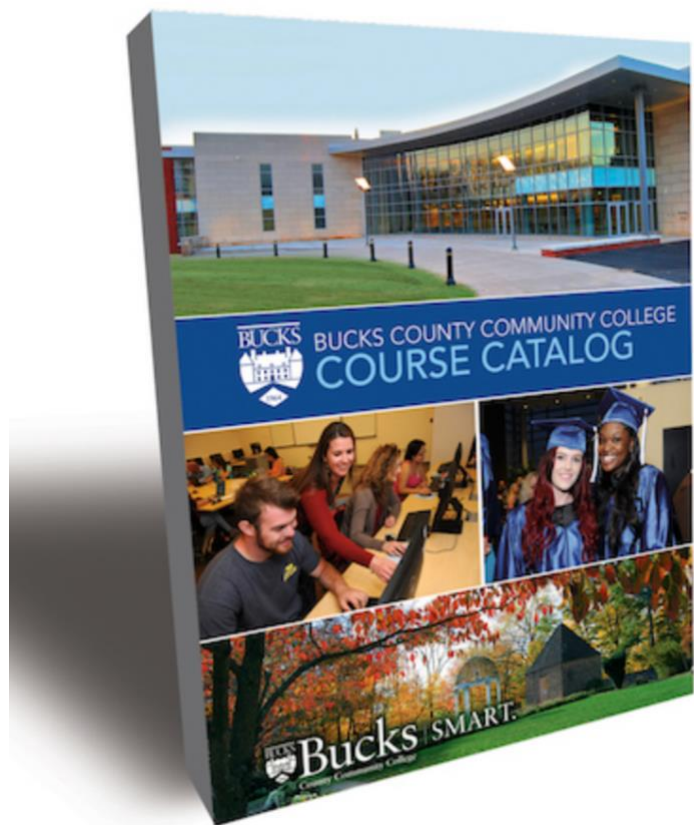


2025-2026 Bucks County Community College Catalog



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Section 1:

Introduction to Bucks

College Calendar

Bucks County Community College's academic calendar is available each year in printed form in semester schedules and on the college website: <https://www.bucks.edu/calendarnews/academiccalendar/>.

Students are responsible for meeting college deadlines including all academic deadlines and financial obligations.

This catalog is designed to provide you with the information you need to plan your educational experience at Bucks. The official version is posted at <https://www.bucks.edu/catalog/>. Bucks County Community College reserves the right to change the regulations, fees, and other information contained in this publication at any time without prior notice.

Welcome to Bucks

Welcome to Bucks County Community College!

We look forward to connecting with you as a student on one of our three physical campuses located in Newtown, Perkasié, and Bristol, or through our virtual campus, Bucks Online. Our faculty and staff are ready to help you reach your educational and career goals. Whether your plans include transferring credits to a university, receiving training to enter the workforce, learning new skills, or taking a self-enrichment course, we hope you find your home here at Bucks alongside a family of educators ready to help you on your path.

We are confident that Bucks County Community College can help you start, reboot, or complete your educational journey. Our robust offerings are provided in numerous modalities to offer you the flexibility to learn the way that best meets your needs. Whether you'd like to be completely online, physically in a classroom with your instructor, or a combination of the two, Bucks offers you the opportunity to select courses that best fit your schedule and life. In addition, we offer a wide range of free services to help you along the way. From student clubs and activities, to sports, tutoring, and counseling, our faculty and staff are here to help make your experience at Bucks the best it can be.

Bucks County Community College is a great place to call your educational home! We can't wait to serve and support you as you navigate your journey.

Patrick M. Jones, Ph.D., President & CEO

Our Campuses

Newtown Campus

275 Swamp Road
Newtown, PA 18940
215-968-8000

Gene and Marlene Epstein Campus at Lower Bucks

1304 Veterans Highway
Bristol, PA 19007
267-685-4800

Upper Bucks Campus

One Hillendale Road
Perkasie, PA 18944
215-258-7700

Bucks Online

bucks.edu/online

215-968-8052

Off-Campus Locations

Bucks County Public Safety Training Center

1760 South Easton Road
Doylestown, PA 18901

Lower Bucks Public Safety Training Center

2912 River Road
Croydon, PA 19021

Mission and Vision

Our Mission

Bucks County Community College provides a diverse community of learners with exemplary, accessible educational opportunities and the personal connections that foster success.

To support our mission, we:

- Engage and support students in learning experiences that lead to academic excellence and provide a foundation for the pursuit of higher degrees and lifelong learning.
- Empower students with the skills and credentials to secure employment in their fields and the capability to adapt and respond to the changing needs of tomorrow's workplace.
- Develop the critical thinking skills, broad-based knowledge, and the social, ethical, and civic responsibility of our students.
- Enrich the intellectual, cultural, and recreational life of the community.

Our Vision

We envision Bucks County Community College as a vibrant center for community engagement and learning, providing innovative paths that inspire educational, career, and personal fulfillment.

Our Core Values

We value:

- A culture of learning that fosters continuous improvement
- Excellence in teaching and service to students
- Respect for the individual
- Open-minded civil discourse
- Diversity and an understanding of world cultures
- Innovation and creativity
- Collaboration
- Responsible stewardship of resources
- Ability to adapt to change
- Service to the community

Accreditation and Approvals

Bucks County Community College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission; www.msche.org). Bucks County Community College's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on June 23, 2022 was to reaffirm accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

Middle States Commission Status Report

The Middle States Commission on Higher Education (MSCHE) uses an eight-year cycle for reaffirmation of accreditation. The cycle begins with the Self-Study Report and campus visit, requires submission of an Annual Institutional Update each year. The cycle concludes in year 8 with the next Self-Study report and campus visit. The next evaluation visit is scheduled for 2029-2030.

BUCKS COUNTY COMMUNITY COLLEGE

Middle States Commission on Higher Education

Middle States Commission on Higher Education
1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801
msche.org

Our Areas of Accreditation

- Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design (NASAD);

- Bucks County Community College is an accredited institutional member of the National Association of Schools of Music (NASM);
- The [**Business, Innovation, and Legal Studies Department**](#) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP);
- [**Associate Degree Nursing**](#) is accredited by the Accreditation Commission for Education in Nursing, Inc., (ACEN) and approved by the Pennsylvania State Board of Nursing;
- The [**Paralegal Area**](#) area is approved by the American Bar Association (ABA) and the Accreditation Council for Business Schools and Programs (ACBSP).
- The [**Radiography Program**](#) is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The [**Practical Nursing Program**](#) is approved by the Pennsylvania Board of Nursing.
- The [**Medical Laboratory Technician Program**](#) is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The [**Historic Preservation Program**](#) meets the educational standards established by the National Council for Preservation Education (NCPE).
- The [**Diagnostic Medical Sonography Program**](#) follows JRC-DMS standards and is accredited by CAAHEP in the abdomen-extended and obstetrics & gynecology concentrations. After completing the program, graduates are eligible to take the abdomen-extended and obstetrics & gynecology registry exams administered by the ARDMS.

Eligibility standards for our athletic programs are set by the Eastern Pennsylvania Athletic Conference (EPAC), Region XIX of the National Junior College Athletic Association (NJCAA), the National Junior College Athletic Association (NJCAA) National Office, and the Intercollegiate Horse Shows Association (IHSA).

The college is approved for Veterans' Education by the Department of Education of the Commonwealth.

Our Educational Program

Bucks County Community College combines traditional and academic disciplines with flexible educational programs preparing students for a future of technological and social change.

Education at Bucks County Community College provides:

- quality instruction offered by a highly competent faculty;
- courses which develop students' abilities to think and write critically and to compute with proficiency and confidence;
- facilities and resources that reflect the latest technology;
- a variety of educational offerings: credit and non-credit courses, workshops, lecture series, and special events;
- a program of assessment which places students in courses consistent with their abilities;
- student services, such as counseling, financial aid, and job placement, which help students to reach personal goals;
- a community of students of diverse ages and experience;
- a center for community services and cultural activities;
- an environment which encourages lifelong intellectual development.

A Definition of an Educated Person

A Statement from the Faculty

Education can help us live more complete and meaningful lives by nurturing essential values and skills. By valuing uniqueness and diversity, we accept our responsibility for their protection. By valuing open-minded inquiry, we may accept that, while we can seek certainties, perspectives may be the best we can gain. By valuing growth as a lifelong process and recognizing change as inevitable, we may work towards goals whose fruition may lie beyond our lifetime. By valuing the ability to analyze and make reasoned judgments, we may gain insights into ourselves and our world and a greater understanding of the interdependency of all things. By valuing the ability to communicate, we may give expression to our vision of the world where people can work cooperatively to improve their environment and the condition of their lives.

We believe that the curriculum of Bucks County Community College must endeavor to nurture such values and foster such skills. It must seek to empower its students by making them aware of the influences that affect their lives and confident of their ability to effect change in their lives and in the world. It must help them to make connections among disciplines, help them develop an integrated view of knowledge, and help them recognize that their use of knowledge always carries consequences, as well as moral and ethical responsibilities.

History

How Bucks Began

Bucks County Community College was founded in 1964 in response to a need for a public two-year collegiate institution to serve graduates of the County's high schools and other citizens of Bucks County who would benefit from an experience in higher education.

The initial proposal for a Community College was developed and presented to the public in 1963 by the then Office of Bucks County Superintendent of Schools. Subsequently, the Bucks County School Directors Association, urged the Bucks County Board of Commissioners in 1964 to become the sponsor for the proposed school under the provisions of Act 484 (the Community College Act).

The Board of Commissioners unanimously agreed to sponsor the college in a legal resolution adopted June 22, 1964. The Pennsylvania State Board of Education approved the proposal in September and a 15-member Bucks County Community College Board of Trustees was appointed October 5, 1964, by the County Commissioners.

The Site Location

The site for the College was determined three months later, when Bucks County acquired, from Temple University, 200 acres of the former [Tyler Estate](#) in Newtown Township. The Estate had been bequeathed to the University two years earlier by Mrs. Stella Elkins Tyler, a sculptress and patron of the arts who was a trustee of Temple University for 20 years.

Future Graduates

Most graduates of the College's transfer programs have attended Pennsylvania's four-year colleges or other State-related institutions. Other graduates of the College have gone on to pursue their studies at more than 300 other four-year institutions in forty-five states as well as the District of Columbia, Puerto Rico, Germany, France, Great Britain, and Sweden.

Section 2:

Major and Certificate Programs

Enrollment Options & Degree Requirements

- [Degree Requirements](#)
- [Earning Credits](#)
- [Earning the Associate Degree](#)
- [Associate Degree Requirements](#)
- [Students Not Seeking the Associate of Arts Degree](#)
- [Certificate Programs](#)
- [Attention PHEAA Grant Applicants or Recipients](#)
- [Financial Aid Applicants or Recipients](#)
- [General Education Program](#)

All students, upon application for admission to the College, must indicate a major and their intention to seek or not to seek the associate degree. By written notification to the Admissions Office, students may, at any time, change their major or change their status from degree-seeking to non-degree-seeking or vice versa, recognizing that change may require taking more credits or spending more time to fulfill different requirements.

The College's official transcript lists in detail all courses, grades and credits. In addition, it distinguishes among these options:

OPTION	REQUIREMENTS	REFLECTION ON TRANSCRIPT
Award of Associate of Arts Degree, Associate of Music, Associate of Fine Arts, Associate of Science or Associate of Applied Science.	See Catalog section on Degree Requirements	Occupational or Transfer major specified. Satisfaction of both degree and major requirements recorded.
Completion of Major Requirements only.	Varies from major to major. See footnote under the major.	Major specified. Satisfaction of only major requirements recorded. No degree awarded.
Award of a Certificate of completion.	See Catalog section on Degree Requirements	Certificate program specified. Satisfaction of certificate requirement recorded. Award of certificate recorded.
Completion of one or more courses.	Course requirements only.	Major specified.

Degree Requirements

Students newly admitted to the College for classes beginning in a fall semester must meet the degree requirements for the associate degree that are effective for the academic year (beginning of fall semester through the end of summer sessions). These requirements also apply to all students who change their major after the start of the fall semester.

All students admitted before the fall semester have the option of completing the associate degree and major requirements that are effective for the new academic year.

Students who enter their major during the current academic year and do not change their major or elect to follow a subsequent catalog have 6 years to complete the degree requirements in effect for this academic year. Students who do not complete the degree requirements within the 6-year allotted timeframe must follow the degree requirements effective for the next subsequent academic year.*

Students who entered their major between the 2000 through 2006 academic years also have 10 years to complete their degree requirements, before those requirements are retired. View a chart detailing academic years and [degree completion deadlines](#).

*Please see the section Deactivated Majors.

Revisions in Major

If revisions occur in a major, the College follows the principle that students will not be required to spend more time taking additional credits to complete the revised major or be hindered in their normal progress toward the completion of the major in which they are already enrolled.

Students changing their major to one with revised requirements must meet the new requirements in effect at the time of their entry into that major, regardless of the date of their admission to the College.

Students already enrolled in a major in which revisions occur may elect to follow the revised major. In this case, students assume the responsibility if they must spend more time taking additional credits to complete their requirements.

Deactivated Majors

From time to time, the College finds it necessary to deactivate certain majors. When this occurs, the College makes every effort to notify the students who are currently enrolled in these majors.

Students enrolled in deactivated majors have three (3) academic years to complete degree requirements and graduate before the major becomes obsolete (This may shorten the 6-year degree completion deadline.) Students who do not graduate by the end of the allotted time, must change their major and follow the degree requirements that are in effect at the time.

- [Obsolete Majors](#)

Earning Credits

Credits may be earned by successfully completing a course, by demonstrating an acceptable level of proficiency via credit by examination where available, through credit for life learning experience, advanced placement, transfer of credits, or through other methods which might be developed by the College.

Earning an Associate Degree

The Associate degree will be awarded to each student who has completed these requirements

- completion of no fewer than sixty semester credit hours;
- completion of one of the associate degree programs;
- a cumulative grade point average of at least 2.0;
- enrollment during the semester the degree is anticipated;
- completion of no fewer than thirty semester credit hours in graded college-level courses at Bucks County Community College. However, individual academic departments may accept course work from a Bucks non-accredited program as internal credits, if there is an existing articulation agreement with the department. In this case, the student must still complete a minimum of fifteen (15) credits in graded courses at Bucks County Community College; and
- fulfillment of all financial and other obligations to the College.

Bucks County Community College awards five degrees, the Associate of Arts, Associate of Music, Associate of Fine Arts, Associate of Science and Associate of Applied Science.

Students may complete more than one associate degree program. Please review and follow the guidelines below for completion of a second degree.

- Students may earn only one degree per program/major. For example, a student who graduated from and earned an AA degree in Biology cannot receive an AS degree in Biology. A student can earn two degrees with the same degree designation. For example, a student can earn an AA degree in Liberal Arts and an AA degree in Business Administration.
- A second associate degree will require a minimum of 15 credits different from and in addition to those needed to satisfy the first associate degree.
- The second associate degree may use common credits. For example, both Liberal Arts: General Emphasis and Communication Studies programs require COMM110 and COMP110. If a student earned the Liberal Arts: General Emphasis degree and is now in the Communication Studies degree program, Communication Studies will use the previously completed COMM110 and COMP110.
- Course substitutions in the new/second degree program that are requested in order to allow use of previously completed credits will be allowed only in unusual circumstances, and only with special permission of the Department Dean and the Associate Provost.
- Students should not alternate back and forth between degree programs/majors. Students should take courses leading to one degree at a time.
- Students receiving financial aid assistance and pursuing a second degree should speak to the Financial Aid Office to understand the ramifications/conditions of satisfactory academic progress and also time, amount limits to grant and loan programs that could affect your eligibility if seeking a second degree.

Associate Degree Requirements

Each Associate Degree major is built upon the foundation of a common set of educational experiences. The goal of this core curriculum is to unify the educational experience of all students at the College by providing a shared blueprint for achieving the outcomes described in "A Definition of the Educated Person: A Touchstone for the Curriculum at Bucks County Community College."

Students must complete the General Education Program to earn an associate degree from Bucks County Community College. **Students complete their [General Education requirements](#) as part of the program of the study in their major.**

While many courses are aligned with the General Education Program, students **cannot** choose just any course from the list of aligned courses. Rather, the majors are designed so that students will take certain General Education courses that will enhance their learning experience in the major and maximize the number of courses that transfer into the relevant programs at transfer institutions.

Certificate Programs

A certificate of completion is awarded to students who successfully complete a prescribed major. Credits earned in a certificate program may be applied toward an associate degree.

The following procedures govern enrollment and completion of certificate programs:

- A student must fulfill the admissions requirements of the College.
- A student must attain and maintain a cumulative grade point average of 2.00.
- A student must enroll in the certificate program on the application or by submitting a Change of Major Form at the Office of Admissions, Records, and Registration.
- At least 50% of the credits required for the certificate must be completed in graded courses at Bucks County Community College.
- Upon completion of the prescribed course of study, the student must formally apply, via the Office of Admissions, Records, and Registration, for the awarding of the certificate of completion.

Students Not Seeking the Associate of Arts Degree

Students who enroll in a major in order to receive preparation for upper division work for the baccalaureate degree are encouraged to check with the appropriate transfer institution to determine course transferability.

For students who only want to enroll in a major to take specific courses, the degree requirements and the major requirements do **not** have to be met. In this instance, only a list of courses, grades, and credits will appear on the transcript.

Attention PA State Grant Applicants or PHEAA Special Program Recipients

To be eligible to receive a PA State Grant award or a PHEAA Special Program awards, students must be enrolled in majors at least two years in length. If a student is awarded a PA State Grant, and chooses a Certificate Program as a major, he or she will not be eligible to receive PA State Grant awards (Certificate Programs are less than two years in length). Some Special programs are eligible if they are in a certificate program. Please refer to the information on pheaa.org for additional information.

PHEAA requires the College to certify that PA State Grant recipients meet all state eligibility criteria each semester. A student's major, as listed by the Office of Admissions and Records, is used to determine compliance with the state eligibility regulations.

If a PA State Grant is cancelled because the College reported the student's enrollment in a Certificate Program, and the student decides to change his or her major to a two-year program, the student must appeal directly to PHEAA regarding a request for reinstatement of the grant.

Financial Aid Applicants or Recipients

Students must be seeking a degree or be enrolled in an eligible certificate program to receive financial aid. All federal and state programs require that students be enrolled on a degree seeking basis. Please note some certificate programs are not entitled to financial aid due to the credits required for the certificate.

General Education Program

When students pursue a higher education, they develop a sizable body of knowledge, a level of awareness of the world, and the skills needed for rigorous thinking. Regardless of their college major, educated persons share a body of knowledge and skills, commonly called a general education that consists of many of the courses taken during the first years of college. Through this educational experience, Bucks helps students become confident, creative, and balanced thinkers in preparation for transferring to other academic institutions and meeting the needs of prospective employers. In this way, beyond the short-term benefits of transfer or career preparation, a general education sparks a lifetime commitment to learning and growing in a complex and changing world. Therefore, the faculty of Bucks County

Community College aims to help students become educated persons by assisting them to develop the following abilities and skills:

General Education Learning Goals

Students will be able to

1. **Arts/Humanities**: Demonstrate an understanding of human intellectual heritage and/or creative expression.
2. **Critical Thinking**: Read critically, analyze and interpret information, and construct logical, well-supported positions.
3. **Cultural Competency**: Evaluate their cultural competency in a written analysis that recognizes and acknowledges the diversity of perspectives, identities, and experiences that exist in a global society.
4. **Information Literacy**: Find, evaluate, and ethically use information in a variety of formats for a variety of purposes.
5. **Oral Communication**: Communicate effectively through speech.
6. **Quantitative Literacy**: Demonstrate and apply quantitative reasoning.
7. **Scientific Literacy**: Demonstrate an understanding of scientific reasoning.
8. **Social Sciences**: Demonstrate an understanding of human behavior and/or the relationships of people within societies.
9. **Technological Competence**: Demonstrate technological competence within the context of the major.
10. **Writing**: Communicate effectively through writing.

Associate Degree Program: How to Complete the General Education Program

Students must complete the General Education Program to earn an associate degree from Bucks County Community College. **Students complete their General Education requirements as part of the program of the study in their major.**

While many courses are aligned with the General Education Program, students **cannot** choose just any course from the list of aligned courses. Rather, the majors are designed so that students will take certain General Education courses that will enhance their learning experience in the major and maximize the number of courses that transfer into the relevant programs at transfer institutions.

Courses that Fulfill General Education Learning Goals

IMPORTANT NOTE: Students consult their program of study to find out which of the courses in the categories below will fulfill the General Education requirements in their major.

Students will be able to

1. **Arts/Humanities**: Demonstrate an understanding of human intellectual heritage and/or creative expression.
2. **Critical Thinking**: Read critically, analyze and interpret information, and construct logical, well-supported positions.
3. **Cultural Competency**: Evaluate their cultural competency in a written analysis that recognizes and acknowledges the diversity of perspectives, identities, and experiences that exist in a global society.
4. **Information Literacy**: Find, evaluate, and ethically use information in a variety of formats for a variety of purposes.
5. **Oral Communication**: Communicate effectively through speech.
6. **Quantitative Literacy**: Demonstrate and apply quantitative reasoning.
7. **Scientific Literacy**: Demonstrate an understanding of scientific reasoning.
8. **Social Sciences**: Demonstrate an understanding of human behavior and/or the relationships of people within societies.
9. **Technological Competence**: Demonstrate technological competence within the context of the major.
10. **Writing**: Communicate effectively through writing.

[Courses that Fulfill GE Learning Goals](#)

Degree Completion Deadlines

2020/FA - 21/S3 Summer, 2031 Summer, 2030/31/FA

ACADEMIC YEAR(S)	ASSOCIATED TERMS	GRADUATE BY*	REQUIREMENTS RETIRED	NEW DEGREE REQUIREMENTS EFFECTIVE
1995 - 1999	95/FA through 00/S3	Summer, 2010	Summer, 2010	10/FA
2000	00/FA - 01/S3	Summer, 2011	Summer, 2011	11/FA
2001	01/FA - 02/S3	Summer, 2012	Summer, 2012	12/FA
2002	02/FA - 03/S3	Summer, 2013	Summer, 2013	13/FA

2003	03/FA - 04/S3	Summer, 2014	Summer, 2014	14/FA
2004	04/FA - 05/S3	Summer, 2015	Summer, 2015	15/FA
2005	05/FA - 06/S2	Summer, 2016	Summer, 2016	16/FA
2006	06/FA - 07/S2	Summer, 2017	Summer, 2017	17/FA
2007	07/FA - 08/S2	Summer, 2018	Summer, 2018	18/FA
2008	08/FA - 09/S2	Summer, 2019	Summer, 2019	19/FA
2009	09/FA - 10/S2	Summer, 2020	Summer, 2020	20/FA
2010	10/FA - 11/S2	Summer, 2021	Summer, 2021	21/FA
2011	11/FA - 12/S2	Summer, 2022	Summer, 2022	22/FA
2012	12/FA - 13/S2	Summer, 2023	Summer, 2023	23/FA
2013	13/FA - 14/S2	Summer, 2024	Summer, 2024	24/FA
2014	14/FA - 15/S3	Summer, 2025	Summer, 2025	25/FA
2015	15/FA - 16/S3	Summer, 2026	Summer, 2026	26/FA
2016	16/FA - 17/S3	Summer, 2027	Summer, 2027	27/FA
2017	17/FA - 18/S3	Summer, 2028	Summer, 2028	28/FA
2018	18/FA - 19/S3	Summer, 2029	Summer, 2029	29/FA
2019	19/FA - 20/S3	Summer, 2030	Summer, 2030	30/FA

2020	20/FA - 21/S3	Summer, 2031	Summer, 2031	31/FA
2021	21/FA - 22/S3	Summer, 2032	Summer, 2032	32/FA
2022	22/FA - 23/S3	Summer, 2033	Summer, 2033	33/FA
2023	23/FA - 24/S3	Summer 2034	Summer, 2034	34/FA
2024	24/FA - 25/S3	Summer, 2035	Summer, 2035	35/FA
2025	25/FA - 26/SU	Summer, 2032	Summer, 2032	32/FA

* If a major is de-activated, it may lessen your time to complete degree requirements

** Beginning 2025, students have 6 years to complete degree requirements.

Obsolete Programs of Study

From time to time, the College finds it necessary to deactivate certain majors. When this occurs, the College makes every effort to notify the students who are currently enrolled in these majors.

Students enrolled in deactivated majors have three (3) academic years to complete degree requirements and graduate before the major becomes obsolete (This may shorten the 6-year degree completion deadline.) Students who do not graduate by the end of the allotted time, must change their major and follow the degree requirements that are in effect at the time.

Associate Degree Programs

PROGRAM	TITLE
AA.1005	Physics
AA.1007	Elementary Education
AA.1008	Secondary Education

PROGRAM	TITLE
AA.1010	Accounting
AA.1011	Marketing/Retail
AA.1020	Police Administration
AA.1021	Correctional Administration
AA.1023	HMRI Management
AA.1024	Applied Theatre Arts
AA.1027	Early Childhood Education
AA.1041	Labor Studies
AA.1042	Insurance
AA.1048	Business Education: Secretarial
AA.1049	Individual Studies
AA.1058	Liberal Arts: Humanities
AA.1061	Elementary Education: Pre-K to 4
AA.1062	Theatre: Acting
AA.1063	Theatre Arts: Design
AA.1064	Music: Instrumental/Vocal
AA.1065	Music: Jazz
AA.1066	Music: Education
AA.1067	Liberal Arts: Psychology – Life Skills
AA.1096	Business: Management Education
AA.1107	Liberal Arts: American Studies
AA.1121	Communication: Performance
AA.1160	Liberal Arts: Women's Studies

PROGRAM	TITLE
AA.1170	Secondary Education - Chemistry
AA.2012	Computer Technology
AA.2013	Electronics (2013)
AA.2014	Biological Lab Technician
AA.2018	Administrative Secretary: Shorthand Emphasis
AA.2025	Applied Theatre Arts
AA.2026	Early Childhood Education
AA.2029	Legal Secretarial: Shorthand Emphasis
AA.2030	Medical Secretary: Shorthand Emphasis
AA.2032	Real Estate (2032)
AA.2033	Engineering Aide
AA.2036	Chemical Laboratory Technology
AA.2037	Police Administration
AA.2038	Correctional Administration
AA.2039	Individual Studies
AA.2040	Labor Studies
AA.2043	Insurance
AA.2044	Communications: Cinema (2044)
AA.2046	Communications: Video Production (2046)
AA.2047	Computer Information Processing (2047)
AA.2050	Metallurgical Tech
AA.2051	Broadcast Elect Tech
AA.2052	Computer Systems Technology (2052)

PROGRAM	TITLE
AA.2053	Human Services
AA.2055	Drafting
AA.2057	Model Building Technology
AA.2092	Fine Woodworking
AA.2093	Administrative Secretary: Word-processing
AA.2094	Legal Secretary: Word-processing
AA.2095	Medical Secretary: Word-processing
AA.2097	Banking/Banking Management (2097)
AA.2100	HMRI - Hotel/Motel
AA.2106	Office Systems Technology (2106)
AA.2108	Office Administration (2108)
AA.2109	Dietetic Technician
AA.2111	Graphic Design
AA.2115	Savings Institution Administration (2115)
AA.2116	Engineering Technology
AA.2119	Biotechnology - 2119
AA.2122	Electronic Imaging: Design (2122)
AA.2123	Electronic Imaging (2123)
AA.2125	Pc And End User Support (2125)
AA.2132	Communication: Cinema/Video (2132)
AA.2134	Computer Application Development (2134)
AA.2159	Environmental Science
AA.2167	Nanofabrication Technology

PROGRAM	TITLE
AA.2178	Emergency Management & Public Safety
AA.2182	Digital Game and Simulation Design

Certificate Programs

PROGRAM	TITLE
CER.3152	3D Animation
CER.3070	Accounting
CER.3071	Business Data Processing Supervisor
CER.3072	Correctional Administration
CER.3074	Industrial Management
CER.3075	Insurance
CER.3156	Management
CER.3155	Supervision
CER.3114	Medical Transcription
CER.3076	Labor Studies
CER.3077	Office Supervision
CER.3078	Police Administration
CER.3079	Real Estate
CER.3080	Salesmanship
CER.3081	Small Business Operation
CER.3082	Stenography
CER.3083	Computer Programming
CER.3084	Drafting

PROGRAM	TITLE
CER.3085	Human Services
CER.3086	Computer Systems: Software Emphasis
CER.3087	Computer Systems: Hardware Emphasis
CER.3088	PC and End User Support
CER.3089	Office Skills
CER.3112	Word Processing
CER.3113	Stenography
CER.3118	Child Care Worker
CER.3126	Computer Aided Drafting
CER.3130	Computer Network Administration
CER.3139	Advanced Entrepreneurship
CER.3135	Computer Application Development
CER.3137	Desktop Publishing
CER.3138	Entrepreneurship
CER.3139	Advanced Entrepreneurship
CER.3140	Webmaster
CER.3141	Microsoft Office
CER.3142	Retail Merchandising
CER.3151	Cinema/Video
CER.3153	Communication: Video Production
CER.3157	Broadcast and Print Journalism
CER.3161	Women's Studies
CER.3163	Legal Office Assistant

PROGRAM	TITLE
CER.3165	E-Business
CER.3168	Nanofabrication
CER.3179	Emergency Management & Public Safety
CER.3181	Computer Forensics
CER.3184	Education: PA Director's Cert

Career and Technical Programs

Office of Academic and Curricular Services

The Office of Academic and Curricular Services administers the College's occupational majors. The office is located in Tyler Hall 127. For further information, call 215-968-8212 or 8213.

Perkins Academic Support Services

The Carl D. Perkins Vocational and Applied Technology Education Act of 1998 provides grants to colleges and secondary schools to improve student outcomes in vocational/ technical education. Each year the College, with the assistance of the community-based Participatory Planning Committee, develops and submits a plan to assist students enrolled in occupational degree and certificate programs. Many students enrolled in occupational majors at Bucks County Community College fall into one of the "special populations" categories as defined in the Grant. These categories include students who are educationally disadvantaged, economically disadvantaged, disabled, single parents, displaced homemakers, ESL (English as Second Language), and/or persons in non-traditional majors.

Services provided through the Perkins Academic Support Services (PASS) include both direct and indirect supports such as purchasing and upgrading computer and technical equipment; technology-oriented instructional support and supplies; new program development and implementation; direct tutoring, career development and advising assistance for students, and training and assistance to occupational faculty in upgrading technical skills.

The PASS Office is located in the Charles E. Rollins Center, Room 51. All students enrolled in occupational majors are encouraged to visit the Office, call 215-968-8140, or go to the [PASS website](#).

Cooperative Education Program

The College offers students an opportunity to apply their classroom theory and skills in an on-the-job, off-campus working environment, part- or full-time.

Students receive three credits for Cooperative Education. These credits usually qualify for Veteran Education Benefits.

Students currently employed may find their positions qualify for Cooperative Education. Thus, students may be able to maintain their present positions and enroll in Cooperative Education courses.

Academic departments attempt to provide opportunities to qualified students interested in careers related to accounting, chemistry, computers, criminal justice, fine woodworking, graphic design, hotel/motel/restaurant management, journalism, media arts, management, marketing/retailing, paralegal, sport management, and women's studies.

Cooperative Education courses have varied prerequisites. Interested students may obtain an application to register for Cooperative Education and a fact sheet for their subject area from the appropriate department office.

Cooperative Education is offered as part of the following occupational majors:

- Accounting
- Biology/Bio Technology
- Bookkeeping
- Chemistry
- Cinema Video Production
- Computer Science
- Criminal Justice
- Environmental Science
- Fine Woodworking
- Graphic Design
- Historic Preservation
- Hospitality and Tourism Management
- Journalism
- Management
- Marketing
- Paralegal
- Sport Management
- Women's Studies

Majors and Certificate Programs

All associate degree majors are designed to fully reflect the faculty's philosophy of curriculum, as outlined in ***A Definition of an Educated Person***.

The College offers two types of associate degree majors—occupational and transfer—as well as occupational certificate programs.

Occupational Majors

Occupational programs are designed primarily to prepare graduates for entry-level employment in positions that require both theoretical knowledge and practical skills. Bucks offers occupational programs in a wide range of fields, including accounting, culinary arts, graphic design, medical assisting, networking technology, nursing, and paralegal studies.

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs are transferable to baccalaureate institutions. Transfer is made easier due to the College's accreditation by the Middle States Commission on Higher Education; the School of Business, Innovation, and Legal Studies' accreditation by the Accreditation Council for Business Schools and Programs (ACBSP); the School of Arts and Communications' accreditations by the National Association of Schools of Art and Design (NASAD) and the National Association of Schools of Music (NASM); and the Associate Degree Nursing Program's accreditation by the Accreditation Commission for Education in Nursing (ACEN). Students should consult with the Office of Advising and Transfer Services for information about course transferability.

All occupational programs are guided by advisory committees. Practitioners in the various fields meet with College faculty to discuss the skills and abilities needed for the job market. These advisory committees and the ongoing evaluation they provide ensure that the College's occupational programs are relevant and up-to-date.

Occupational degree programs require four or more semesters of full-time study for completion and include courses that provide both concentrated study in a particular field and general education designed to broaden a student's knowledge and skills beyond the area of concentration.

Occupational certificate programs usually require two or more semesters for completion, and all the required courses focus on occupational skills.

Transfer Majors

Transfer programs are designed to parallel the first two years of study in a variety of subject areas at the baccalaureate institutions to which our students most frequently transfer. The transfer of course credits is determined entirely by the receiving institution. Students planning to transfer to a bachelor's degree-granting institution are encouraged to obtain a current catalog for that institution. Bucks courses should be selected to align with the requirements at that school. Many area colleges and universities have transfer (articulation) agreements with Bucks County Community College. Information on these agreements is available through academic department offices and the [Office of Transfer and Planning](#).

The type of major does not necessarily limit a student's options after completion. Students who complete an occupational major may successfully transfer many of their credits to a baccalaureate institution. Students who complete a transfer major may successfully secure entry-level employment after graduation.

Students must work closely with an academic advisor in choosing courses for a major. While the responsibility for the selection of courses is the student's, the advice and help of an academic advisor is based upon knowledge and experience and can aid the student in making wise and constructive major and course decisions.

Most majors are designed to be completed in four semesters of full-time (15 to 17 credits) study. A variety of circumstances such as a change in major, or required work in English, mathematics or reading as a result of placement testing, may require a longer time for completion. A recommended sequence of courses is provided for each semester. This schedule is given as a guide for students in planning their course selections. Students are urged to complete all courses required by placement testing immediately. The time of year a student enters a major may require the student to depart from the recommended sequence. In any case, students must work with an academic advisor in planning their individual courses of study.

Certificate Programs

A certificate of completion is awarded to a student who successfully completes a prescribed program. Depending on the program, certificate requirements may be completed in one or more semesters. All required courses in certificate programs

focus on developing occupational skills. Credits earned in a certificate program may be applied toward an associate degree.

Online Majors

Visit [**Bucks Online**](#) to see which programs of study can be completed entirely through eLearning courses.

Financial Aid Applicants or Recipients

Students seeking financial aid should note that all Title IV federal program grants and loans require enrollment in a degree-granting or eligible certificate program. Certificate programs with fewer than 16 credits are not eligible. Students must be pursuing a degree or certificate to receive financial aid.

A Definition of an Educated Person

A STATEMENT FROM THE FACULTY

Education can help us live more complete and meaningful lives by nurturing essential values and skills. By valuing uniqueness and diversity, we accept our responsibility for their protection. By valuing open-minded inquiry, we may accept that, while we can seek certainties, perspectives may be the best we can gain. By valuing growth as a lifelong process and recognizing change as inevitable, we may work towards goals whose fruition may lie beyond our lifetime. By valuing the ability to analyze and make reasoned judgments, we may gain insights into ourselves and our world and a greater understanding of the interdependency of all things. By valuing the ability to communicate, we may give expression to our vision of the world where people can work cooperatively to improve their environment and the condition of their lives.

We believe that the curriculum of Bucks County Community College must endeavor to nurture such values and foster such skills. It must seek to empower its students by making them aware of the influences that affect their lives and confident of their ability to effect change in their lives and in the world. It must help them to make connections among disciplines, help them develop an integrated view of knowledge, and help them recognize that their use of knowledge always carries consequences, as well as moral and ethical responsibilities.

Bucks County Community College offers over 90 associate degree program majors and academic certificates. [**Jump to the alphabetical list.**](#)

Arts and Communication

TRANSFER

- [1201 Art and Art History](#)
- [1120 Communication Studies](#)
- [1206 Dance](#)
- [1214 Film, Photography, and Digital Arts](#)
- [1001 Fine Arts](#)
- [1110 Graphic Design](#)
- [1019 Music](#)
- [1210 Theater Arts](#)

CERTIFICATE PROGRAMS

- [3211 Creative Arts and Entrepreneurship](#)
- [3187 Furniture and Cabinetmaking](#)

Business, Innovation, and Legal Studies

TRANSFER

- [1009 Business Administration](#)

OCCUPATIONAL

- [2019 Accounting & Analytics](#)
- [2220 Baking and Pastry Arts](#)
- [2204 Business](#)
- [2210 Culinary Arts](#)
- [2178 Emergency Management](#)
- [2171 Event Planning and Management](#)
- [2158 Fire Science](#)
- [2022 Hospitality Management](#)
- [2128 Paralegal/Legal Studies](#)
- [2070 Technical Entrepreneurship](#)

CERTIFICATE PROGRAMS

- [3176 Accountancy](#)
- [3150 Baking and Pastry Arts](#)
- [3202 Business Analytics](#)
- [3211 Creative Arts and Entrepreneurship](#)
- [3154 Culinary Arts](#)

- [3179 Emergency Management](#)
- [3205 Entrepreneurship](#)
- [3143 Fire Science](#)
- [3208 Management](#)
- [3129 Paralegal](#)*
- [3099 Social Media Marketing](#)

Health Sciences, Kinesiology, and Sport Studies

TRANSFER

- [1197 Exercise Science](#)
- [1031 Health/Physical Education](#)
- [1108 Health Science](#)
- [1211 Occupational Therapy](#)
- [1207 Public Health](#)
- [1154 Sport Management](#)

OCCUPATIONAL

- [2205 Diagnostic Medical Sonography](#)*
- [2191 Health Information Technology](#)
- [2131 Medical Assistant](#)
- [2203 Medical Laboratory Technician](#)*
- [2035 Nursing](#)*
- [2211 Paramedic](#)
- [2202 Radiography](#)*
- [2212 Veterinary Technician](#)

CERTIFICATE PROGRAMS

- [3200 Computed Tomography](#)
- [3203 Health Coach](#)
- [3199 Medical Assistant](#)
- [3174 Medical Coding/Billing](#)
- [3201 Magnetic Resonance Imaging](#)
- [3212 Paramedic](#)
- [3166 Phlebotomy](#)

Language and Literature

TRANSFER

- [1200 English](#)
- [1209 General Studies](#)
- [1204 Global Studies/World Languages](#)
- [1202 Guided Studies](#)
- [1045 Journalism](#)
- [1002 Liberal Arts](#)

CERTIFICATE PROGRAMS

- [3209 General Education](#)

Science, Technology, Engineering, and Mathematics

TRANSFER

- [1003 Biology](#)
- [1105 Biomedical Sciences](#)
- [1004 Chemistry](#)
- [1103 Computer Science](#)
- [1203 Cybersecurity](#)
- [1205 Data Science](#)
- [1028 Engineering](#)
- [1188 Environmental Science](#)
- [1102 Information Science](#)
- [1006 Mathematics](#)
- [1194 Neuroscience](#)
- [1117 Science](#)
- [1177 Secondary Education - Mathematics](#)

OCCUPATIONAL

- [2207 Advanced Technology](#)
- [2119 Biotechnology](#)
- [2194 Brewing & Fermentation Science](#)
- [2136 Computer Networking Technology](#)
- [2193 Engineering Technology](#)
- [2164 Information Technology Studies](#)

CERTIFICATE PROGRAMS

- [3207 Advanced Technology](#)
- [3186 Biotechnology](#)

- [3133 Computer Networking Technology](#)
- [3162 Computer Hardware Installation and Maintenance](#)
- [3210 General Education - STEM](#)

Social and Behavioral Science

TRANSFER

- [1189 Criminal Justice](#)
- [1196 History](#)
- [4192 Pre K-4 Early Education](#)
- [1183 Psychology-Interpersonal Emphasis](#)
- [1060 Psychology Pre-Professional Emphasis](#)
- [1180 Secondary Education: History](#)
- [1059 Social Science](#)
- [1130 Social Work](#)

OCCUPATIONAL

- [2034 Education - Paraprofessional Instructional Assistant](#)

CERTIFICATE PROGRAMS

- [3127 Historic Preservation](#)
- [3213 Holocaust and Genocide Studies](#)

Special Non-Degree Programs

- 0080 Non-Degree/Guest
- 0089 Non-Degree/Non-Certificate Seeking
- 0098 High School Dual Enrollment*
- 0099 High School Enrichment

*These programs may require approval for entering applicants.

Alphabetical Listing

Transfer Programs

- [1201 Art and Art History](#)
- [1003 Biology](#)
- [1105 Biomedical Sciences](#)
- [1009 Business Administration](#)

- [1004 Chemistry](#)
- [1120 Communication Studies](#)
- [1103 Computer Science](#)
- [1189 Criminal Justice](#)
- [1203 Cybersecurity](#)
- [1206 Dance](#)
- [1205 Data Science](#)
- [1028 Engineering](#)
- [1200 English](#)
- [1188 Environmental Science](#)
- [1197 Exercise Science](#)
- [1214 Film, Photography, and Digital Arts](#)
- [1001 Fine Arts](#)
- [1209 General Studies](#)
- [1204 Global Studies/World Languages](#)
- [1110 Graphic Design](#)
- [1202 Guided Studies](#)
- [1031 Health/Physical Education](#)
- [1108 Health Science](#)
- [1196 History](#)
- [1102 Information Science](#)
- [1045 Journalism](#)
- [1002 Liberal Arts](#)
- [1006 Mathematics](#)
- [1019 Music](#)
- [1194 Neuroscience](#)
- [1211 Occupational Therapy](#)
- [4192 Pre K-4 Early Education](#)
- [1183 Psychology-Interpersonal Emphasis](#)
- [1060 Psychology Pre-Professional Emphasis](#)
- [1207 Public Health](#)
- [1117 Science](#)
- [1180 Secondary Education: History](#)
- [1177 Secondary Education - Mathematics](#)
- [1059 Social Science](#)
- [1130 Social Work](#)
- [1154 Sport Management](#)
- [1210 Theater Arts](#)

Occupational Programs

- [2019 Accounting & Analytics](#)
- [2207 Advanced Technology](#)
- [2220 Baking and Pastry Arts](#)
- [2119 Biotechnology](#)
- [2194 Brewing & Fermentation Science](#)
- [2204 Business](#)
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- [2211 Paramedic](#)
- [2128 Paralegal/Legal Studies](#)
- [2202 Radiography*](#)
- [2070 Technical Entrepreneurship](#)
- [2212 Veterinary Technician](#)

Certificate Programs

- [3176 Accountancy](#)
- [3207 Advanced Technology](#)
- [3150 Baking and Pastry Arts](#)
- [3186 Biotechnology](#)
- [3202 Business Analytics](#)
- [3200 Computed Tomography](#)
- [3162 Computer Hardware Installation and Maintenance](#)
- [3133 Computer Networking Technology](#)
- [3211 Creative Arts and Entrepreneurship](#)
- [3154 Culinary Arts](#)
- [3179 Emergency Management](#)
- [3205 Entrepreneurship](#)
- [3143 Fire Science](#)

- [3187 Furniture and Cabinetmaking](#)
- [3209 General Education](#)
- [3210 General Education - STEM](#)
- [3203 Health Coach](#)
- [3127 Historic Preservation](#)
- [3213 Holocaust and Genocide Studies](#)
- [3201 Magnetic Resonance Imaging](#)
- [3208 Management](#)
- [3199 Medical Assistant](#)
- [3174 Medical Coding/Billing](#)
- [3129 Paralegal](#)*
- [3212 Paramedic](#)
- [3166 Phlebotomy](#)
- [3099 Social Media Marketing](#)

**These programs may require school approval for entering applicants.*

Accountancy

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3176**

Students who successfully complete the Accountancy Certificate Program develop competencies for financial and managerial accounting, finance, business law, and tax accounting enabling them to pursue an entry-level accounting position in corporate or public accounting. Completers of this program may attain the 36 accounting and business credits required to sit for the Certified Public Accountant (CPA) exam. Students pursuing this program to sit for the CPA exam must have previously earned a bachelor's degree.

Graduates of this program are able to:

- prepare GAAP based financial statements;
- apply financial accounting pronouncements to financial reporting and disclosure;
- research business law topics;
- assess audit risks and controls to determine audit procedures;
- analyze a company's financial performance, using a comprehensive set of financial tools; and
- analyze tax law.

Certificate Requirements

COURSE	CREDITS
ACCT105 Financial Accounting ^A	4
ACCT106 Managerial Accounting ^B	4
ACCT200 Intermediate Accounting I ^B	3
ACCT201 Intermediate Accounting II ^B	3

COURSE	CREDITS
ACCT230 Financial Management ^B	3
ACCT240 Federal and States Taxes I ^B	3
ACCT250 Auditing ^B	3
ACCT255 Advanced Accounting ^B	3
COLL101 Orientation to College	1
MGMT130 Business Law	3
MGMT190 Business Finance ^A	3
Accounting Electives ^C	6
Total Credit Hours	39

^A Placement testing required

^B Course requires prerequisite.

^C Choose from ACCT120, ACCT130, ACCT210, ACCT241, ACCT242.

Accounting & Analytics

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institution and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone: (215) 968-8227 Curriculum Code No. **2019**

This major is designed for two-year accounting paraprofessionals, junior accountants and full-charge bookkeepers. Students should work closely with their academic advisors in the selection of courses.

Graduates of this program are able to

- complete the accounting cycle;
- prepare GAAP based financial statements;
- apply financial accounting pronouncements to financial reporting and disclosure;
- research and analyze tax law; and
- apply managerial accounting concepts and data analytics.



This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Degree Course Requirements

COURSE	CREDITS
ACCT105 Financial Accounting ^{A,D}	4
ACCT106 Managerial Accounting ^D	4
ACCT130 Accounting Applications for the Computer ^{D,9}	3
ACCT200 Intermediate Accounting I ^D	3
ACCT201 Intermediate Accounting II ^D	3

COURSE	CREDITS
ACCT210 Cost Accounting I ^D	3
ACCT240 Federal and State Taxes I ^D	3
ACCT241 Federal and State Taxes II ^D	3
ACCT280 Accounting Internship ^{B,D}	3
CISC110 Introduction to Information Systems ^{D,9}	3
COLL101 Orientation to College	1
COMM110 Effective Speaking ^{A,D,4,5}	3
MATH115 Elementary Statistics ^{A,D,2,6}	3
OR	
MGMT120 Business Mathematics ^{A,D,6}	3
MGMT100 Introduction to Business ^{2,3,4,8}	3
MGMT122 Introduction to Business Analytics ^D	3
MGMT135 Business Communication ^{A,D,2,4,10}	3

COURSE	CREDITS
Scientific Literacy ^{A,D,E,7}	3-4
Arts/Humanities ^{E,1}	3
Electives ^C	6
Total Credit Hours	60-61

^A Placement testing required.

^B All academically qualified students must enroll in ACCT280.

^C Select any two of the following (with proper prerequisites): ACCT110, ACCT120, ACCT230, CISC127, CISC215, MATH215.

^D Course requires prerequisite or corequisite.

^E Consult the list of courses approved for this subcategory. Any course may be chosen.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Advanced Technology

Associate of Applied Science

Occupational Major

School of Science, Technology, Engineering & Mathematics

Founders 110 • phone (215) 968-8305

Curriculum Code No. **2207**

This program is designed to prepare students to seek employment as technicians in industry fields. Concentrations include electrical, mechanical, process control, biotechnology, environmental, computer science, and chemical. Through a sequence of laboratory-based and professional development courses, students develop technical, interpersonal, and communication skills needed for immediate employment in industry.

Upon successful completion of the program students will be awarded the Associate of Applied Science degree.

Graduates of this program are able to

- apply fundamental principles of mathematics, physics, engineering, and laboratory measurements to solve problems encountered as industry technicians;
- apply problem solving skills utilized in an industry setting to a component or system; and
- solve an industry related problem by applying the skills necessary for a practicing industry technician.

Prospective students with inadequate academic preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be strictly followed.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>CHEM101</u> Chemistry A ^{A,B,6,7}	4
OR	
<u>CHEM121</u> Chemistry I ^{A,B,6,7}	4
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>ENGR112</u> Engineering Design ^{A,B,1,9}	4
<u>MATH120</u> College Algebra ^{A,B,6}	4

COURSE	CREDITS
<u>MGMT135</u> Business Communications ^{A,B,2,4,10}	3
<u>PHYS106</u> Physics A ^{A,B,7}	4
<u>PHYS107</u> Physics B ^A	4
Computer Science Elective ^{A,B,D,I}	3-4
General Elective ^F	3
Math Elective ^{A,B,E}	3-4
Social Science/Diversity ^{C,2,3,8}	3
Technical Electives ^{G,H,I}	22
Total Credit Hours	61-63

^A Course requires a prerequisite or co-requisite.

^B Placement Testing Required.

^C [Consult the approved list of courses.](#)

^D Choose any CISC course except for CISC100.

^E Choose any MATH course that is the level of MATH115 or above.

^F Any college-level course may be chosen. See advisor for a recommended course.

^G Choose from BIOL101, BIOL121, BIOL220, BIOT105, BIOT125, BIOT225, BRFS101, BRFS102, BRFS201, CHEM122, CISC110, CISC113, CISC115, CISC119, CISC128, ENGT222, ENGT240, MATH115, MATH125, MATH140, SCIE103, SCIE104, SCIE105, VAFW100, VAFW140.

^H Students may pursue a Cybersecurity Concentration by completing one of the following two options: (1) Complete CISC110, CISC115 OR CISC119, CISC128, CISC143, CISC206. (2) Complete CISC115 OR CISC119, CISC128, CISC143, CISC201 OR CISC202, CISC206.

^I Courses, certifications, internships, and prior work experience may be approved for credit. See advisor and/or PLA office to discuss Prior Learning Assessment (PLA) options. Must be approved by the Dean of STEM.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Advanced Technology

Certificate Program

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **3207**

This certificate program is designed to prepare students to seek employment as an industry technician in concentrations such as electrical, mechanical, process control, environmental, biotechnology, computer science, and chemical. Through laboratory-based science, technology, engineering, math, business courses, and technical electives, students develop technical skills and professional development needed for immediate employment. Technical electives allow students to choose from a wide variety of industry disciplines. Technical electives also include certifications, work experience, and prior education, if applicable.

Upon successful completion of the program students will be awarded a certificate in Advanced Technology.

Graduates of this program are able to

- apply fundamental principles of mathematics, physics, and laboratory measurements to solve problems encountered as industry technicians;
- apply problem solving skills utilized in an industry setting to a component or system; and
- solve an industry related problem by applying the skills necessary for a practicing industry technician.

Prospective students with inadequate academic preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be strictly followed.

Certificate Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>CHEM101</u> Chemistry A	4
OR	
<u>CHEM121</u> Chemistry I ^{C,D}	4
<u>ENGR112</u> Engineering Design ^{C,D}	4
<u>MATH120</u> College Algebra ^{C,D}	4
<u>MGMT135</u> Business Communications ^{C,D}	3
<u>PHYS106</u> Physics A ^C	4
<u>PHYS107</u> Physics B ^{C,D}	4
Computer Science Elective ^E	3-4
Technical Electives ^{A,B}	12
Total Credit Hours	39-40

^A Choose from BIOL101, BIOL121, BIOL220, BIOT105, BIOT125, BIOT225, BRFS101, BRFS102, BRFS201, CHEM122, CISC110, CISC113, CISC115, CISC119, CISC128, ENGT222, ENGT240, MATH115, MATH125, MATH140, SCIE103, SCIE104, SCIE105, VAFW100, VAFW140.

^B Courses, certifications, internships, and prior work experience may be approved for credit. See advisor and/or PLA office to discuss Prior Learning Assessment (PLA) options. Must be approved by the Dean of STEM.

^C Course requires a prerequisite or corequisite.

^D Placement Testing Required.

^E Choose any CISC course except for CISC100.

Art and Art History

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum code No. **1201**

In the Art and Art History transfer major, students experience the process of making artistic objects, as well as the practice of interpreting historical objects through the study of art history. Students develop skills in drawing and then explore other artistic media. Students also apply the methodologies used by art historians as they analyze and research various kinds of art and/or architecture.

The major serves those contemplating careers in areas such as museum and archival work, historic preservation and archaeological investigation, research and teaching.

Graduates of this program are able to:

- manipulate materials to create the illusion of what is seen in the three-dimensional world on a two dimensional surface;
- interpret a work of art within the context of the history of Western Art; and
- analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary.

Note: Studio courses can be expensive. [Lab Fees](#) may be required.

Degree Course Requirements*

COURSE	CREDITS
COLL101 Orientation to College	1

COURSE	CREDITS
<u>COMM110</u> Effective Speaking ^{A,4,5}	3
<u>COMP110</u> English Composition I ^{A,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>VAFA100</u> Drawing I ^{C,1}	3
<u>VAFA191</u> Art History Before 1450 ¹	3
<u>VAFA192</u> Art History After 1450 ^{C,1}	3
OR	
<u>VAFA195</u> VAFA195 Non-Western Art History ^{C,1}	3
<u>VAFA193</u> History of Modern Art ^{C,1}	3
OR	
<u>VAFA195</u> VAFA195 Non-Western Art History ^{C,1}	3
Art History/History Electives (<i>choose from list</i>)	6
Digital Elective ^{9,D}	3
Diversity ^{B,3}	3

COURSE	CREDITS
Electives ^E	6
Foreign Language ^{1,F}	6
Mathematics ^{A,B,6}	3
Science ^{A,B,7}	3/4
Social Science ^{B,8}	3
Studio Art Electives (<i>choose from list</i>)	6
Total Credit Hours	61/62
ART HISTORY/HISTORY ELECTIVES (SELECT AT LEAST 6 CREDITS)	
<u>VACV141</u> Art of Independent Cinema ^C	
<u>VACV142</u> Art of Theatrical Cinema ^C	
<u>VAFA194</u> American Art History ^{C,1}	
<u>VAFA195</u> Non-Western Art History ^{C,1}	
<u>VAGD190</u> Graphic Design History ^{C,1}	
<u>VAFW190</u> History of American Furniture ^{C,1}	
<u>VAPH196</u> History of Photography ^{C,1}	
<u>HIST111</u> History of Western Civilization I ¹	
<u>HIST112</u> History of Western Civilization II ¹	

ART HISTORY/HISTORY ELECTIVES
(SELECT AT LEAST 6 CREDITS)

[HIST151](#) History of the United States I ¹

[HIST152](#) History of the United States II ¹

[HIST195](#) Introduction to Historical Archeology I

[HIST197](#) Historic Preservation

[HIST198](#) History of American Architecture

STUDIO ELECTIVES
(SELECT AT LEAST 6 CREDITS)

[VAFA107](#) Introduction to Jewelry ¹

[VAFA141](#) Introduction to Sculpture ¹

[VAFA147](#) Introduction to Glassblowing

[VAFA160](#) Introduction to Printmaking ¹

[VAFA161](#) Screenprinting ¹

[VAFA171](#) Introduction to Painting ¹

[VAFA181](#) Introduction to Ceramics ¹

[VAFW100](#) Fine Woodworking Fundamentals ¹

[VAFW133](#) Woodcarving – Furniture

[VAPH151](#) Introduction to Photography ¹

^A Placement testing required.

^B Consult the list of [courses approved for this category](#). Any course may be chosen.

^C Course requires prerequisite.

^D Any of the following may be chosen: VACV140, VAMM100, VAMM130, VAPH110.

^E Pre-college level courses do not meet this requirement.

^F German, French, or Italian is recommended.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Arts and Design.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Baking and Pastry Arts

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in their academic programs to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **2220**

The Baking and Pastry Arts degree qualifies individuals to compete for various entry-level culinary positions in bakeries, restaurants, catering or institutional foodservice or hospitality management. Graduates seek employment in positions with job titles such as baker, cake decorator, pastry sous chef or pastry chef.

Major requirements include supervised and documented on-the-job training and educational courses that support and enhance the work experience. Students in the program choose between an internship or apprenticeship. The internship requires the completion of two 2-credit internship courses involving employment in the culinary field. The apprenticeship requires the completion of four one-credit culinary practicum courses and 4000 hours of culinary work experience. Upon

successful completion of the major requirements, apprentices will be awarded an Associate of Arts Degree from the College and Journey person Pastry Cook certification from the United States Department of Labor.

Graduates of this program are able to:

- identify the tools and equipment found in the kitchen;
- safely utilize the tools and equipment found in the kitchen;
- perform various baking and pastry making tasks following industry accepted safety and sanitation rules and regulations;
- competently prepare baked goods and pastries;
- demonstrate appropriate, creatively expressed decorating techniques used to finish cakes, various bakery products, and desserts;
- demonstrate effective written and oral communication skills; and
- exhibit work habits and ethical behavior that model a food service professional.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC100</u> Digital Literacy	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B}	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>CULN100</u> Culinary Foundations	1
<u>CULN101</u> Apprenticeship Practicum I ^{B,C}	1
<u>CULN102</u> Apprenticeship Practicum II ^{B,C}	1

COURSE	CREDITS
<u>CULN103</u> Apprenticeship Practicum III ^{B,C}	1
<u>CULN104</u> Apprenticeship Practicum IV ^{B,C}	1
OR	
<u>CULN281</u> Culinary Internship I ^{B,D}	2
<u>CULN110</u> Basic Food Preparation ⁹	4
<u>CULN130</u> Baking and Decorating ¹	3
<u>CULN138</u> Ice Cream and Frozen Desserts	2
<u>CULN139</u> Wedding Cake Assembly and Decoration	2
<u>CULN151</u> Bread Fabrication – Basic	2
<u>CULN152</u> Bread Fabrication – Advanced ^B	2
<u>CULN156</u> Chocolate – Essential Skills ^B	2
<u>CULN158</u> Cookies	1
<u>CULN160</u> Advanced Baking – Pastry ^B	2

COURSE	CREDITS
<u>CULN165</u> Advanced Baking – Cakes ^B	2
<u>CULN202</u> Food Purchasing and Cost Control ^B	3
<u>CULN203</u> Menu Planning/Costing/Design ^B	3
<u>CULN282</u> Culinary Internship II ^{B,D}	2
<u>CULN285</u> Culinary Capstone ^B	2
<u>CULN</u> Elective ^E	4
<u>HLTH120</u> Nutrition ^{A,2,4,7}	3
<u>HOSP100</u> Introduction to Hospitality Management	3
<u>HOSP106</u> Safety and Sanitation	2
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT120</u> Business Mathematics ^{A,B,6}	3
<u>MGMT135</u> Business Communication ^{A,B,2,4,10}	3
Total Credit Hours	63

^A Placement testing required.

^B Course requires prerequisite.

^C Apprenticeship track.

^D Internship track.

^E Choose one: CULN111, CULN112, CULN113, CULN114, CULN115.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Baking and Pastry Arts

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Certificate Code No. **3150**

This certificate program prepares students to pursue employment as a baker, decorator, or pastry professional. Bakers and decorators work in retail bakeshops or supermarket bakeries. Positions as a pastry professional are available in restaurants, hotels, casinos, foodservice locations, and country clubs. Graduates of this program can enter the industry as a cake decorator, baker or pastry cook. Students who complete this program may apply these credits toward the completion of the Baking and Pastry Arts degree program.

Graduates of this program are able to:

- identify the tools and equipment found in the kitchen;
- safely utilize the tools and equipment found in the kitchen;
- perform various baking and pastry making tasks following industry accepted safety and sanitation rules and regulations;
- competently prepare baked goods and pastries;
- demonstrate appropriate, creatively expressed decorating techniques used to finish cakes, various bakery products, and desserts; and
- exhibit work habits and ethical behavior that model a food service professional.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>CULN130</u> Baking and Decorating	3
<u>CULN138</u> Ice Cream and Frozen Desserts	2
<u>CULN139</u> Wedding Cake Assembly and Decoration	2
<u>CULN151</u> Bread Fabrication-Basic	2
<u>CULN152</u> Bread Fabrication-Advanced ^A	2
<u>CULN156</u> Chocolate - Essential Skills ^A	2
<u>CULN158</u> Cookies	1
<u>CULN160</u> Advanced Baking: Pastry ^A	2
<u>CULN165</u> Advanced Baking: Cakes ^A	2
<u>HOSP106</u> Safety and Sanitation	2
Total Credit Hours	21

^A Course requires prerequisite.

Biology

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone: 968-8305

Curriculum Code No. **1003**

The Biology major provides an understanding of fundamental biological concepts. This major is for students planning to earn a baccalaureate degree in biological science or seeking employment as a technician in areas such as ecology, environmental health and sanitation, pollution control, plant science, or animal science.

Graduates of this program are able to:

- explain the unity of life;
- describe the evidence to support the principle of descent from a common ancestor;
- explain the use and distribution of energy in living systems;
- describe the relationship between inheritance, variation and evolution;
- demonstrate techniques to collect data;
- organize data into charts, graphs, or tables;
- interpret data from charts, graphs, or tables compiled from collected data; and
- present data from charts, graphs, or tables compiled from collected data in oral or written form.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.

Degree Course Requirements

COURSE	CREDITS
BIOL121 Biological Principles I ^{A,E}	4
BIOL122 Biological Principles II ^E	4

COURSE	CREDITS
<u>BIOL220</u> Principles of Ecology ^E	4
<u>BIOL228</u> Microbiology ^{9,E}	4
<u>CHEM121</u> Chemistry I ^{A,E,6,7}	4
<u>CHEM122</u> Chemistry II ^E	4
<u>CHEM221</u> Organic Chemistry I ^E	5
<u>CHEM222</u> Organic Chemistry II ^E	5
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{2,4,10,E}	3
<u>MATH122</u> Trigonometry and Analytic Geometry ^{A,B,E,H,6}	3
<u>MATH125</u> Precalculus Mathematics ^{C,E,H,6}	4
<u>COMM110</u> Effective Speaking ^{4,5,E}	3
Social Sciences/Diversity ^{3,8,F}	3
Arts/Humanities ^{1,D}	3

COURSE	CREDITS
Electives ^G	4-6
Total Credit Hours	61-63

^A Placement testing required.

^B MATH140 may be substituted.

^C MATH141 may be substituted.

^D Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^E Course requires prerequisite.

^F Choose from any of the following choices: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120

^G Choose any courses

^H Students planning to continue on to a Baccalaureate degree program are strongly urged to continue their math studies through Calculus II

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Biomedical Sciences

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1105**

This major prepares students for transfer into baccalaureate degree majors in allied health fields. These may include: occupational therapy, physical therapy, respiratory therapy, medical

technology, or dental hygiene. Students are advised to review the entrance requirements of the baccalaureate institutions. In order to ensure that students make proper decisions, advising by the Science, Technology, Engineering & Mathematics Department is required.

Graduates of this program are able to

- demonstrate and apply proficiency in the basic sciences including laboratory skills and knowledge of biology.
- demonstrate and apply proficiency in the basic sciences including laboratory skills and knowledge of chemistry.
- demonstrate appropriate techniques to collect, organize, evaluate and present data.

Prospective students with inadequate academic preparations should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL121</u> Biological Principles I ^{A,E}	4
<u>BIOL122</u> Biological Principles II ^E	4
<u>CHEM121</u> Chemistry I ^{A,E,6,7,9}	4
<u>CHEM122</u> Chemistry II ^{A,E}	4
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3

COURSE	CREDITS
<u>MATH120</u> College Algebra ^{A,B,6}	4
<u>PSYC110</u> Introduction to Psychology ^{2,3,8}	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>COMM110</u> Effective Speaking ^{4,5}	3
<u>CISC110</u> Intro to Information Systems ^{A,9}	3
<u>HLTH120</u> Nutrition ^G	3
Arts/Humanities Elective ^{D,1}	3
Biomedical Sciences electives ^F	18
Total Credit Hours	63

^A Placement testing required.

^B MATH122, MATH125, or MATH140 may be substituted.

^C MATH141 may be substituted.

^D Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^E Course requires prerequisite.

^F Depending on career choice and transfer institution, BIOL228, COMM105, COMM110, CHEM221, CHEM222, CHEM242, BIOL181, BIOL182, BIOT105, BIOT125, MATH115, PHYS106, PHYS107, PSYC180, PSYC181, PSYC200, SOCI120, or courses in Quantitative Literacy, Arts/Humanities, and Social Sciences.

^G HLTH120N may be substituted.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Completion of non-degree major is not available in this program.
Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Biotechnology

Associate of Applied Science

Occupational Major

Science, Technology, Engineering & Mathematics Department

Founders 110 • phone (215) 968-8305

Curriculum Code No. **2119**

A graduate of the program can expect to find entry-level employment as an industrial or academic biotechnology technician.

Graduates of this program are able to

- operate, calibrate, and maintain standard biotechnology lab equipment.
- perform basic biotechnology processes in a safe and aseptic manner.
- prepare, culture, and maintain cell cultures.
- employ methods to detect, purify, and characterize DNA and protein.
- collect, graph, interpret, and present data.
- write reports, and maintain lab books and equipment logs.

Degree Course Requirements

COURSE	CREDITS
BIOL121 Biological Principles I ^C	4
BIOL228 Microbiology ^C	4
BIOT105 Introduction to Biotechnology ⁷	4
BIOT125 Biotechnology Methods and Techniques ^{C,9}	4
BIOT225 Bioprocessing Science ^C	4

COURSE	CREDITS
CHEM121 Chemistry I ^{A,C,6,7}	4
CHEM122 Chemistry II ^C	4
CISC110 Introduction to Information Systems	3
COLL101 Orientation to College	1
COMM110 Effective Speaking ^{A,4,5}	3
COMP110 English Composition I ^{A,C,2,10}	3
COMP114 Technical Writing ^C	3
MATH115 Elementary Statistics ^{A,C,6}	3
BIOL280 Cooperative Education: Biotechnology ^C OR Science Elective	3-4
Math ^{A,B,C} or Science Elective ^{B,C}	8
Diversity/Arts/Humanities ^{D,1,3}	3
Social Sciences ^{E,8}	3
Total Credits	61-62

^A Placement testing required.

^B Choose from MATH120, MATH122, MATH125, MATH140, MATH 141, BIOL122, BIOL181, BIOL182, CHEM221, CHEM222, NEUR121, NEUR122, PHYS121.

^C Course requires prerequisite.

^D Choose from AMSL110, AMSL111, ARBC110, ARBC111, CHNS110, CHNS111, FREN110, FREN111, FREN201, FREN202, FREN250, FREN251, GRMN110, GRMN111, GRMN201, GRMN202, GRMN250, GRMN251, HIST111, HIST112, HIST113, HIST114, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114, HUMN120, ITAL110, ITAL111, ITAL201, ITAL202, ITAL250, ITAL251, JPNS101, JPNS102, LITR234, LITR235, LITR254, LITR255, LITR261, LITR271, LITR273, LITR275, LITR278, PHIL125, SPAN110, SPAN111, SPAN201, SPAN202, SPAN250, SPAN251.

^E [Choose from Approved List.](#)

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Diversity.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Biotechnology

Certificate Program

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **3186**

The strength and continued growth of the Biotechnology industry in the Philadelphia metropolitan area has created a need for technicians with cell culture expertise. Students completing the certificate will be prepared for employment as skilled technicians in biotechnology, biomanufacturing, pharmaceutical, and academic laboratories. Workers currently employed as biotechnology technicians can benefit by enhancing their skill sets.

Graduates of this program are able to

- perform basic lab procedures common to biotechnology laboratories
- operate and maintain standard laboratory equipment
- aseptically culture and maintain cell cultures
- perform advanced techniques in biomanufacturing

Certificate Course Requirements

COURSE	CREDITS
<u>BIOT125</u> Biotechnology Methods and Techniques ^B	4
<u>BIOT225</u> Bioprocessing Science ^B	4
<u>CHEM121</u> Chemistry ^{A,B}	4

COURSE	CREDITS
Math/Science Elective ^{B,C}	4
Total Credit Hours	16

^A Placement testing required.

^B Requires prerequisite.

^C Choose from MATH120, MATH122, MATH125, MATH140, MATH141, BIOL121, BIOL122, BIOL181, BIOL182, BIOL220, BIOL228, BIOT105, CHEM122, CHEM221, CHEM222, CHEM242, NEUR121, NEUR122, PHYS121, PHYS122, SCIE105.

Since the academic and employment backgrounds of students vary, all students planning to complete this certificate program must meet with a department representative to devise a sequence of courses to meet their academic need.

Brewing & Fermentation Science

Associate of Applied Science

Occupational Major

School of Science, Technology, Engineering & Mathematics

Founders 110 • phone (215) 968-8305

Curriculum Code No. **2194**

The Associate of Applied Science in Brewing and Fermentation Science program prepares students for employment within the brewing and/or fermentation industries.

Graduates of this program are able to

- describe and apply the biochemistry and microbiology principles that convert fermentable sugars into beer;
- communicate and work effectively with management, staff, and customers in a production brewing environment;
- understand and apply the technological and manufacturing processes required for brewing, and perform cost analysis of processing raw materials into finished product in order to calculate profit margins;
- maintain safe brewing and fermentation practices;
- explain the legal requirements associated with the selling and distribution of beer;
- demonstrate knowledge of the practical considerations that must be addressed to satisfy the requirements of regulatory agencies overseeing breweries, such as food safety, brew house safety, environmental compliance, and labeling; and

- identify and solve problems related to microbial, chemical, and physical threats using appropriate tests, and determine origin, type, prevention, and elimination of standard off-flavors in contaminated samples.
-

Notes: Students in this program of study must be at least 21 years of age prior to registering for BRF201 and BRF280 as these courses involve beer production. Interested students who will not be 21 years of age prior to registration for these courses should consider adding an additional complementary major (e.g. Business Administration, Biology, Chemistry, etc.).

Some Brewing & Fermentation Science coursework will require regular travel to local brewing facilities.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL101</u> Biological Science I ^{A,C,7}	4
<u>BIOL228</u> Microbiology ^{C,E}	4
<u>BRFS101</u> Introduction to Brewing Science ^{A,C,7}	3
<u>BRFS102</u> Brewing Analysis & Quality Assurances ^C	3
<u>BRFS201</u> Practical Malting & Brewing ^C	3
<u>BRFS280</u> Brewing & Fermentation Science Internship ^C	3
<u>CHEM101</u> Chemistry A ^{A,C,2,6,7}	4
<u>CISC110</u> Introduction to Information Systems ^{A,C,9}	3

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>HOSP106</u> Sanitation & Safety	2
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT135</u> Business Communications ^{A,C,2,4,10}	3
Arts/Humanities ^{B,1}	3
Brewing & Fermentation Science Electives ^{C,F}	12-16
Mathematics Elective ^{A,C,D,6}	3-4
Total Credits	60-65

^A Placement testing required.

^B Select from one of the [approved Arts/Humanities courses](#) in the catalog.

^C Course requires prerequisite.

^D Students may select from the following: MATH101; MATH115; MATH117; MATH118; MATH120; MATH122; MATH125; or MATH140.

^E BIOL101 (C or better) and permission from the Department of STEM required prior to registration.

^F Students may select from the following: BIOT105; BIOT125; BIOT225; CHEM102; CHEM242; MATH115; MATH117; MATH118; MATH120; MATH122; MATH125; MATH140; or PHYS106.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Business

Associate of Applied Science

Occupational Major

The Business degree is for individuals and entrepreneurs who are interested in developing the knowledge and skills that are essential in the current global business environment. This program prepares graduates for entry-level positions in management, sales, and marketing, as well as to start their own business or take over an existing business.

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **2204**

Graduates of this program are able to

- apply management theories to management practice;
- use technology to complete common business functions, processes, and communication;
- analyze the impact of forces in the global business environment on the organization and its stakeholders;
- exhibit competent and effective communication skills; and
- demonstrate an understanding of the marketing practices and processes related to the successful operation of an organization.



This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Degree Course Requirements

COURSE	CREDITS
<u>ACCT103</u> Introductory Accounting ^E	3
OR	
<u>ACCT105</u> Financial Accounting ^{A,E}	4
<u>CISC110</u> Introduction to Information Systems ^{A,E}	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,E,4,5}	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT130</u> Business Law	3
OR	
<u>MGMT180</u> Legal Environment of Business	3
<u>MGMT135</u> Business Communication ^{A,E,2,4,10}	3
<u>MGMT230</u> Principles of Management ^E	3
<u>MGMT280</u> Management Internship ^E	3
OR	

COURSE	CREDITS
<u>MKTG280</u> Marketing Internship ^E	3
<u>MKTG215</u> Principles of Marketing ^E	3
Accounting Elective ^{D,E}	3/4
Arts/Humanities Elective ^{B,1}	3
Business Elective ^C	21
Quantitative Literacy ^{A,E,F,6}	3/4
Scientific Literacy ^{A,B,7}	3/4
Total Credit Hours	61-65

^A Placement testing required.

^B Consult the [list of courses approved for this subcategory](#). Any course may be chosen.

^C Any course with a prefix of ACCT, HOSP, MGMT, MKTG, REAL, ECON, TECH or VAMM100 or VAMM110 may be chosen.

^D Any ACCT course may be chosen.

^E Course requires prerequisite.

^F Choose one: MGMT120, MATH115, MATH117, MATH118, MATH120.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Business Administration

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **1009**

This program of study prepares students for upper-division course work leading to a bachelor's degree in Business Administration. The program parallels the first two years of study required by similar programs offered at baccalaureate institutions and universities. Students select the area of concentration best suited to their interests and aptitudes.

Graduates of this program are able to

- demonstrate an understanding of the functions of business;
- research and apply business problem solving and decision making in the context of the larger social and economic environment;
- employ tools and skills necessary to solve business and organizational problems; and
- apply the necessary skills to communicate and lead effectively.



This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Degree Course Requirements

COURSE	CREDITS
<u>ACCT105</u> Financial Accounting ^E	4
<u>ACCT106</u> Managerial Accounting ^E	4
<u>CISC110</u> Introduction to Information Systems ^{E,9}	3
<u>COLL101</u> Orientation to College	1

COURSE	CREDITS
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	
OR	
<u>MGMT135</u> Business Communication ^{E,10}	3
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
<u>ECON111</u> Principles of Economics: Macro ^{2,3,8}	3
<u>ECON112</u> Principles of Economics: Micro ²	3
<u>MATH115</u> Elementary Statistics ^{E,2,6}	3
<u>MKTG215</u> Principles of Marketing ^E	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT130</u> Business Law	3
OR	
<u>MGMT180</u> Legal Environment of Business	3

COURSE	CREDITS
<u>MGMT230</u> Principles of Management ^E	3
<u>MATH118</u> Business Calculus ^{E,6}	3
OR	
<u>MATH140</u> Calculus I ^{E,6}	3/4
ARTS/HUMANITIES ^{B,1}	3
Laboratory Science ^{C,7}	4
Electives ^D	9
Total Credit Hours	61/62

^A Placement testing required.

^B Consult the list of courses approved for this subcategory. Any course may be chosen.

^C Any of the following may be chosen: BIOL101, BIOL181, CHEM101, PHYS106, SCIE103, SCIE104, SCIE105.

^D Pre-college level courses do not meet this requirement.

^E Course requires prerequisite.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Business Analytics

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3202**

This certificate program is designed to provide students with the skills and knowledge to apply analytic tools to real-world business contexts for improved decision-making and problem-solving. It prepares students who are currently employed and who need their skills enhanced, as well as those who are seeking employment where analytical skills are required.

Graduates of this program are able to

- Demonstrate an understanding of the foundational elements of business analytics;
- Apply analytic tools and data management techniques effectively;
- Utilize business information systems and data to make better decisions; and
- Convey analytical results and insights effectively.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>CISC110</u> Introduction to Information Systems ^{A,B}	3
<u>CISC127</u> Quantitative Data Analysis ^{A,B}	3
<u>MATH115</u> Elementary Statistics ^{A,B}	3
<u>MGMT100</u> Introduction to Business	3
<u>MGMT122</u> Introduction to Business Analytics ^A	3
<u>MGMT135</u> Business Communication ^{A,B}	3

COURSE

CREDITS

Total Credit Hours

19

^A Course requires prerequisites and/or co-requisites

^B Placement testing required

Chemistry

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone 968-8305

Curriculum Code No. **1004**

This major provides a broad but quantitative understanding of matter and the physical and chemical transformations of matter, based on an understanding of chemical, physical, and mathematical principles. The major is for students planning to transfer to baccalaureate majors in chemistry, chemical engineering, and other fields requiring an emphasis on chemistry such as environmental science, forensic science, and oceanography. Students planning to enter medical school could also enter this major and select additional courses in biology. Students completing this degree, although typically transferring to a Bachelor's degree program, may also be employed as Laboratory Technicians or Assistants.

Prospective students with inadequate academic preparations should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Graduates of this program are able to:

- demonstrate an understanding of chemical, physical and mathematical principles as pertaining to the study of matter;

- compute with proficiency as to be able to obtain correct numerical solutions to chemistry problems;
- analyze and make reasoned judgments dealing with chemistry problems;
- develop a chemical knowledge and be able to apply it to other disciplines, such as biology, environmental science, engineering, pharmacy, health sciences, etc.; and
- demonstrate proficiency in laboratory skills as they pertain to: chemical information, the safe handling, use and disposal of chemicals; synthetic procedures including isolation, purification and structure elucidation of obtained products; stoichiometry and the use of instrumentation; and writing of laboratory notebooks and reports in accordance with current scientific journals styles.

Degree Course Requirements

COURSE	CREDITS
<u>CHEM121</u> Chemistry I ^{A,E,6,7}	4
<u>CHEM122</u> Chemistry II ^E	4
<u>CHEM221</u> Organic Chemistry I ^E	5
<u>CHEM222</u> Organic Chemistry II ^{E,9}	5
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>MATH140</u> Calculus I ^{A,E,6}	4
<u>MATH141</u> Calculus II ^E	4

COURSE	CREDITS
<u>PHYS121</u> Physics I ^{E,7}	4
<u>PHYS122</u> Physics II ^E	4
Chemistry Electives ^B	7
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
Diversity/Arts/Humanities ^{C,1,3}	3
Elective ^F	4
Social Sciences ^{D,8}	3
Total Credit Hours	61

^A Placement testing required.

^B Any Chemistry course above CHEM121, other than those required. All academically qualified chemistry students are urged to enroll in CHEM280. You may choose BIOL121, BIOL122, BIOL181, BIOL182, BIOT125, MATH 242, MATH 250, or MATH 260.

^C Choose from HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125

^D Consult the list of [courses approved for this category](#).

^E Course requires prerequisite.

^F Strongly recommended: CHEM242, BIOT105.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Communication Studies

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication: Communications Office

Hicks 125 • Phone (215) 968-8425

Curriculum Code: **1120**

Embark on a fulfilling career path with our Communication Studies program, designed to equip you with a robust understanding of communication, media, and technology. This program lays the groundwork for advanced study and careers in public relations, advertising, journalism, broadcasting, and beyond. You will sharpen your oral and written communication skills, explore intercultural communication and conflict resolution, and analyze the evolving relationship between technology and media. Our dedicated advisors and career coaches are committed to assisting you explore other areas like social media, marketing, event planning, and public affairs, ensuring you are well-prepared for the professional world or further academic pursuits.

Graduates of this program can:

- create messages appropriate to the audience, purpose, and context;
- describe basic theories and principles of human communication;
- apply communication theories for developing and maintaining a variety of relationships;
- communicate effectively within a culturally diverse society;
- describe the role that media plays in developing world views in our global environment.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1

COURSE	CREDITS
<u>COMM101</u> Communication Theory	3
<u>COMM105</u> Interpersonal Communication ^{2,3,8}	3
<u>COMM110</u> Effective Speaking ^{A,4,5}	3
<u>COMM111</u> Media and Society ^{2,3,8}	3
<u>COMM215</u> Intercultural Communication ^{2,3}	3
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>VAMM100</u> Digital Imaging	3
OR	
<u>VAGD101</u> Layout and Basic Typography	3
Art and Humanities ^H	3
Mathematics ^{A,D,F,6}	3/4
Social Science ^B	3

COURSE	CREDITS
Electives ^G	6
Foreign Language and/or Literature ^B	3
College Level Science ^{A,E,7}	4
Program Electives ^C (<i>choose from list</i>)	12
Total Credit Hours	62/63

Program Electives (Select at least 12 credits):

COURSE	CREDITS
<u>COMT101</u> Introduction to Theater ¹	3
<u>COMT103</u> Introduction to Acting ¹	3
<u>COMT106</u> Introduction to Improvisational Performance	3
<u>COMT203</u> Acting II	3
<u>COMT206</u> Improvisational Performance II	3
<u>JOUR155</u> Advertising Copywriting	3
<u>JOUR175</u> News Reporting and Writing ^D	3
<u>MGMT145</u> Negotiation and Conflict Resolution ^{2,8}	3

COURSE	CREDITS
<u>MKTG200</u> Advertising	3
<u>MKTG220</u> Digital Marketing	3
<u>MKTG230</u> Social Media Marketing	3
<u>PSYC105</u> Introduction to Group Dynamics	3
<u>VACV130</u> Media Scriptwriting ^D	3
<u>VACV135</u> Video Studio Production I	3
<u>VACV137</u> Sound Design for Film and Video	3
<u>VACV140</u> Digital Video Editing	3
<u>VACV141</u> The Art of Independent Cinema	3
<u>VACV142</u> The Art of Theatrical Cinema ¹	3
<u>VACV145</u> Videography	3
<u>VAGD101</u> Layout and Basic Typography	3
<u>VAPH110</u> Digital Photography Fundamentals	3

COURSE	CREDITS
<u>VAMM100</u> Digital Imaging	3
<u>VAMM110</u> Web Design	3
<u>WMST110</u> Introduction to Gender Studies	3

^A Placement testing required.

^B Consult the list of **courses approved for this subcategory**. Any course may be chosen.

^C Choose from COMT101, COMT103, COMT106, COMT203, COMT206, JOUR155, JOUR175, MGMT145, MKTG200, MKTG230, PSYC105, VACV130, VACV135, VACV137, VACV140, VACV141, VACV142, VACV145, VAGD110, VAMM100, VAMM110, WMST110.

^D Course requires pre-requisites.

^E Choose from BIOL101, BIOL181, CHEM101, CHEM121, PHYS106, SCIE103, SCIE104, SCIE105.

^F Choose from MATH101, MATH115, MATH120, MATH122, MATH125, MATH140.

^G **Pre-college level courses** do not meet this requirement.

^H Choose from COMT101, HIST114, VAGD190, VAFA 194, VAPH196.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Computed Tomography

Certificate Program

School of Health Sciences, Kinesiology, and Sport Studies

Lower Bucks Campus • Phone 215-968-8353 (option 5)

Curriculum Code No. **3200**

The Computed Tomography Certificate program prepares the post-graduate registered radiologic technologist to use x-rays and computed radiologic technology to produce cross-sectional anatomical images of the human body. Computed Tomography (CT) technologists operate CT scanners, picture archiving and communication systems and related equipment.

The Computed Tomography Certificate program is a two-semester program. The program consists of online didactic courses and a clinical practicum experience. The Computed Tomography Certificate Program is designed to provide the working Radiologic Technologist with the theoretical background and documented clinical experience necessary to sit for the Computed Tomography registry examination offered by the American Registry of Radiologic Technologist (ARRT).

Prospective applicants seeking admission into the CT Certificate Program must be graduates of a 2-year JRCERT accredited program in Radiography or Nuclear Medicine and must hold current ARRT or NMTCB certification.

Graduates of this program are able to:

- function as competent, entry-level professionals;
- demonstrate appropriate, professional communication skills;
- develop and practice effective problem-solving skills and critical thinking skills; and
- conduct him/herself in a professional manner.

Admission Procedures:

Clinical Education Requirements:

The number of students accepted into clinical education ([RADI310](#) and [RADI325](#)) for computed tomography will be equal to the number of available clinical spaces.

Once accepted into the Computed Tomography Clinical Courses, students will be required to:

- Purchase a Computed Tomography uniform from preferred uniform vendor.
- Purchase professional liability insurance annually.
- Assume all responsibility for transportation to and from the clinical sites assigned.
- Obtain and maintain current CPR certification.
- Obtain and maintain Immunization records.
- Complete an FBI Fingerprint Criminal Background Check, a PA Criminal Background check, Child Abuse clearance and drug screening (until clearance is received, program acceptance is provisional and may be rescinded).
- Show proof of health insurance coverage for the student.

Certificate Requirements

COURSE	CREDITS
COLL101 Orientation to College	1

<u>RADI300</u> Patient Care in Computed Tomography	3
<u>RADI305</u> Procedures in Computed Tomography	3
<u>RADI310</u> Computed Tomography Clinical Practicum I	2
<u>RADI315</u> Cross-sectional Anatomy in Medical Imaging	3
<u>RADI320</u> Physics Instrumentation in Computed Tomography	3
<u>RADI325</u> Computed Tomography Clinical Practicum II ^A	2
Total Credit Hours	17

^A Course requires prerequisites.

Computer Hardware Installation and Maintenance

Certificate Program

School of Science, Technology, Engineering & Mathematics

Founders 110 • phone (215) 968-8305

Curriculum Code No. **3162**

This certificate prepares the student to sit for two industry standard, vender independent certifications, the A⁺ certification and the Network⁺ certification. Students receiving their certificates possess the knowledge, skills, and customer relations experience needed to enter the computer or network technician area, as PC support technicians, help desk technicians, and PC installer. Students who complete this program may be prepared to sit for industry certification exams, such as those offered by Microsoft, Cisco, and CompTIA.

Graduates of this program are able to:

- install, maintain, and troubleshoot software and hardware.

Certificate Course Requirements

COURSE	CREDITS
<u>CISC128</u> Comparative Operating Systems	4
<u>CISC143</u> Essentials of Networking ^A	4
<u>CISC201</u> Managing and Maintaining the PC ^A	4
<u>CISC235</u> Networking Devices ^A	4
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communication	3
Total Credit Hours	20

^A Course requires prerequisite.

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

NOTE: Computer classes may be expensive. Purchase of equipment may be required.

Computer Networking Technology

Associate of Applied Science

Occupational Major

School of Science, Technology, Engineering & Mathematics

Founders 110 • phone (215) 968-8305

Curriculum Code No. **2136**

This associate degree major enables graduates to qualify for entry-level advanced positions in computer communications. Major requirements can be met in a two academic year period of full-time study. Graduates might be employed in positions with job titles such as network administrator, network technician, field service engineer, or related occupations. Students who complete this program may be prepared to sit for industry certification exams, such as those offered by Microsoft, Cisco, and CompTIA.

Graduates of this program are able to

- install, maintain, and troubleshoot modern network hardware and software;
- design, implement and administer the user's network environment - including file sharing and printing; and
- devise a network security plan using modern Network Operating Systems, technologies and protocols.

Degree Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{F,5}	3
<u>MGMT100</u> Introduction to Business ^{3,4,8}	3
<u>CISC110</u> Introduction to Information Systems ^{F,9}	3
<u>CISC128</u> Comparative Operating Systems	4
<u>CISC143</u> Essentials of Networking ^{F,7}	4

COURSE	CREDITS
<u>CISC144</u> Introduction to Microsoft Desktop ^F	4
<u>CISC201</u> Managing & Maintaining the PC ^F	4
<u>CISC202</u> Network Administration ^F	4
<u>CISC244</u> Intro to Microsoft Server ^F	4
<u>CISC234</u> Topics in Networking ^F	3
<u>CISC235</u> Network Devices (CISCO) ^F	4
<u>CISC245</u> Network Security and Troubleshooting ^{F9}	4
Computing Electives ^D	6-8
Arts/Humanities ^{B,1}	3
College Level Writing ^{A,C,2,4,10}	6
College Level Mathematics ^{A,E,6}	3-4
Total Credit Hours	63-66

^A Placement testing required.

^B Consult the list of **courses approved for this category**. Any course may be chosen.

^C Select any two of the following (with proper prerequisites): MGMT135, COMP110, COMP111, COMP114

^D Choose any CISC or SCIE206.

^E Consult an advisor. At least one course must be chosen from the following: CISC127, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140.

^F Course requires prerequisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

NOTE: Computer classes may be expensive. Purchase of equipment may be required.

Computer Networking Technology

Certificate Program

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **3133**

This certificate prepares students for a career position as a Network Technician, Network Administrator, Sales Support and related occupations. Upon completion of this program of study the graduate will be able to:

- install, maintain, and troubleshoot modern network hardware and software;
- design, implement and administer the user's network environment - including file sharing and printing; and
- devise a network security plan using modern Network Operating Systems, technologies and protocols.

Students who complete this program may be prepared to sit for industry certification exams, such as those offered by Microsoft, Cisco, and CompTIA.

Certificate Course Requirements

COURSE	CREDITS
<u>CISC128</u> Comparative Operating Systems	4
<u>CISC143</u> Essentials of Networking ^A	4

COURSE	CREDITS
<u>CISC144</u> Intro to MS Windows Professional ^A	4
<u>CISC201</u> Managing and Maintaining the PC ^A	4
<u>CISC202</u> Network Administration ^A	4
<u>CISC244</u> MS Windows Server ^A	4
<u>CISC234</u> Topics in Networking ^A	3
<u>CISC235</u> Network Devices (CISCO) ^A	4
<u>CISC245</u> Network Security and Troubleshooting ^A	4
<u>COLL101</u> Orientation to College	1
Total Credit Hours	36

^A Course requires prerequisite.

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Computer Science

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1103**

This major prepares students for upper-division course work leading to a bachelor's degree in computer science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities.

Graduates of this program will be able to:

- demonstrate proficiency in mathematics at the calculus level;
- demonstrate proficiency in Program Analysis, algorithm development, coding, testing, debugging and documentation; and
- demonstrate the ability to analyze a business problem and develop data management.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC110</u> Intro to Information Systems ^F	3
<u>CISC113</u> Visual Basic Programming I	3
<u>CISC115</u> Computer Science I ^F	4
<u>CISC122</u> Computer Science II ^F	4
<u>CISC213</u> Computer Science III ^{F,9}	4
<u>CISC215</u> Database Design & Application Development ^{F,9}	3

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u> English Composition II ^{F,2,10}	3
<u>MATH121</u> Discrete Mathematics ^F	3
<u>MATH140</u> Calculus I ^{A,F,4,6}	4
<u>MATH141</u> Calculus II ^F	4
Computer Science Electives ^B	6
Science Electives ^{C,7}	8
Arts/Humanities ^{D,1,3}	3
Social Sciences ^{E,3,8}	3
Total Credit Hours	62

^A Placement testing required.

^B Choose any CISC (except CISC100), CISD, CISS, ENGR112 or SCIE206. Consult with an advisor.

^C Choose either PHYS121 and PHYS122 or CHEM121 and CHEM122.

^D Any of the following may be chosen for Arts/Humanities- (this will also fulfill the Diversity requirement): FREN110, FREN111, GRMN110, GRMN111, HIST111, HIST112, HIST151, HIST152, ITAL110, ITAL111, JPNS101, JPNS102, LITR254, LITR255, LITR261, PHIL125, SPAN110, SPAN111.

^E Any of the following may be chosen for Social Sciences (this will also fulfill the Diversity requirement): ECON111, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.

^F Course requires prerequisite.

- ¹ Satisfies Arts/Humanities.
- ² Satisfies Critical Thinking.
- ³ Satisfies Cultural Competency.
- ⁴ Satisfies Information Literacy.
- ⁵ Satisfies Oral Communication.
- ⁶ Satisfies Quantitative Literacy.
- ⁷ Satisfies Scientific Literacy.
- ⁸ Satisfies Social Sciences.
- ⁹ Satisfies Technological Competence.
- ¹⁰ Satisfies Writing.

Creative Arts and Entrepreneurship

Certificate Program

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum Code No. **3211**

Creative Arts entrepreneurship is an interdisciplinary field combining the skills and mindset of the entrepreneur and the creativity and innovation of artists to create work that answers a market need. Students in the program refine their creative skills through coursework in the arts. They are introduced to the skills needed to enter the business world through courses in business. This blending of skills positions students to take their creative ventures to the marketplace.

Graduates of this program are able to:

- create artistic products or services;
- build a business plan; and
- analyze entrepreneurial opportunities.

Certificate Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>ACCT103</u> Introductory Accounting	3

COURSE	CREDITS
<u>MGMT110</u> Small Business Management	3
OR	
<u>MGMT102</u> Business Skills for Artists	3
<u>MGMT130</u> Business Law	3
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>MKTG220</u> Digital Marketing	3
OR	
<u>MKTG230</u> Social Media Marketing	3
Creativity Elective Options	15
Total Credit Hours	31

Suggested Creativity Electives (Select 15 credits):

Any course with a prefix of: COMM, COMT, DANC, MUSC, MUSE, MUSL, MUSG, VACV, VAFA, VAFW, VAGD, VAMM, VAPH, CULN, JOUR

Criminal Justice

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1189**

The transfer major has the following objectives

- to provide students with a solid foundation in Criminal Justice as an academic field of study in preparation for transfer to a four-year institution;
- to provide students with a comprehensive understanding of the functioning of the criminal justice system's major components- police, courts, and sanctions; and
- to provide students with an understanding of the purposes, scope, and sources of criminal law

Graduates of this program are able to:

- apply their knowledge of the function and roles of the police to representative situations
- describe the function and roles of the courts and apply to representative situations
- analyze the function and roles of sanctions and apply to representative situations
- examine the constitution, elements of crimes, and defenses and apply to appropriate legal cases
- analyze evidentiary data using software programs.

Upon completion of this associate degree program, the student will be qualified to apply for a position as a police officer, sheriff deputy, or correctional officer.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL101</u> Biological Science I ^{C,E,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{C,4,5}	3

COURSE	CREDITS
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>CRIJ100</u> Introduction to the Administration of Criminal Justice ^E	3
<u>CRIJ110</u> Introduction to Criminal Law ^D	3
<u>CRIJ130</u> Criminal Investigation/Forensics ^{D,9}	3
<u>CRIJ160</u> Introduction to Juvenile Justice ^D	3
<u>HIST151</u> U.S. History: Young America ^{1,2,3}	3
<u>HIST152</u> U.S. History: Modern America ^{1,2,3}	3
<u>MATH101</u> Mathematical Concepts ^{A,C,H,2,6}	3
<u>POLI120</u> American State and Local Government	3
<u>PSYC110</u> Introduction to Psychology ^{A,E,2,3,8}	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>SOCI150</u> Criminology	3

COURSE	CREDITS
Criminal Justice Electives ^{D,F}	9
Electives ^G	6
Total Credit Hours	62

^A Placement testing required.

^B Pre-college level courses do not meet this requirement.

^C Course requires prerequisite.

^D Course requires prerequisite or co-requisite of CRJ100.

^E Prerequisite: Reading Placement Test score Level 3 or Read110 (C or better), or Co-requisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110.

^F Students may choose any elective within Criminal Justice or other course outside of Criminal Justice with prior written approval from the Criminal Justice Coordinator or the Assistant Academic Dean. Criminal Justice electives include: CRJ 115, CRJ 116, CRJ 120, CRJ 140, CRJ 210, CRJ 220, CRJ 250, CRJ 260, CRJ 275, CRJ 280, CRJ 285.

^G Pre-college level courses do not meet this requirement.

^H Depending on career choice and transfer institution, MATH115 may be substituted. Students should consult an academic advisor.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Culinary Arts

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in their academic programs to determine which courses transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **2210**

The Culinary Arts degree prepares individuals to compete for various entry-level culinary positions in restaurants, lodging, catering or institutional foodservice or hospitality management. Graduates seek employment in positions with job titles such as cook, sous chef, chef, foodservice production supervisor, kitchen manager, garde manger chef or lead cook.

Major requirements include supervised and documented on-the-job training and educational courses that support and enhance the work experience. Students in the program choose between an internship or an apprenticeship. The internship requires the completion of two two-credit internship courses involving 240 hours of employment in the culinary field. The apprenticeship requires the completion of four one-credit culinary practicum courses and 4,000 hours of culinary work experience. Upon successful completion of the major requirements, apprentices will be awarded an Associate of Arts Degree from the College and Journeyman Cook certification from the United States Department of Labor.

Graduates of this program are able to:

- identify the tools and equipment found in the kitchen;
- safely utilize the tools and equipment found in the kitchen;
- demonstrate hot and cold food preparation tasks following industry accepted safety and sanitation rules and regulations;
- utilize a variety of recipes for all types of food products;
- demonstrate effective written and oral communication skills; and
- exhibit work habits and ethical behavior that model a food service professional.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC100</u> Digital Literacy	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B}	3

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>CULN100</u> Culinary Foundations	1
<u>CULN101</u> Apprenticeship Practicum I ^{B,C}	1
<u>CULN102</u> Apprenticeship Practicum II ^{B,C}	1
<u>CULN103</u> Apprenticeship Practicum III ^{B,C}	1
<u>CULN104</u> Apprenticeship Practicum IV ^{B,C}	1
OR	
<u>CULN281</u> Culinary Internship I ^{B,D}	2
<u>CULN110</u> Basic Food Preparation ⁹	4
<u>CULN111</u> Advanced Food Preparation ^B	4
<u>CULN112</u> Garde Manger and Buffet Planning	4
<u>CULN113</u> International Cuisine ^B	4

COURSE	CREDITS
<u>CULN114</u> Regional Cuisines of the U.S. ^B	4
<u>CULN115</u> Cooking for Special Diets ^B	4
<u>CULN130</u> Baking and Decorating ¹	3
<u>CULN202</u> Food Purchasing and Cost Control ^B	3
<u>CULN203</u> Menu Planning/Costing/Design ^B	3
<u>CULN282</u> Culinary Internship II ^{B,D}	2
<u>CULN285</u> Culinary Capstone ^B	2
<u>HLTH120</u> Nutrition ^{A,2,4,7}	3
<u>HOSP100</u> Introduction to Hospitality Management	3
<u>HOSP106</u> Safety and Sanitation	2
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT120</u> Business Mathematics ^{A,B,6}	3
<u>MGMT135</u> Business Communication ^{A,B,2,4,10}	3

COURSE

CREDITS

Total Credit Hours

64

^A Placement testing required.

^B Course requires prerequisite.

^C Apprenticeship track.

^D Internship track.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Culinary Arts

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Certificate Code No. **3154**

This certificate prepares students for such careers as hotel/restaurant/catering management trainee, foodservice production assistant, shift supervisor, cook or baker.

Upon completion of this program, graduates will

- demonstrate basic hospitality industry knowledge and be proficient in the core function of their job;
- demonstrate competence in a variety of hospitality industry aspects;
- demonstrate basic written and oral communication skills;
- articulate an understanding of ethical and social issues; and
- apply their training and knowledge to related industry/business problems.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>HOSP100</u> Introduction to Hospitality Management	3
<u>HOSP106</u> Safety and Sanitation	2
<u>CULN 110</u> Basic Food Preparation	4
<u>CULN111</u> Advanced Food Preparation ^A	4
<u>CULN130</u> Baking and Decorating	3
<u>CULN112</u> Garde Manger and Buffet Planning ^A	4
<u>CULN202</u> Food Purchasing and Cost Control ^A	3
<u>CULN203</u> Menu Planning/Costing/Design ^A	3
Total Credit Hours	27

^A Course requires prerequisite.

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Cybersecurity

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1203**

This major prepares students for upper-division course work leading to a bachelor's degree in Cybersecurity, Information Technology or Information Science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities.

Students pursuing this major develop an understanding of the challenges and requirements for securing information systems.

Graduates of this program will be able to:

- evaluate the hardware and software components of modern computing environments.
- apply networking technologies to implement, monitor and manage computer networks.
- assess computer system threats, agents, and attack vectors.
- evaluate the cyber defense tools, methods, and components used to mitigate threats.
- create secure systems using security design best practices.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC115</u> Computer Science I ^{A,E}	4
<u>CISC128</u> Comparative Operating Systems	4
<u>CISC143</u> Essentials of Networking ^{E,7}	4

COURSE	CREDITS
<u>CISC201</u> Managing and Maintaining the PC ^E	4
<u>CISC202</u> Linux Network Administration ^E	4
<u>CISC206</u> Introduction to Cybersecurity ^{E,2,9}	4
<u>CISC215</u> Database Design and Application Development ^E	3
<u>CISC235</u> Network Devices ^E	4
<u>CISC244</u> Introduction to Microsoft Server ^E	4
<u>CISC245</u> Network Security and Troubleshooting ^E	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,E,4,5}	3
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,10}	3
Social Sciences ^{F,2,3,8}	3
Arts/Humanities ^{B,1}	3

COURSE	CREDITS
College level Mathematics Electives ^{A,C,E,6}	6-8
Total Credit Hours	61-63

^A Placement testing required.

^B Consult the list of courses approved for this subcategory. Any course may be chosen.

^C Complete one of the following three sub requirements: (1) MATH117 & MATH118, (2) MATH140 & MATH141, or (3) MATH140 and MATH121.

^D An Pre-college level courses do not meet this requirement.

^E Course requires prerequisite.

^F Choose from: PSYC110; SOC110

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Dance

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum Code No. **1206**

Students in the dance transfer major develop skills in dance techniques, choreography, and performance. Students apply their technical and creative skills to choreograph individual and group performances. This degree is designed to prepare students for transfer to a four-year college or university.

The major serves students interested in careers in performance, choreography, fitness, dance instruction, or studio ownership.

Graduates of this program are able to:

- perform dance repertoire in solo and ensemble environments;
- design choreography;
- perform dance techniques with correct form; and
- critique storytelling in narrative and abstract dances.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>COMT103</u> Introduction to Acting ¹	3
OR	
<u>VAPH110</u> Digital Photography Fundamentals ¹	3
<u>DANC100</u> Dance Movement Technique	3
<u>DANC100</u> Dance Movement Technique	3

COURSE	CREDITS
<u>DANC100</u> Dance Movement Technique	3
<u>DANC100</u> Dance Movement Technique	3
<u>DANC110</u> Dance Repertoire	1
<u>DANC110</u> Dance Repertoire	1
<u>DANC110</u> Dance Repertoire	1
<u>DANC110</u> Dance Repertoire	1
<u>DANC207</u> Dance Composition I	3
<u>HLTH120</u> Nutrition ^{A,C,2,4,7}	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MUSC101</u> Introduction to Music ¹	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
Arts/Humanities Elective ^E	3
Mathematics ^{A,D,6,7}	3

COURSE	CREDITS
Program Electives ^B (choose from the list)	11-12
Total Credit Hours	61-62

Program Electives (Select 11-12 Credits)

COURSE	CREDITS
<u>COMT101</u> Introduction to Theater ¹	3
<u>COMT103</u> Introduction to Acting ¹	3
<u>DANC204</u> Dance History ^A	3
<u>EDUC200</u> Integrated Arts, Movement and Play	3
<u>HLTH103</u> Life and Health ²	3
<u>HLTH130</u> Principles and Applications of Diet and Fitness	3
<u>KINS130</u> Yoga	2
<u>KINS170</u> Individual Fitness and Wellness	2
<u>KINS190</u> Introduction to Recreation Leadership	3
<u>MUSC106</u> History of Jazz ¹	3

COURSE	CREDITS
<u>VACV141</u> The Art of Independent Cinema	3
<u>VACV142</u> The Art of Theatrical Cinema ¹	3
<u>VAFA193</u> History of Modern Art ¹	3
<u>VAPH110</u> Digital Photography Fundamentals ¹	3

^A Placement testing required.

^B Any of the following may be chosen: COMT101, COMT103, DANC204, EDUC200, HLTH103, HLTH130, KINS 130, KINS170, KINS190, MUSC106, VACV142, VACV141, VAFA193, VAPH110.

^C Course requires prerequisite or co-requisite.

^D Any of the following may be chosen: MATH101, MATH115, MATH120, MATH122, MATH 125, or MATH140.

^E Any of the following may be chosen: COMT101, DANC204, MUSC106, or VAFA193.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Data Science

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1205**

This major prepares students for upper-division course work leading to a bachelor's degree in Data Science. Data Science uses hardware and software to solve problems involving massive data sets, focusing on the development and implementation of efficient algorithms and data structures, as well as the emphasis on the statistical techniques used for data analysis.

Graduates of this program will be able to:

- use data science concepts and methodologies to solve problems in various contexts and to communicate those solutions effectively;
- analyze data using computing theory, languages, and algorithms, in conjunction with mathematical and statistical models; and
- demonstrate proficiency in mathematics at the calculus level.

Degree Course Requirements

COURSE	CREDITS
<u>CISC115</u> Computer Science I ^{A,C}	4
<u>CISC122</u> Computer Science II ^C	4
<u>CISC215</u> Database Design & Application Development ^C	3
<u>CISC219</u> Programming in Python ^{C,9}	4
<u>CISD201</u> Data Science ^C	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3

COURSE	CREDITS
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>MATH115</u> Elementary Statistics ^{A,C,2,6}	3
<u>MATH215</u> Elementary Statistics II ^C	3
<u>MATH140</u> Calculus I ^{A,C,6}	4
<u>MATH141</u> Calculus II ^C	4
<u>MATH242</u> Calculus III ^C	4
Math Electives ^{C,D}	3
Science Electives ^{C,E,7}	8
<u>PSYC110</u> Introduction to Psychology ^{A,C,2,3,8}	3
Arts/Humanities ^{B,1}	3
Total Credit Hours	63

^A Placement testing required.

^B Consult [the list of courses approved](#) for this subcategory. Any course may be chosen.

^C Course requires prerequisite.

^D Choose from: MATH260 Linear Algebra, MATH121 Discrete Math, MATH250 Differential Equations.

^E Choose either PHYS121 and PHYS122 or CHEM121 and CHEM122.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Diagnostic Medical Sonography

Associate of Applied Science

Occupational Major

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone (215) 968-8353 (option 5)

Curriculum Code No. **2205**

The Associate Degree of Applied Science in Diagnostic Medical Sonography (DMS) Program is designed to prepare the student to perform diagnostic ultrasound examinations required of an entry-level sonographer in the abdomen-extended and obstetrics & gynecology concentrations. Sonography uses sound waves to generate an image for the assessment and diagnosis of various medical conditions on a broad spectrum of patients.

Classes are conducted at the Lower Bucks campus and clinical experience at varied locations.

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdomen-extended and obstetrics & gynecology sonography concentrations.

Graduates of this program are able to:

- Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic services.
- Perform sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
- Demonstrate effective communication skills with patients and all members of the healthcare team
- Conduct themselves in a professional manner.

Accreditation

The Bucks County Community College Diagnostic Medical Sonography Program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Accreditation of the program is by:

Commission on Accreditation of Allied Health Education Programs

9355 – 113th St. N, #7709

Seminole, FL 33775

(727) 210-2350

caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography

6021 University Boulevard

Suite 500

Ellicott City, MD 21043

(443) 973-3251

jrcdms.org

Admission Procedures

The Diagnostic Medical Sonography Program has a limited number of spaces and admission into this program is very competitive.

To apply for the Associate of Applied Science of Diagnostic Medical Sonography, please complete the following requirements and steps:

- Applicants must be at least 18 years of age
- Submit an application with Bucks County Community College designating Diagnostic Medical Sonography as their major.
- Submit previous college transcripts, if applicable, for evaluation by the Registrar.
- Complete any placement exams that are required by Bucks County Community College.
- Complete 35 credits in the general education framework, listed below. The 35 credits must be completed with a final grade by the start of the first DXMS course.
 - COLL101- Orientation to College
 - BIOL181- Anatomy and Physiology I (C or better)
 - BIOL182- Anatomy and Physiology II (C or better)
 - PHYS106- Physics A (C or better)
 - MATH120- College Algebra
 - COMM110- Effective Speaking

- COMP110- English Composition I
 - COMP111- English Composition II
 - MEDA120- Medical Terminology (C or better)
 - PSYC110- Introduction to Psychology
 - Arts/Humanities Elective
- Science and Math courses must be taken within past 7 years prior to applying.
 - Obtain a minimum cumulative GPA of 2.5 at BCCC to be considered for entrance into the Diagnostic Medical Sonography Program.
 - **Applications are accepted from January 1 to January 31** of each year.
Please [complete the application](#) during this time period. Accepted students are notified by the first week of March.
 - The Diagnostic Medical Sonography Program [Diagnostic Medical Sonography Program Admissions Worksheet](#) will be completed by program faculty for each student that submits an application.

Once accepted into the Diagnostic Medical Sonography Program, students will be required to:

- Purchase a uniform from preferred uniform vendor.
- Purchase all textbooks and materials.
- Assume all responsibility for transportation to and from the clinical sites assigned.
- Obtain and maintain current CPR certification.
- Obtain and maintain Immunization records.
- Complete an FBI Fingerprint Criminal Background Check, a PA Criminal Background check, Child Abuse clearance and drug screening (until clearance is received, program acceptance is provisional and may be rescinded).
- Show proof of health insurance coverage for the student.

DMS Program Requirements

COURSE	CREDITS
BIOL181 Anatomy and Physiology I ^{A,7}	4
BIOL182 Anatomy and Physiology I ^A	4
COLL101 Orientation to College	1

COURSE	CREDITS
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>COMP111</u> English Composition II ^{A,2,4,10}	3
<u>DXMS100</u> Introduction to Sonography/Patient Care ^A	3
<u>DXMS101</u> Cross Sectional Anatomy in Sonography ^A	3
<u>DXMS200</u> Physics and Instrumentation in Sonography I ^{A,9}	2
<u>DXMS201</u> Sonography of the Abdomen with Lab ^A	4
<u>DXMS202</u> Sonography of Superficial Parts/Vascular Structures with Lab ^A	3
<u>DXMS210</u> Clinical Experience in Sonography I ^A	2
<u>DXMS211</u> Sonography of OB/GYN with Lab ^A	4
<u>DXMS212</u> Physics and Instrumentation in Sonography II ^A	2
<u>DXMS215</u> Clinical Experience in Sonography II ^A	3
<u>DXMS220</u> Clinical Experience in Sonography III ^A	3

COURSE	CREDITS
<u>MATH120</u> College Algebra ^{A,B,6}	4
<u>MEDA120</u> Medical Terminology	3
<u>PHYS106</u> Physics A ^{A,B,7}	4
<u>PSYC110</u> Introduction to Psychology ^{A,B,2,3,8}	3
Arts/Humanities Elective ^{C,1}	3
Total Credit Hours	64

^A Course requires prerequisites.

^B Placement testing required

^C Consult [the list of courses approved](#) for this subcategory. Any course may be chosen.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Diagnostic Medical Sonography (DMS) Student Handbook

Education - Paraprofessional Instructional Assistant

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year

colleges and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **2034**

Leading to the Associate of Arts degree this major prepares students to work effectively as instructional assistants in public and private schools in Pennsylvania.

Graduates prepare to assist teachers in instructional activities including implementing lessons under the supervision of the teacher, providing adaptations and accommodations for students with learning differences lessons as directed by the teacher, monitoring of student progress, and checking assignments and homework .

Graduates of this program are able to

- implement a lesson under the supervision of the teacher.
- describe modifications and accommodations to instruction for students with learning differences to accomplish instructional objectives;
- demonstrate professional behavior when working with students, co-workers, and families; and
- apply strategies as directed to facilitate effective integration of students with learning differences into various settings.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,D,4,5}	3
<u>COMP110</u> English Composition I ^{A,D,10}	3
<u>COMP111</u> English Composition II ^{D,4,10}	3

COURSE	CREDITS
<u>EDUC100</u> Foundations of Education ^{A,E,F}	3
<u>EDUC115</u> Observing and Recording the Behavior of Young Children ^{E,F}	3
<u>EDUC150</u> Science and Math Experiences for Young Children ^{E,F}	3
<u>EDUC160</u> Introduction to Exceptionalities ^{E,F,9}	3
<u>EDUC170</u> Language Development ^{E,F}	3
<u>EDUC220</u> Practicum in Education ^{D,E,F}	6
<u>LITR246</u> Children's Literature ¹	3
<u>MATH102</u> Mathematical Concepts II ^{A,6}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3
<u>PSYC180</u> Human Growth and Development ^D	3
<u>PSYC190</u> Educational Psychology ^{D,E,2,3}	3
<u>SOCI160</u> Marriage and the Family	3
Science Elective ^{C,7}	3-4

COURSE	CREDITS
Personal Health Elective ^B	3
Electives ^G	6
Total Credit Hours	61-62

^A Placement testing required.

^B Any of the following may be chosen: HLTH103, HLTH110, HLTH120.

^C Any of the following may be chosen: BIOL101, SCIE101, SCIE102, SCIE103.

^D Course requires prerequisite.

^E Field experience component.

^F PA clearances required.

^G Pre-college level courses do not meet this requirement.

¹ Satisfies Art/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communications

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Emergency Management

Associate of Arts

Occupational Major

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8190

Curriculum Code No. **2178**

The Emergency Management Associate Degree Program, which is aligned with the Emergency Management Institute's Higher Education Program and the Principles of Emergency Management, prepares the student for a position in Emergency Management, Business Continuity, and related disciplines. In addition to the courses that prepare the student to plan for all-hazards, the courses in this curriculum provide the student with technical information on a wide range of topics.

Courses such as Emergency Management Exercise/Design, Crisis Management and Critical Incident Stress, and Business Continuity Planning prepare the student for careers that are directly and indirectly related to the Emergency Management field. These careers include working in fire and emergency services, public/municipal planning, healthcare safety, security, and public service. In addition, this program provides individuals already working in emergency management or in a related field, the opportunity to prepare for promotion and/or professional certification while at the same time earning an Associate Degree.

Graduates of this program are able to:

- Manage a public or private sector emergency management plan;
- Demonstrate and apply the fundamental skills associated with emergency planning, hazard vulnerability analysis, risk assessment, and business impact analysis based on emergency management concepts;
- Evaluate vulnerabilities to communities and businesses through discussion-based and operations-based exercises;
- Develop plans for resilience and continuity of essential operations based on after action reviews; and
- Apply emergency management principles for the prevention, mitigation, preparedness, response, and recovery to all-hazards.

Degree Course Requirements

COURSE	CREDITS
<u>ACCT105</u> Financial Accounting ^A	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3

COURSE	CREDITS
<u>FRSC202</u> Hazardous Material ^C	3
<u>MATH101</u> Mathematical Concepts I ^{A,C,2,6}	3
<u>MGMT140</u> Supervision	3
<u>MGMT200</u> Organizational Behavior ^{C,E}	3
<u>MGMT230</u> Principles of Management ^{C,E}	3
<u>MGMT250</u> Human Resource Management ^{C,E}	3
<u>POLI120</u> American State and Local Government	3
<u>PUBS101</u> Introduction to Emergency Management	3
<u>PUBS104</u> Crisis Management and Critical Incident Stress ^C	3
<u>PUBS206</u> Business Continuity Management ^{A,C}	3
<u>PUBS207</u> Emergency Management Exercise Design ^C	3
<u>PUBS212</u> Emergency Communications and Public Information ^{C,9}	3
<u>PUBS280</u> Emergency Management Internship ^C	3

COURSE	CREDITS
Arts/Humanities Elective ^{B,1}	3
Science Elective ^{A,C,D,7}	3-4
<u>SOCI110</u> Intro. to Sociology ^{2,3,8}	3
OR	
<u>PSYC110</u> Intro. to Psychology ^{2,3,8}	3
Total Credit Hours	62-63

^A Placement testing required

^B **Arts/Humanities** (Gen Ed Core) Requirement: Consult the approved list of courses

^C Course requires prerequisites and/or co-requisites

^D Choose between: BIOL101, BIOL115, CHEM101, SCIE103, or SCIE104.

^E Successful completion of PUBS101 (C or better) and MGMT140 (C or better) meets the prerequisites for MGMT200, MGMT230, and MGMT250

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

View the [AA.2178 Emergency Management Associates Degree Assessment](#) & [AA.2178 Emergency Management Associates Degree Outcomes](#)

Emergency Management

Occupational Certificate

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8190

Curriculum Code No. **3179**

This certificate program provides students an opportunity to pursue a career in emergency management or for professional development for those currently employed or who already have a degree in another field.

The Emergency Management Certificate Program, which is aligned with the Emergency Management Institute's Higher Education Program and the Principles of Emergency Management, prepares the student for a position in Emergency Management, Business Continuity, and related disciplines. In addition to the courses that prepare the student to plan for all-hazards, the courses in this curriculum provide the student with technical information on a wide range of topics.

Graduates of this program are able to:

- Manage a public or private sector emergency management plan;
- Demonstrate and apply the fundamental skills associated with emergency planning, hazard vulnerability analysis, risk assessment, and business impact analysis based on emergency management concepts;
- Evaluate vulnerabilities to communities and businesses through discussion-based and operations-based exercises;
- Develop plans for resilience and continuity of essential operations based on after action reviews; and
- Apply emergency management principles for the prevention, mitigation, preparedness, response, and recovery to all-hazards.

Certificate Course Requirements

COURSE	CREDITS
<u>ACCT105</u> Financial Accounting ^A	4
<u>COLL101</u> Orientation to College	1
<u>FRSC202</u> Hazardous Material ^B	3
<u>MGMT140</u> Supervision	3
<u>MGMT200</u> Organizational Behavior ^{B,C}	3

COURSE	CREDITS
<u>MGMT230</u> Principles of Management ^{B,C}	3
<u>MGMT250</u> Human Resource Management ^{B,C}	3
<u>POLI120</u> American State and Local Government	3
<u>PUBS101</u> Introduction to Emergency Management	3
<u>PUBS104</u> Crisis Management and Critical Incident Stress ^B	3
<u>PUBS206</u> Business Continuity Management ^{A,B}	3
<u>PUBS207</u> Emergency Management Exercise Design ^B	3
<u>PUBS212</u> Emergency Communications and Public Information ^B	3
Total Credit Hours	38

^A Placement testing required.

^B Course requires prerequisites and/or co-requisites

^C Successful completion of PUBS101 (C or better) and MGMT140 (C or better) meets the prerequisites for MGMT200, MGMT230, and MGMT250

View the [CER.3179 Emergency Management Academic Certificate Assessment](#) & [CER.3179 Emergency Management Academic Certificate Outcomes](#)

Engineering

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1028**

The academic major for the first two years of engineering is similar for all branches of the discipline. This major provides a foundation for all phases of engineering as well as for physics and prepares students to continue their education at a four-year institution.

Graduates of this program are able to

- apply fundamental principles of mathematics, physics, engineering, and laboratory measurements to solve engineering problems;
- analyze engineering problems and make reasoned judgments in solving those problems;
- apply the engineering design process and technology in a collaborative nature to develop practical solutions to identified needs; and
- analyze the economic, societal, environmental, and ethical responsibilities of a professional engineer.

Prospective students with inadequate academic preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be strictly followed.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>CHEM121</u> Chemistry I ^{A,D,6,7}	4
<u>CISC119</u> Programming for Engineers and Scientists ^{A,D}	4

COURSE	CREDITS
<u>COMM110</u> Effective Speaking ^{A,D,4,5}	3
<u>COMP110</u> English Composition I ^{A,D,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
OR	
<u>COMP114</u> Technical Writing ^D	3
<u>ENGR112</u> Engineering Design ^{A,D,1,9}	4
<u>ENGR222</u> Statics ^D	3
<u>ENGR223</u> Dynamics ^D	3
<u>ENGR224</u> Strength of Materials ^D	3
<u>ENGR240</u> Introduction to Circuit Analysis ^D	4
<u>MATH140</u> Calculus I ^{A,D,6}	4
<u>MATH141</u> Calculus II ^D	4
<u>MATH242</u> Calculus III ^D	4

COURSE	CREDITS
<u>MATH250</u> Differential Equations ^D	3
<u>PHYS121</u> Physics I ^{D,7}	4
<u>PHYS122</u> Physics II ^D	4
Social Science/Diversity Elective ^{B,3,8}	3
Engineering Elective ^C	3-5
Total Credit Hours	64-66

^A Placement testing required.

^B Any of the following may be chosen: ECON111, PSYC110, SOCI110, SOCI120.

^C Engineering Elective should be chosen based on engineering concentration and the requirements of your transfer institution. Please consult with your advisor. Choose from BIOL121, CHEM122, CHEM221, CISC115, CISC219, MATH121, MATH260, SCIE103, SCIE206..

^D Course requires prerequisite or co-requisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Engineering Technology

Associate of Applied Science

Occupational Major

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **2193**

This program is designed to prepare students to seek employment as technicians in the various engineering technology fields. Through a sequence of laboratory-based and business courses, students develop technical, interpersonal, and communication skills needed for immediate employment in the field.

Upon successful completion of the program students will be awarded the Associate of Applied Science degree.

Graduates of this program are able to:

- apply fundamental principles of mathematics, physics, engineering, and laboratory measurements to solve engineering technology problems;
- apply the engineering design process to an engineering component or system; and
- employ the skills necessary for the engineering technology practice in the solution of an engineering problem.

Prospective students with inadequate academic preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be strictly followed.

Degree Course Requirements

COURSE	CREDITS
<u>CHEM121</u> Chemistry ^{A,B,6,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>ECON111</u> Principles of Economics-Macro ^{2,3,8}	3

COURSE	CREDITS
<u>ENGR112</u> Engineering Design ^{A,B,1,9}	4
<u>ENGT222</u> Applied Engineering Statics ^{A,B}	3
<u>ENGT240</u> Applied Circuit Analysis ^{A,B}	4
<u>MATH115</u> Elementary Statistics ^{A,B,2,6}	3
<u>MATH125</u> Precalculus ^{A,B,6}	4
<u>MGMT135</u> Business Communication ^{A,B,2,4,10}	3
<u>MGMT155</u> Introduction to Entrepreneurship ²	3
<u>PHYS106</u> Physics A ^{A,B,7}	4
<u>PHYS107</u> Physics B ^A	4
Computer Science Elective ^{A,C,F}	3-4
Technical Electives ^{D,E,F,G}	15-16
Total Credit Hours	61-63

^A Course requires a prerequisite or co-requisite.

^B Placement Testing Required.

^C Choose any CISC course except for CISC100.

^D Choose from BIOL121, BIOL228, BIOT105, BIOT125, BIOT225, BRFS101, BRFS102, BRFS201, CHEM122, CISC110, CISC113, CISC115, CISC119, CISC128, COMP114, MATH140, SCIE103, SCIE104, SCIE105, VAFW100, VAFW140.

^E Students may pursue a Cybersecurity Concentration by completing one of the following two options: (1) Complete CISC110, CISC115 OR CISC119, CISC128, CISC143, CISC206. (2) Complete CISC115 OR CISC119, CISC128, CISC143, CISC201 OR CISC202, CISC206.

^F *Certifications from Center for Workforce Development, internships, and prior work experience may be approved for credit. Must be approved by the Dean of STEM.*

^G *You may take 18 directed electives for the nanotechnology certification through Penn State as engineering technology electives. Must be approved by the Dean of STEM.*

¹ *Satisfies Arts/Humanities.*

² *Satisfies Critical Thinking.*

³ *Satisfies Cultural Competency.*

⁴ *Satisfies Information Literacy.*

⁵ *Satisfies Oral Communication.*

⁶ *Satisfies Quantitative Literacy.*

⁷ *Satisfies Scientific Literacy.*

⁸ *Satisfies Social Sciences.*

⁹ *Satisfies Technological Competence.*

¹⁰ *Satisfies Writing.*

English

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Language & Literature

Grupp 201 • Phone (215) 968-8150

Curriculum Code No. **1200**

This program is designed for students who seek a general education with a focus on the study of English. English majors investigate a variety of literatures and hone their academic writing skills, preparing themselves for transfer to a four-year institution or entry into the workforce in fields such as public relations, technical writing, and the non-profit sector.

Graduates of this program are able to

- demonstrate proficiency in written communication, including awareness of purpose and audience, ability to effectively compose documents for print and non-print environments, and facility with thesis and argument construction;
- identify the distinguishing characteristics of literary genres and the historical and cultural environments in which literary texts have been created;
- demonstrate critical thinking skills in the analysis of literary works;
- demonstrate critical reasoning skills in the selection, identification, evaluation, and use of secondary sources needed in writing effectively about literature;

- apply correct documentation and citation style to academic writing; and
- use technology effectively to retrieve, evaluate, and incorporate information.

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,4,5}	3
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{B,2,4,10}	3
<u>CISC100</u> Digital Literacy ⁹	
OR	
<u>CISC110</u> Introduction to Information Systems ^{B,9}	3
<u>LITR231</u> American Literature to 1865 ^{1,2}	3
<u>LITR232</u> American Literature from 1865 ^{1,2}	3
<u>LITR205</u> English Literature to the 19th Century ^{1,2}	
OR	
<u>LITR206</u> English Literature in the 19th & 20th Century ^{1,2}	3
<u>LITR254</u> World Literature I ^{1,2}	

COURSE	CREDITS
OR	
<u>LITR255</u> World Literature II ^{1,2}	3
Literature Elective ^{C,1,2}	3
Mathematics ^{A,D,6}	3
Science ^{E,7}	4
History ^{F,3}	3
Foreign Language ^{G,1,3}	6
Social/Behavioral Science ^{H,8}	3
General Electives ^I	14
Total Credit Hours	61

^A Placement testing required.

^B Prerequisite or co-requisite required.

^C Any LITR may be chosen.

^D Choose from: MATH101, 115, 120, 122, 125, or 140.

^E Choose from: SCIE103, SCIE105, BIOL101, CHEM101, or PHYS106.

^F Choose from: HIST111, 112, 151, or 152.

^G Any foreign language may be taken except AMSL and International Cultures.

^H Choose from: ECON111, GEOG110, PSYC110, or SOCI110.

^I Consult the list of courses approved for general elective credit:

- For the base English major, any may be taken.
- For the Writing Emphasis, any 8 elective credits plus 6 credits from COMP114, 115, 116, or any JOUR course.
- For the Secondary Education Emphasis, any 8 elective credits plus PSYC190 & EDUC160.
- For the Women's Studies Emphasis, any 8 elective credits plus WMST110 & HLTH200.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Entrepreneurship

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3205**

This certificate program is designed for students seeking the skills and knowledge to become an entrepreneur, start their own business, or improve an existing business. It provides the essential knowledge that is the foundation of a successful business.

Graduates of this program are able to:

- Analyze viable business opportunities to pursue;
- Demonstrate proficiency in fundamental financial planning procedures;
- Develop a realistic plan for their business;
- Apply legal principles and concepts in business operations; and
- Demonstrate professional skills needed to communicate effectively in a business.

Certificate Requirements

COURSE	CREDITS
<u>ACCT110</u> Personal Financial Planning	3
<u>COLL101</u> Orientation to College	1
<u>MGMT135</u> Business Communication ^{A,B}	3
<u>MGMT140</u> Supervision	3

COURSE	CREDITS
OR	3
<u>MGMT110</u> Small Business Management	3
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>MGMT180</u> Legal Environment of Business	3
OR	3
<u>MGMT130</u> Business Law	3
<u>MKTG230</u> Social Media Marketing	3
OR	3
<u>MKTG112</u> Customer Experience	3
Total Credit Hours	19

^A Placement testing required.

^B Course requires prerequisite.

Environmental Science

Associate of Science

Transfer Major

Science, Technology, Engineering & Mathematics Department

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1188**

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

The Environmental Science major provides an understanding of a wide range of environmental and ecological concepts. This major is for students planning to earn a baccalaureate degree in the broad range of environmental sciences.

Graduates of this program are able to

- sample and analyze the biological, chemical, and physical components of ecosystems;
- utilize geographic information systems (GIS) software to generate project maps and address a wide range of environmental issues;
- participate in habitat restoration and resource management projects; and
- describe how geologic processes can impact the earth system.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.

Degree Requirements

COURSE	CREDITS
<u>BIOL121</u> Biological Principles I ^{A,C}	4
<u>BIOL122</u> Biological Principles II ^C	4
<u>BIOL220</u> Principles of Ecology ^C	4
<u>BIOL228</u> Microbiology ^C	4
<u>CHEM121</u> Chemistry I ^{A,C,6,7}	4

COURSE	CREDITS
<u>CHEM122</u> Chemistry II ^C	4
<u>COLL101</u> Orientation to College	1
<u>SCIE103</u> Physical Geology ^{A,C,7}	4
<u>SCIE105</u> Introduction to Environmental Science ⁷	4
<u>SCIE206</u> Fundamentals of Geographic Information Systems ^{C,9}	3
<u>MATH115</u> Elementary Statistics ^{A,C,2,6}	3
Mathematics Elective ^{A,C,D,6}	3-4
<u>CISC110</u> Introduction to Information Systems ^{A,C}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{C,4,5}	3
<u>ECON111</u> Principles of Economics: Macro ^{2,3,8}	3
Elective	3

COURSE	CREDITS
Arts/Humanities ^{B,1}	3
Total Credit Hours	63-64

^A Placement testing required

^B Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^C Course requires prerequisite.

^D Choose from MATH120, MATH122, MATH125, MATH140.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Event Planning and Management

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in the academic program to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone: 215-968-8227

Curriculum Code No. **2171**

This Associate of Arts degree program prepares graduates to compete for various careers in meeting and event planning.

Graduates seek employment with job titles such as meeting planners, conference planners, catering planners, exposition organizers, travel managers, travel agents, corporate planners,

association planners, medical meeting planners, trade show coordinators, independent meeting planners, and sports event planners.

Graduates of this program are able to:

- apply basic meeting and event planning knowledge in the core functions of their positions;
- demonstrate effective written and oral communication skills;
- organize service functions in preparation for a meeting or event;
- utilize meeting and event sales techniques and marketing plans; and
- plan business meetings and events.

Degree Course Requirements

COURSE	CREDITS
<u>CISC100</u> Digital Literacy ⁹	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B,9}	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>CULN205</u> Beverage Management ^B	1
<u>HLTH120</u> Nutrition ^{2,4,7}	3
<u>HOSP100</u> Introduction to Hospitality Management	3

COURSE	CREDITS
<u>HOSP110</u> Hospitality Financial Management ^B	3
<u>HOSP111</u> Conference and Business Meeting Planning	3
<u>HOSP200</u> Hotel & Lodging Operations Management ^B	3
<u>HOSP215</u> Advanced Hospitality Management ^B	3
<u>HOSP210</u> Hospitality Internship ^B	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT120</u> Business Mathematics ^{A,B,6}	3
<u>MGMT130</u> Business Law	3
<u>MGMT135</u> Business Communication ^{A,B,2,4,10}	3
<u>MKTG215</u> Principles of Marketing ^B	3
<u>MKTG110</u> Selling	3
<u>MKTG112</u> Customer Experience	3
<u>MKTG220</u> Marketing on the Internet	3

COURSE	CREDITS
<u>MKTG230</u> Social Media Marketing	3
Arts/Humanities ^{D,1}	3
Total Credit Hours	62

^A Placement testing required.

^B Course requires prerequisite.

^C Approval from program faculty advisor required.

^D Consult the list of courses approved for this subcategory. Any course may be chosen.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Exercise Science

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Linksz Pavilion • Phone (215) 968-8353 (Option 3)

Curriculum Code No. **1197**

The Exercise Science major prepares undergraduate students for transfer to a four year institution where they major in any allied healthcare field including, but not limited to physical therapy, occupational therapy, athletic training, exercise physiology and nursing. Other possible professions include strength and conditioning coaches, health and fitness specialists and

chiropractors. Community members currently working in the health field who would like to pursue continuing education will benefit from the Program's course offerings.

Graduates of this program are able to:

- Demonstrate an understanding of the body's anatomical and physiological systems as they pertain to exercise physiology principles and disease;
- Find, evaluate, discuss, and ethically use scholarly health science articles published in peer reviewed literature and relate concepts to exercise recommendations and prescription; and
- Demonstrate technological competence with health science computer programs, tools and equipment (i.e., skin fold calipers, heart rate monitors).

Degree Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>COMP111</u> English Composition II ^{B,2,10}	3
<u>COMM110</u> Effective Speaking ^{B,5}	3
<u>MATH115</u> Elementary Statistics ^{A,6}	3
<u>KINS180</u> Foundations of Physical Education and Exercise Science	3
<u>BIOL181</u> Anatomy & Physiology I ^{B,7}	4
<u>BIOL182</u> Anatomy & Physiology II ^B	4

COURSE	CREDITS
<u>EXSC200</u> Biomechanics ^B	4
<u>EXSC201</u> Physiology of Exercise ^{B,9}	4
<u>HLTH120</u> Nutrition ^{A,2,4,7}	3
OR	
<u>HLTH120N</u> Nutrition (with a Registered Dietician) ^{A,2,4,7}	3
<u>SOCI110</u> Introduction to Sociology ³	3
<u>PSYC110</u> Introduction to Psychology ^{A,8}	3
Arts Elective ^{G,1}	3
Lifestyle Activity ^D	2
Aquatics Activity ^F	2
Survival Activity ^E	2
Fitness Activity ^C	2
General Elective	9
Total Credit Hours	61

^A Placement testing required

^B Course requires prerequisite or departmental approval.

^C Exercise Science majors must take at least one of the following fitness activity courses: KINS134, KINS145, KINS170, KINS188, and KINS189.

^D Exercise Science majors must take at least one of the following lifestyle activity courses: KINS130, KINS191.

^E Exercise Science majors must take at least one of the following survival activity courses: KINS106, KINS129, KINS133, and KINS190.

^F Exercise Science majors must take at least one of the following aquatics activity courses: KINS150, KINS155, and KINS156.

^G Students must take at least one of the following arts courses: VAFA191, VAFA192, VAFA193, VAFA194, VAPH196, COMT101, MUSC101, MUSC106.

^H HLTH120N sections are taught by a registered dietitians as required by the PA State Board of Nursing.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Film, Photography, and Digital Arts

Associate of Fine Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum code No. **1214**

The Film, Photography, and Digital Arts transfer major contains Cinema Video Production, Photography, and Multimedia Arts courses. The major equips the art student with the skills, and knowledge necessary for further training in a four-year professional or liberal arts institution and develops mastery of digital and lens-based arts and design in the student whose formal education ends after two years at the College. The program includes a variety of electives that allow students to tailor the program to their needs and interests.

For the non-art major many electives in art require no pre-requisite or portfolio evaluation.

Graduates of this program are able to

- Apply technical skills associated with Digital Media,
- develop a personal approach to creative problem-solving; and

- present a formal, professional-quality, portfolio of work which may be used to apply for admission to a four-year college and/or as part of an employment application.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Note: Studio courses can be expensive. Lab Fees may be required.

Degree Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,3,10}	3
<u>COMP111</u> English Composition II ^{,2,4,10}	3
<u>VAMM100</u> Digital Imaging ¹	3
<u>VAMM110</u> Web and Interactive Design ^F	3
OR	
<u>VAMM120</u> Interface Design ^F	3
<u>VAMM250</u> Digital Arts Portfolio Studio ^{F,5,9}	3
<u>VACV140</u> Digital Editing ¹	3
<u>VACV145</u> Videography	3

COURSE	CREDITS
<u>VACV230</u> Motion Graphics ^F	3
<u>VAPH110</u> Digital Photography Fundamentals ¹	3
<u>VAPH211</u> Studio and Lighting Fundamentals ^F	3
Art or Film History ^{C,1}	6
Math ^{G,6}	3
Science ^{G,7}	3/4
Social Science/Diversity ^{B,3,8}	3
Digital Arts Electives ^D	12
Electives ^E	3
Total Credit Hours	61/62

^A Placement testing required.

^B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120, WMST110.

^C Any of the following may be chosen: VAPH 196, VAFA193, VACV 141, VACV 142.

^D Any 3-credit studio course with the prefix of VACV, VAMM, VAPH.

^E Pre-college level courses do not meet this requirement.

^F Course requires prerequisite and/or co-requisite.

^G Any course in the approved list of general education courses for Scientific Literacy.

^H Any course in the approved list of general education courses for Quantitative Literacy.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Fine Arts

Associate of Fine Arts (track available in Fine Woodworking)

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum code No. **1001**

Students interested in an Associate of Fine Arts: Fine Arts or Fine Woodworking track at Bucks need to meet with a Visual Arts faculty member for advising.

The Associate of Fine Arts contains both Fine Arts and Fine Woodworking tracks. The major equips the art student with the skills, techniques, and knowledge necessary for further training in a four-year professional or liberal arts institution and develops a strong base in arts, crafts, and design in the student whose formal education ends after two years at the College.

For all Fine Arts majors, regardless of track, a portfolio review is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses.

For the non-art major many electives in art require no pre-requisite or portfolio evaluation.

Graduates of this program are able to

- apply technical skills associated with visual arts and design;
- develop a personal approach to creative problem-solving; and
- present a formal, professional-quality portfolio of work.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

* In preparing and presenting a portfolio in VAFA250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take at least one required digital course (e.g. VVAFW145, VAMM100, VAPH110, VAMM130 or VACV140) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation will be assessed within this course.

Check out this [video](#) about the Fine Woodworking track.

Note: Studio courses can be expensive. Lab Fees may be required .

Degree Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,H,2,10}	3
<u>COMP111</u> English Composition II ^{H,2,4,10}	3
<u>VAFA100</u> Drawing I ¹	3
<u>VAFA101</u> 2-D Design Fundamentals	3
<u>VAFA102</u> 3-D Design Fundamentals	3
<u>VAFA103</u> Drawing II ^H	3
<u>VAFA104</u> 2-D Design Color ^H	3
<u>VAFA105</u> 3-D Design Materials/Modeling ^H	3

COURSE	CREDITS
<u>VAFA250</u> Fine Arts and Design Portfolio Studio ^{H,5,9}	3
Art History ^{C,H,1}	6
Digital Elective ^E	3
Math/Science ^{A,D,6,7}	3/4
Social Science/Diversity ^{B,3,8}	3
Elective ^G	3
Fine Arts Track	
<u>VAFA202</u> Figure Drawing ^H	3
Studio Electives ^F	12
Fine Woodworking Track	
<u>VAFW100</u> Fine Woodworking Fundamentals ¹	3
<u>VAFW140</u> Cabinetmaking ^H	3
<u>VAFW145</u> Conceptual Furniture ^H	3
OR	
<u>VAMM130</u> 3-D Modeling Concepts ^H	3

COURSE	CREDITS
Fine Wood Electives (choose from the list)	6
Total Credit Hours	61/62
Fine Wood Elective Courses (select at least 6 credits)	
<u>VAFW133</u> Woodcarving/Furniture	3
<u>VAFW136</u> Bending and Veneering ^H	3
<u>VAFW137</u> Chair Construction ^H	3
<u>VAFW138</u> Table Systems ^H	3
<u>VAFW145</u> Conceptual Furniture ^H	3
<u>VAFW180</u> Woodturning	6
<u>VAFW181</u> Woodturning II ^H	
<u>VAFW280</u> Cooperative Education/Fine Woodworking ^H	6
<u>VAFW107</u> Intro to Jewelry and Metalsmithing	3
<u>VAFW141</u> Introduction to Sculpture	3
<u>VAFW147</u> Introduction to Glassblowing	3

COURSE	CREDITS
<u>VAFA181</u> Introduction to Ceramics	3
<u>VAFA246</u> Sculpture/Foundry ^H	3

^A Placement testing required.

^B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120, WMST110.

^C Any of the following may be chosen: VAFA191, VAFA192, VAFA193, VAFA194, VAFA195, VAFW190, VAGD190.

^D Any of the following may be chosen: SCIE101, SCIE102, SCIE104, CHEM101.

^E Any of the following may be chosen: VAFW145, VAMM100, VAPH110, VAMM130, VACV140.

^F Any 3-credit studio course with the prefix of VAFA, VACV, VAGD, VAPH, VAFW, and/or VAMM may be selected.

^G Any college-level course may be chosen..

^H Course requires prerequisite and/or co-requisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Fire Science

Associate of Arts

Occupational Major

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8190

Curriculum Code No. **2158**

The Fire Science Associate Degree Program, which follows the Fire and Emergency Services Higher Education (FESHE) and the National Fire Academy models, prepares the student for a position in the fire service. In addition to the courses that prepare the student to manage a complex emergency scene, the courses in this curriculum provide the student with technical information on a wide range of topics. Courses such as Building Construction, Building and Fire Code

Enforcement, Hazardous Materials, Fire Protection Systems, Fire Behavior, and Fire Safety Education prepare the student for careers that are directly and indirectly related to the Fire and Emergency Service. These careers include working in code enforcement, insurance investigation, fire protection, equipment inspection, and public service. In addition, this program provides individuals, already working in the fire service or in a related field, the opportunity to prepare for promotion while at the same time earning an Associate Degree.

Graduates of this program are able to:

- Manage a fire protection organization through effective use of public and private emergency planning and resources;
- Demonstrate and apply the fundamental skills associated with firefighter safety and wellness, such as prevention, incident safety / risk management, organizational health and safety, and wellness programs;
- Evaluate fire behavior and building construction as it relates to firefighter safety, building codes, and fire prevention; and
- Apply safety codes and proper procedures for the transportation and storage of hazardous materials.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>FRSC100</u> Introduction to Fire Science	3
<u>FRSC103</u> Building Construction for the Fire Service ^C	3

COURSE	CREDITS
<u>FRSC104</u> Fire Prevention and Code Enforcement ^C	3
<u>FRSC105</u> Fire Prevention Systems ^{C,9}	3
<u>FRSC112</u> Fire Behavior and Combustion	3
<u>FRSC114</u> Fire and Emergency Services Safety and Survival	3
<u>FRSC202</u> Hazardous Materials ^C	3
<u>FRSC208</u> Principles of Fire and Emergency Services Administration ^{A,C}	3
<u>FRSC209</u> Fire Service Occupational Safety & Health ^{A,C}	3
<u>FRSC210</u> Fire and Life Safety Education ^{A,C}	3
<u>MATH101</u> Mathematical Concepts I ^{A,C,2,6}	3
Arts/Humanities Elective ^{B,1}	3
Emergency Services & Management Electives ^E	9-10
Science Elective ^{A,C,D,7}	3-4
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3

OR

COURSE	CREDITS
<u>PSYC110</u> Introduction to Psychology ^{2,3,8}	3
Total Credit Hours	61-63

NOTE: By taking FRSC 204, FRSC206, FRSC214, and FRSC216, you can complete the Fire Prevention and Investigation Certificate requirements in addition to the Fire Science Associate Degree and Certificate.

^A Placement testing required

^B **Arts/Humanities** (Gen Ed Core) Requirement: Consult the approved list of courses

^C Course requires prerequisites and/or co-requisites

^D Choose from: BIOL101, BIOL115, CHEM101, SCIE103, or SCIE104

^E Choose three courses from: ACCT105, CRIJ120, CRIJ130, CRIJ160, CRIJ210, CRIJ260, CRIJ275, FRSC201, FRSC204, FRSC206, FRSC214, FRSC216, FRSC227, FRSC280, HLTH103, HLTH110, MGMT140, MGMT200, MGMT230, MGMT250, MEDA120, PUBS104, PUBS206, PUBS207, PUBS212, and POLI120 (Some CRIJ courses, may be used with prior written approval from the Public Safety Department Head.)

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

View the [AA.2158 Fire Science Associates Degree Assessment](#) & [AA.2158 Fire Science Associates Degree Outcomes](#)

Fire Science Certificate

Occupational Certificate

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8190

Curriculum Code No. **3143**

This certificate program provides students an opportunity to pursue a career in fire science or for professional development for those currently employed or who already have a degree in another field.

The Fire Science Certificate, which follows the Fire and Emergency Services Higher Education (FESHE) and the National Fire Academy models, prepares the student for a position in the fire service. In addition to the courses that prepare the student to manage a complex emergency

scene, the courses in this curriculum provide the student with technical information on a wide range of topics.

Graduates of this program are able to:

- Manage a fire protection organization through effective use of public and private emergency planning and resources;
- Demonstrate and apply the fundamental skills associated with firefighter safety and wellness, such as prevention, incident safety / risk management, organizational health and safety, and wellness programs;
- Evaluate fire behavior and building construction as it related to firefighter safety, building codes, and fire prevention; and
- Apply safety codes and proper procedures for the transportation and storage of hazardous materials.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>FRSC100</u> Introduction to Fire Science	3
<u>FRSC103</u> Building Construction for the Fire Service ^B	3
<u>FRSC104</u> Fire Prevention and Code Enforcement ^B	3
<u>FRSC105</u> Fire Prevention Systems ^B	3
<u>FRSC112</u> Fire Behavior and Combustion	3

COURSE	CREDITS
<u>FRSC114</u> Fire and Emergency Services Safety and Survival	3
<u>FRSC202</u> Hazardous Materials ^B	3
<u>FRSC208</u> Principles of Fire and Emergency Services Administration ^{A,B}	3
<u>FRSC209</u> Fire Service Occupational Safety & Health ^{A,B}	3
<u>FRSC210</u> Fire Prevention and Fire Safety Education ^{A,B}	3
Total Credit Hours	31

^A Placement testing required

^B Course requires prerequisites and/or co-requisites

View the [CER.3143 Fire Science Academic Certificate Assessment](#) & [CER.3143 Fire Science Academic Certificate Outcomes](#)

Furniture and Cabinetmaking

Certificate Program

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum Code No. **3187**

This two-to-three semester certificate program develops essential entry-level skills required in the furniture/cabinetmaking business. An introduction to the history and theory of making functional wooden objects is combined with studio practices related to handling materials and employing

safe working methods. The program provides students with practical experience in using hand tools, power tools, and other equipment routinely used in the industry.

Graduates of this certificate are able to:

- create functional finished wood products that they design.
- design furniture and parts of furniture two dimensionally using digital and manual drawing techniques.
- present a formal, professional-quality portfolio of their work which may be used to apply for a position in the woodworking field.

Check out this [video](#) about the program.

Note: Studio courses can be expensive. Lab Fees may be required.

Certificate Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>VAFW100</u> Fine Woodworking Fundamentals	3
<u>VAFW140</u> Cabinetmaking ^B	3
<u>VAFA100</u> Drawing I ^A	3
<u>VAMM130</u> 3-D Modeling Concepts	3
OR	
<u>VAFW145</u> Furniture Concepts ^B	3
<u>VAFW138</u> Table Systems ^B	3

COURSE	CREDITS
<u>VAFW190</u> History of American Furniture ¹	3
OR	
<u>MGMT102</u> Business Skills for Artists	3
OR	
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>VAFA250</u> Fine Arts and Design Portfolio Studio ^B	3
VAFW Fine Wood Studio Electives	
OR	
Co-op ^B	9
Total Credit Hours	31

Suggested Electives (select 3 courses):

COURSE	CREDITS
<u>VAFW133</u> Woodcarving/Furniture	3
<u>VAFW136</u> Bending and Veneering ^B	3
<u>VAFW137</u> Chair Construction ^B	3

COURSE	CREDITS
<u>VAFW180</u> Woodturning	3
<u>VAFW181</u> Woodturning II ^B	3
<u>VAFW280</u> Fine Woodworking Internship ^B	3

^A Portfolio review required with Fine Arts advisor.
^B Requires prerequisite and/or co requisite.

¹ Satisfies Arts/Humanities.
 *Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

General Education

Certificate Program

School of Language & Literature

Grupp 201 • Phone (215) 968-8150
 Curriculum Code No. **3209**

The General Education Certificate Program provides college courses to promote a lifetime commitment to learning and growing in a complex and changing world. This certificate also provides a firm foundation in general education for many degree programs both within and outside of the College and largely follows the guidelines of the transfer framework, as approved by the Pennsylvania Transfer and Articulation Oversight Committee (TAOC).

Graduates of this program are able to:

- demonstrate an understanding of human intellectual heritage and/or creative expression;
- read critically, analyze and interpret information, and construct logical, well-supported positions;
- find, evaluate, and ethically use information in a variety of formats for a variety of purposes;
- communicate effectively through speech;

- demonstrate and apply quantitative reasoning;
- demonstrate an understanding of scientific reasoning;
- demonstrate an understanding of human behavior and/or the relationships of people within societies; and
- communicate effectively through writing.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^A	3
<u>COMP110</u> English Composition I ^A	3
<u>GUID101</u> Introduction to Guided Studies	1
Arts and Humanities ^F	6
Mathematics ^{A,B}	3-4
Natural Science ^C	4-5
Social and Behavioral Science ^D	3
Social Studies ^E	3
General Education Elective ^G	3-4
Total Credit Hours	30-33

^A Placement testing required

^B Choose from any of the following options: MATH101, MATH115, MATH120, MATH125, or MATH140.

^C Choose from any of the following options: BIOL101, BIOL121, BIOL181, CHEM101, CHEM121, CHEM221, PHYS106, PHYS121, SCIE103, SCIE104, or SCIE105.

^D Choose from any of the following options: ECON111, POLI111, PSYC110, SOCI110, SOCI120

^E Choose from any of the following options: ECON111, ECON112, HIST111, HIST112, HIST151, HIST152, POLI111, PSYC110, PSYC180, PSYC181, PSYC190, SOCI110, SOCI120, or SOCI140.

^F Choose from any of the following options: COMT101, FREN110, FREN111, GRMN110, GRMN111, ITAL110, ITAL111, JPNS101, JPNS102, LITR254, LITR255, LITR261, LITR264, MUSC101, MUSC103, MUSC106, MUSC124, PHIL125, SPAN110, SPAN111, VACV142, VAFA100, VAFA107, VAFA111, VAFA141, VAFA160, VAFA161, VAFA171, VAFA181, VAFA191, VAFA192, VAFA193, VAFA194, VAFA195, VAPH110, VAPH151, or VAPH196.

^G Choose from any of the following options: CISC100, CISC110, CISC115, or COMP111.

General Education - STEM

Certificate Program

School of Science, Technology, Engineering, & Mathematics

Founders Hall 110 • Phone (215) 968-8305

Curriculum Code No. **3210**

The General Education – STEM Certificate Program provides college courses to promote a lifetime commitment to learning and growing in a complex and changing world. This certificate also provides a firm foundation in general education for many STEM-oriented degree programs both within and outside of the College and largely follows the guidelines of the transfer framework, as approved by the Pennsylvania Transfer and Articulation Oversight Committee (TAOC).

Graduates of this program are able to:

- communicate ideas and information in writing using text, data and images;
- prepare and present information orally to foster understanding and/or promote change in the listener;
- show competency and comfort in working with numerical data to create complex and refined arguments supported by quantitative evidence, and communicate those arguments in a variety of formats;
- describe, analyze, and apply a system of inquiry to the study of scientific or natural phenomena with a reliance on empirical evidence;
- explain human behavior and/or the relationships of people within societies; and
- articulate or illustrate human intellectual heritage and/or creative expression.

Certificate Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1

COURSE	CREDITS
COMM110 Effective Speaking ^A	3
COMP110 English Composition I ^A	3
Arts and Humanities ^E	3
Mathematics ^{A,B}	6-8
Natural Science ^C	8-10
Social and Behavioral Science ^D	3
Total Credit Hours	27-31

^A Placement testing required

^B Choose from any of the following options: MATH120, MATH121, MATH122, MATH125, or MATH140.

^C Choose from any of the following options: BIOL121, BIOL122, BIOL181, BIOL182, CHEM121, CHEM122, CHEM221, CHEM222, PHYS121, or PHYS122.

^D Choose from any of the following options: ECON111, ECON112, HIST111, HIST112, HIST151, HIST152, POLI111, PSYC110, PSYC180, PSYC190, SOCI110, SOCI120, or SOCI140.

^E Choose from any of the following options: COMT101, FREN110, FREN111, GRMN110, GRMN111, ITAL110, ITAL111, JPNS101, JPNS102, LITR254, LITR255, LITR261, MUSC101, MUSC103, MUSC106, MUSC124, PHIL111, PHIL125, SPAN110, SPAN111, VACV142, VAFA100, VAFA107, VAFA111, VAFA141, VAFA160, VAFA161, VAFA171, VAFA181, VAFA191, VAFA192, VAFA193, VAFA194, VAFA195, VAPH110, VAPH151, or VAPH196.

General Studies

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college and four-year program of their choice.

School of Language & Literature

Grupp 201 • Phone (215) 968-8150

Curriculum Code No. 1209

PLEASE NOTE: Students who are “undecided” about a major should be in the *Guided Studies* major, *not* the General Studies major. The Guided Studies major is designed to help students explore their interests and find their path while earning credits and starting course sequences needed for the 2-year and/or 4-year major degree they eventually declare. In contrast, the General Studies major requires students to complete a broad range of courses, and they might amass

The General Studies major provides students with courses in a variety of subjects to create a general body of academic knowledge and skills at a college level. Students who complete the first year of the suggested sequence can also receive the General Education Certificate; of course, they can also earn this certificate if they complete its required courses out of sequence. The first year of the General Studies curriculum largely follows the guidelines of the transfer framework for participating Pennsylvania 4-year schools, as approved by the Pennsylvania Transfer and Articulation Oversight Committee (TAOC). The second year of the curriculum requires students to take additional courses in Bucks’s General Education Program to complete our General Education program and form a well-rounded Associate of Arts degree. In addition, they are required to take 21 elective college-level course credits, thus offering them more choices to pursue their individual interests.

Graduates of this program are able to:

- demonstrate an understanding of human intellectual heritage and/or creative expression;
- read critically, analyze and interpret information, and construct logical, well-supported positions;
- demonstrate an understanding of diverse human perspectives in local, national, or global contexts;
- find, evaluate, and ethically use information in a variety of formats for a variety of purposes;
- communicate effectively through speech;
- demonstrate and apply quantitative reasoning;
- demonstrate an understanding of scientific reasoning;
- demonstrate an understanding of human behavior and/or the relationships of people within societies;
- demonstrate technological competence within the context of the major; and
- communicate effectively through writing.

Degree Course Requirements

COURSE	CREDITS
<u>CISC100</u> Digital Literacy ⁹	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B,9}	3
OR	
<u>CISC115</u> Computer Science I ^{A,B,9}	3-4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>COMP111</u> English Composition II ^{A,B,2,10}	3
<u>GUID101</u> Introduction to Guided Studies	1
Arts and Humanities ^{H,1}	6
Diversity ^{I,3}	3
Mathematics ^{A,C,6}	3-4
Natural Science with Lab ^{A,B,D,7}	4
Social and Behavioral Science ^{E,8}	3

COURSE	CREDITS
Social Sciences ^{G,8}	3
Social Studies ^F	3
General Electives to complete the 60-credit program ^I	21
Total Credit Hours	60-62

^A Placement testing required.

^B Course requires prerequisite or co-requisite required.

^C Choose from among the following TAOC-approved courses that are also Bucks General Education courses: MATH101, MATH115, MATH120, MATH125, MATH140.

^D Choose from among the following TAOC-approved courses that are also Bucks General Education courses: BIOL101, BIOL181, CHEM101, CHEM121, PHYS106, PHYS121, SCIE103, SCIE 104, SCIE105.

^E Choose from among the following TAOC-approved courses that are also Bucks Social Science General Education courses: ECON111, POLI111, PSYC110, SOCI110, SOCI120

^F Choose from among the following options: ECON111, ECON112, HIST111, HIST112, HIST151, HIST152, POLI111, PSYC110, PSYC180, PSYC190, SOCI110, SOCI120, or SOCI140.

^G Consult the list of courses approved for [Social Sciences](#). Any course may be chosen.

^H Choose from among the following TAOC-approved courses that are also Bucks General Education courses: COMT101, FREN110, FREN111, GRMN110, GRMN111, ITAL110, ITAL111, JPNS101, JPNS102, LITR254, LITR255, LITR261, MUSC101, MUSC103, MUSC106, MUSC124, PHIL125, SPAN110, SPAN111, VACV142, VAFA100, VAFA107, VAFA111, VAFA141, VAFA160, VAFA161, VAFA171, VAFA181, VAFA191, VAFA192, VAFA193, VAFA194, VAPH110, VAPH151, VAPH196.

^I Consult the list of courses approved for [Diversity](#). Any course may be chosen.

^J Any college-level course may be chosen.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Global Studies/World Languages

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Language & Literature

Grupp 201 • Phone (215) 968-8150

Curriculum Code No. **1204**

This interdisciplinary program is designed for students who seek a general education with a focus on the study of a world language and global or international studies. Students in the major complete their degrees with a strong background in global or international perspectives in the history, culture, geopolitics, economics, and language of various world regions. This major prepares students for transfer to a four-year institution and for careers with an international or global component in government, business, the non-profit sector, education, or law.

Graduates of this program are able to

- demonstrate proficiency in written communication with the ability to construct well-supported positions;
- demonstrate knowledge and critical thinking skills in the analysis of global history and international relations;
- analyze cultural contexts and perspectives relevant to a particular issue, conflict, or cultural expression;
- analyze an artistic expression and explain how that expression relates to the culture which produced it;
- analyze macro-economic trends and evaluate the impacts these trends have on diverse societal groups;
- demonstrate proficiency in speaking, comprehending, reading, and writing in a world language at the level of four semesters of college study

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>COMP110</u> English Composition I ^{A,B,2,10}	3

COURSE	CREDITS
<u>COMP111</u> English Composition II ^{B,2,4,10}	3
<u>CISC100</u> Digital Literacy ⁹	
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B,9}	3
<u>ECON111</u> Principles of Economics - Macro ^{2,3,8}	3
<u>HIST114</u> Global History: Modern World ^{1,2,3}	3
<u>MATH115</u> Elementary Statistics ^{A,B,2,6}	3
<u>POLI212</u> International Relations	3
World Arts/Literature/Music Elective ^D	3
World Cultures Elective ^C	3
World Languages Electives ^{G,1,3}	12
General Electives ^H	8
Program Electives ^F	6
Science ^{A,B,E,7}	4
Total Credit Hours	61

^A Placement testing required.

^B Course requires prerequisite or co-requisite required.

^C Choose from: GEOG110, SOCI120, COMM215

^D Choose from: LITR254, LITR255, LITR271, MUSC103, VAFA192, VAFA195, CLTR220

^E Choose from: BIOL101, CHEM101, PHYS106, SCIE103, SCIE104

^F See list of [Program Electives](#) below.

^G See additional information about [World Languages](#) requirements below; the 12 credits need to be taken in one world language.

^H Any college-level course may be taken. For students who plan to pursue a teaching degree in Spanish, French, German, or Italian the following courses are recommended: EDUC160 and PSYC190 (which has a prerequisite PSYC110)

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Program Electives (Select at least 6 credits)

CLTR110 Communication between Cultures

CLTR220 Introduction to Folklore

COMM215 Intercultural Communication

ECON112 Principles of Economics – Micro

GEOG110 World Geography

HIST111 History of Western Civilization I

HIST112 History of Western Civilization II

HIST113 Global History: Ancient and Medieval World

HIST146 East Asia

HIST155 The Peoples of Russia and Eastern Europe

HLTH200 Introduction to Women's Health Issues

HOSP110	Introduction to Hospitality Management
HUMN111	Ancient World: Culture and Ideas
HUMN112	Medieval and Renaissance Worlds: Culture and Ideas
HUMN113	Early Modern World: Culture and Ideas
HUMN114	Modern World and Beyond: Culture and Ideas
HUMN120	Survey of World Religions
HUMN121	Christianity
HUMN122	Buddhism—An Introduction
HUMN126	Science and Religion
HUMN128	Holy War, Holy Peace in Islam, Judaism, Christianity
HUMN129	Eastern Religions
LITR236	Introduction to Latin American Literature
LITR254	World Literature I
LITR255	World Literature II
LITR271	World Drama
MKTG215	Principles of Marketing
MGMT100	Introduction to Management
MUSC103	World Music
PHIL125	Introduction to Philosophy

PHIL115	Philosophy of Religion East and West
PSYC110	Introduction to Psychology (<i>This course should be taken by students seeking a teaching degree in a world language</i>)
PSYC200	Social Psychology
SOCI110	Introduction to Sociology
SOCI120	Introduction to Cultural Anthropology
VAFA191	Art History Before 1450
VAFA192	Art History After 1450
VAFA195	Non-Western Art History
WMST110	Introduction to Gender Studies

World Languages (Select at least 12 credits in one language)

1. Students should select at least 12 credits in one language from the list of approved [World Languages](#), with the exception of American Sign Language (AMSL) and International Cultures (CLTR).
2. Students may have the opportunity to receive credit for approved World Languages through prior learning assessment (PLA). Students starting their language coursework at a higher level than beginner or wishing to take courses in a language that currently offers less than twelve credits, should contact the Language & Literature Department for proper placement and advising.
3. Students who choose to take courses in more than one language can use credits in the additional language for General Electives. Please contact the Language and Literature department for proper placement and advising.

Graphic Design

Associate of Fine Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication

Hicks Art Center • Phone (215) 968-8425

Curriculum Code No. **1110**

This major begins with the traditional Fine Arts Foundation experience and then introduces students to the field of graphic design using up-to-date technology and industry-standard software applications. Although graduates from this program typically pursue transfer to professional art schools and complete a baccalaureate degree, this program also provides sufficient training for those seeking to begin an entry-level graphic design career in advertising agencies, publishing companies, television stations, packaging companies, magazines, and other firms in the business of communicating information visually.

All full-time students entering as Graphic Design majors are required to schedule a portfolio review. In the absence of a portfolio, students will schedule an assessment interview for placement purposes. An art advisor will help select the appropriate sequence of courses.

Graduates of this program are able to:

- demonstrate an understanding of the methods and materials associated with fundamental drawing, two-dimensional design, and three-dimensional design;
- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary;
- demonstrate and apply fundamental skills associated with digital imaging, layout, typography, graphic design, and web design; and
- prepare and present a formal, professional-quality portfolio of work.*

* In preparing and presenting a portfolio in VAFA250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take several required digital courses (e.g. VAMM100, VAGD101, VAGD102, VAGD201, VAMM110) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation are assessed within this course.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Arts and Design.

Note: Studio courses can be expensive. Lab Fees may be required.

Degree Course Requirements*

COURSE	CREDITS
<u>VAFA100</u> Drawing I ¹	3
<u>VAFA101</u> 2-D Design Fundamentals	3
<u>VAFA102</u> 3-D Design Fundamentals	3
<u>VAFA103</u> Drawing II ^E	3
<u>VAFA104</u> 2-D Design Color ^E	3
<u>VAFA250</u> Fine Arts and Design Portfolio Studio ^{E,5,9}	3
<u>VAGD101</u> Layout and Basic Typography ^E	3
<u>VAGD102</u> Illustration: Drawing and Digital ^E	3
<u>VAGD201</u> Graphic Design ^E	3
<u>VAMM100</u> Digital Imaging	3
<u>VAMM110</u> Web and Interactive Design ^E	3

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,E,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
Art History ^{C,E,1}	6
Math/Science ^{A,D,6,7}	3/4
Social Science/Diversity ^{B,3,8}	3
Elective ^G	3
Studio Electives ^F	6
Total Credit Hours	61/62

^A Placement testing required.

^B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.

^C Choose one or two of the following for Arts/Humanities: VAFA191, VAFA192, VAFA193; VAGD190 is also an available art history elective.

^D Any of the following may be chosen: SCIE101, SCIE102, SCIE104, CHEM101.

^E Course requires prerequisite and/or co-requisite.

^F Any of the following may be chosen: VACV140, VAFA105, VAPH110, VAPH210, VAPH211, VAFA160, VAFA161, VAFA171, VAFA200, VAFA202, VAGD280, VAMM120, VAMM130, VAMM209.

^G MGMT100, MGMT110, MKTG200, MKTG220 are recommended. However, any college-level course may be chosen to fulfill this free elective.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Guided Studies

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Language & Literature

Grupp 201 • Phone (215) 968-8150

Curriculum Code No. **1202**

The Guided Studies major provides an efficient vehicle for exploring possible majors while completing some/many courses that will meet requirements of an Associate degree at Bucks and/or earn credits that will transfer as requirements or electives at another institution.

Graduates of this program are able to:

- Articulate and discuss main concepts, features, and applications of two areas of study (Concentrations).
- Articulate personal qualities and interests as they relate to academic, training, and/or career planning.
- Create a plan for an academic or professional career by researching academic, training, and career opportunities, and matching those opportunities with personal qualities and interests.
- Use software programs commonly needed in workplaces and academic settings.

The Guided Studies Concentrations include the following: Creativity and Aesthetics; Culture and Society; Helping Professions and Public Service; Humanities; Management, Leadership, Entrepreneurship, and Business; Media and Technology; Numbers, Engineering, and Computer Technology; Science, Nature, and Health; Service Industries; Words, Texts, and Communication.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>GUID101</u> Introduction to Guided Studies	1
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>CISC100</u> Digital Literacy ⁹	
OR	
<u>CISC110</u> Introduction to Information Systems ⁹	3
Writing Elective ^{B,C,G}	3
Concentration A Elective Course ^{D,E,G}	12-16
Concentration B Elective Course ^{D,E,G}	12-16
<u>GUID250</u> Guided Studies Seminar ^B	1
Arts/Humanities ^{F,G,1}	3
Diversity ^{F,G,3}	3
Information Literacy ^{F,G,4}	3
Oral Communication ^{F,G,5}	3
Quantitative Literacy ^{F,G,6}	3-4

COURSE	CREDITS
Scientific Literacy ^{F,G,7}	3-4
Social Sciences ^{F,G,8}	3
Electives ^H	3
Total Credit Hours	60-70

^A Placement testing required.

^B Course requires prerequisite and/or co-requisite.

^C Any of the following may be chosen: COMP111, COMP114, JOUR175, MGMT135.

^D [Consult the list](#) of approved Concentration Elective courses for this Concentration, which appears on the Guided Studies Concentration Information Sheets.

^E Courses that count for one Concentration may not also count for the other Concentration.

^F Consult the list of approved General Education courses.

^G Concentration courses and Writing Electives may also satisfy General Education requirements, as appropriate. Some General Education courses may satisfy more than one General Education requirement, according to the list of approved General Education courses.

^H Any college-level course may be chosen.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Health and Physical Education

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Linksz Pavilion • Phone (215) 968-8353 (Option 3)

Curriculum Code No. **1031**

The Health and Physical Education program prepares undergraduate students for a career in teaching health and physical education. The major is for students planning to transfer to a four-year institution as a health and physical education major. It provides the fundamental courses for students to successfully transfer into upper division course work. Students should plan their major to parallel that of the transfer college.

Program goals:

Graduates in this major will be able to:

- demonstrate an understanding of basic health materials and physical education concepts,
- communicate effectively in both oral and written forms; be able to write lesson plans, and teach a physical education class,
- access, evaluate and use information as it becomes available to continually improve and update their personal health and physical education objectives, and those that they will communicate to their future classes,
- demonstrate an understanding of how they can change their lives and those of their students by improving their attitudes about health, exercise and nutrition.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,4,10}	3
<u>COMP111</u> English Composition II ^{B,2,10}	3
<u>COMM110</u> Effective Speaking ^{4,5}	3
<u>KINS180</u> Foundations of Physical Education and Exercise Science	3

COURSE	CREDITS
<u>HLTH103</u> Life and Health ²	3
<u>HLTH110</u> Responding to Emergencies ²	3
<u>HLTH120</u> Nutrition ^{A,1,4}	3
<u>HLTH130</u> Principles and Applications of Diet and Fitness ⁹	3
<u>SOCI110</u> Introduction to Sociology ^{3,6}	3
<u>PSYC110</u> Introduction to Psychology ^{A,8}	3
<u>KINS183</u> Movement and Physical Education for Early Childhood ^B	3
Physical Education Skills Courses ^C	12
HUMN Elective ^{D,1}	3
Math ^{A,E,6}	3
Scientific Literacy ^{A,E,7}	3-4
General Electives	6
Total Credit Hours	61-62

^A Placement testing required.

^B Course requires prerequisite or departmental approval.

^C Choose six from the following: KINS116, KINS133, KINS145, KINS150, KINS155, KINS156, KINS170, KINS175, KINS176, KINS178, KINS179, KINS188, KINS189

^D HUMN111, HUMN112, HUMN113, HUMN114

^E MATH101 or MATH115

^F The following may be taken to fulfill the Scientific Literacy requirement: BIOL101, BIOL115, CHEM101

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Health Coach

Certificate Program

School of Health Sciences, Kinesiology, and Sport Studies

Linksz Pavilion • Phone (215) 968-8353 (Option 3)

Curriculum Code No. **3203**

The Health Coach Certificate Program prepares students to work in the health coaching field by providing students with the essential skills of a health and wellness coach. It prepares students who are currently employed and need to enhance their skills, as well as those seeking employment in the health and wellness coaching area.

The program is designed to provide students with a fundamental knowledge base of the following: health and wellness scope of practice, code of ethics, skills to facilitate client behavior change, basics of health and nutrition, design of effective coaching programs, and tools to becoming a health coach entrepreneur.

Bucks County Community College - Health Coach Certificate is an Approved Health and Wellness Coach Training & Education Program by the National Board for Health and Wellness Coaching (NBHWC). Graduates of this program are eligible to apply for the HWC Certifying Examination to become National Board Certified Health & Wellness Coach (NBC-HWC). Graduates of this certificate are able to:

- Perform within legal and ethical boundaries for health and wellness coaches;
- Demonstrate effective communication and collaborative skills as related to health coaching;
- Demonstrate an understanding of the basic tools necessary for becoming a health coach entrepreneur;
- Apply health and wellness coaching motivational interviewing principles to facilitate behavior change; and

- Find, evaluate, and discuss scholarly health science articles published in peer-reviewed literature to nutrition and exercise recommendations.

Certificate Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communication	3
<u>HLTH103</u> Life and Health	3
<u>HLTH120C</u> Nutrition (with a Certified Health Coach) ^{A,B}	3
OR	
<u>HLTH120N</u> Nutrition (with a Registered Dietician) ^{A,B,C}	3
<u>HLTH250</u> Introduction to Health Coaching ^B	3
<u>HLTH251</u> HLTH251 Applied Health Coaching ^B	2
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>PSYC100</u> Psychology of Personal Awareness	3
OR	
<u>PSYC110</u> Introduction to Psychology ^{A,B}	3

COURSE	CREDITS
Elective ^D	3
Total Credit Hours	24

^A Placement testing required.

^B Course requires prerequisite.

^C HLTH120N sections are taught by registered dietitians as required by the PA State Board of Nursing.

^D Choose one of the following electives: HLTH121, HLTH130, or COMP110

Health Information Technology

Associate of Arts

Students pursuing programs in the medical office laboratory area are required to complete an **Essential Functions form** prior to registering for courses

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **2191**

The Health Information Technology Associate degree program is designed to prepare the student to function effectively in a technical manner in health information departments in a wide variety of healthcare settings. These settings include: ambulatory care, rehabilitation centers, drug and alcohol facilities, local health departments, third-party payers, pharmaceutical companies, acute care, as well as other healthcare related organizations such as insurance companies, consulting firms and technology companies. The curriculum is designed to prepare entry-level graduates with the knowledge and skills necessary to use, analyze, present, abstract, code, add, store and/or retrieve healthcare data for the support of departmental operations and clinical and business decision making in healthcare or related organizations.

Health Information Technology professionals are employed as health data analysts, insurance claims analysts, records technician specialists, clinical coding specialists, physician practice managers, or patient information coordinators.

Graduates of this program are able to

- Perform complex coding and billing tasks using analytical thinking and problem-solving skills;
- Explain how health information is managed, shared, and improved;
- Analyze healthcare data using current software;
- Apply Health Insurance Portability and Accountability Act (HIPAA) regulations to protect the security and confidentiality of patient health information;
- Communicate effectively with identified stakeholders, including patients and families, hospital departments, physician offices, clinics, and insurance companies; and
- Apply record retention and release of information standards/policies/practices.

HITT280-the clinical externship- is scheduled Monday through Friday during the day. There are **no weekend or evening** clinical site hours. Students must complete a total of 120 hours, with a minimum three-day-a-week availability recommended.

Prior to Externship placement, students must submit (at their own expense):

- Requests for federal and state background checks
- Child Abuse History Clearance Form
- Certification of Health Status
- Certification in CPR: Health Care Provider (AHA-BLS)
- A mandatory 10-panel expanded opiates drug screen to be completed no sooner than 30 days before the start of the externship.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL181</u> Human Anatomy and Physiology I ^{C,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^{C,7}	4
<u>CISC110</u> Introduction to Information Systems ^{A,C}	3

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{C,2,4,5}	3
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>MATH115</u> Elementary Statistics ^{A,B,C,6}	3
<u>HITT105</u> Legal Aspects of Health Information Technology	3
<u>MEDA120</u> Medical Terminology ^A	3
<u>HITT190</u> Introduction to Health Information Technology	3
<u>HITT207</u> Health Information Technology Applications ^C	3
<u>HITT208</u> Healthcare Quality Improvement ^C	3
<u>HITT217</u> Health Insurance and Reimbursement ^C	3
<u>HITT250</u> Basic Pathophysiology and Pharmacology for Health Information Technology ^C	3
<u>HITT297</u> Medical Coding ^D	3
<u>HITT298</u> Advanced Procedural Coding ^C	3

COURSE	CREDITS
<u>HITT299</u> Advanced Diagnostic Coding ^C	3
<u>HITT280</u> Health Information Technology Externship ^C	3
<u>MGMT100</u> Introduction to Business ^{A,2,3,4,8}	3
<u>MGMT135</u> Business Communication ^{B,4,10}	3
Arts/Humanities ^{D,1}	3
Total Credit Hours	63

^A Open to Credit by Examination.

^B Placement testing required.

^C Course requires prerequisite.

^D Consult the list of courses approved for this subcategory.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Health Science

Associate of Science

Transfer Major

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **1108**

The Associate Degree in Health Science is designed to prepare the graduate to transfer into baccalaureate degree programs in health fields. The degree also provides the student with pre-requisite courses necessary to enter one of the College's health care programs.

Graduates of this program are able to:

- Demonstrate appropriate, professional written and communication skills;
- Demonstrate effective problem-solving skills and critical thinking skills;
- Demonstrate an understanding of the health care field as it relates to psychological, social, and legal implications; and
- Demonstrate a strong foundation in the health sciences.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL181</u> Human Anatomy and Physiology I ^{A,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^A	4
<u>BIOL228</u> Microbiology ^A	4
<u>CHEM101</u> Chemistry A ^{A,2,6,7}	4
<u>CISC100</u> Digital Literacy ⁹	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{B,4,5}	3
<u>COMP110</u> English Composition I ^{B,2,10}	3

COURSE	CREDITS
<u>COMP111</u> English Composition II ^{A,2,4,10}	3
<u>HLTH103</u> Life & Health ²	3
OR	
<u>HLTH200</u> Introduction to Women's Health Issues ^{2,3}	3
<u>HLTH120N</u> Nutrition with a Registered Dietician ^{2,4,7}	3
<u>MATH120</u> College Algebra ^{B,6}	4
<u>MEDA120</u> Medical Terminology	3
<u>MEDA205</u> Medical Law and Ethics	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3
<u>PSYC181</u> Developmental Psychology - Lifespan ^A	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
Arts/Humanities ^{C,1}	3
General Electives ^D	3
Total Credit Hours	60

^A Course requires prerequisites

^B Placement testing required

^C **Arts/Humanities** Requirement: Consult the approved list of courses.

^D Any course may be chosen. Consult with academic advisor.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Historic Preservation

Certificate Major

School of Social and Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **3127**

The Historic Preservation occupational program provides opportunities for individuals seeking a career in historic preservation to build knowledge, skills, and behaviors appropriate to the field. The Certificate is designed for job placement, with students finding employment in the preservation field in the workplaces of community planners, developers, architects, contractors, realtors, zoning commissions, certified local governments, museums and historic sites, private and public research agencies, educational institutions, landscape architects, and historic reproduction businesses. Some students also take the Certificate to enhance their present employment situation.

Graduates of this program are able to

- describe the theoretical and historical bases of historic preservation
- identify elements of architectural character appropriate to given styles or forms
- employ research techniques to document historic sites
- apply historic preservation standards and regulations to specific sites
- communicate historic preservation values to the general public in written and oral/video presentation formats
- demonstrate entry-level professional skills rooted in the principles and practice of historic preservation

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>HIST197</u> Historic Preservation	3
<u>HIST198</u> History of American Architecture	3
<u>HIST199</u> Methodology and Documentation	3
<u>HIST201</u> Building Conservation	3
<u>HIST203</u> Internship for Historic Preservation ^A	3
Total Required Hours	16
9 Credits of Electives Required	
<u>HIST191</u> Principles of Historic Preservation	1
<u>HIST192</u> Principles of Historic Building Analysis	1
<u>HIST193</u> Principles of Building Conservation	1
<u>HIST195</u> Historical Archaeology	3
<u>HIST204</u> Oral History	3

COURSE	CREDITS
<u>HIST206</u> Restoration Workshop	2
<u>HIST210</u> Topics in Historic Preservation	3
<u>HIST219</u> Management of Historic Sites	3
<u>CLTR220</u> Introduction to Folklore Studies	3
<u>INDP290</u> Independent Study: Historic Preservation	1-3
<u>VAFW190</u> History of American Furniture ¹	3
Total Credit Hours	25

^A Course requires prerequisite.

¹ Satisfies Arts/Humanities.

History

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1196**

The study of history and the practice of historical reasoning assist the development of higher level thinking - an intellectual ability with academic and everyday applications. Through research and writing, history majors at Bucks County Community College constantly develop higher level thinking by exercising their critical and analytical muscles. With an eye towards identifying the relationship between the past and present, and the world and nation, the history program immerses students in the perspectives of past civilizations and cultures and leads them to debate and assess the historical genesis of contemporary issues.

This program provides a broad range of transferable courses that inspires students to examine and explore historical knowledge while developing the skills necessary to seek answers that enhance a greater understanding of our nation and world.

Graduates of this program are able to:

- Demonstrate an understanding of the American historical heritage;
- Demonstrate an understanding of the Western historical heritage; and
- Demonstrate an understanding of the historical heritage of at least one Non-Western culture;
- Analyze recent historical literature in the discipline's major journals; and
- Write historical reports using the University of Chicago style.

Degree Course Requirements*

COURSE	CREDITS
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>HIST151</u> U.S. History I ^{1,2,3}	3

COURSE	CREDITS
HIST152 U.S. History II ^{1,2,3}	3
HIST111 History of Western Civilization I ^{1,2,3}	
OR	
HIST112 History of Western Civilization II ^{1,2,3}	3
HIST113 Global History: Ancient and Medieval World ^{1,2,3}	
OR	
HIST114 Global History: Modern World ^{1,2,3}	3
HIST290 History Seminar ^{E,9}	3
GEOG110 World Geography ^{2,3,8}	3
History Elective ^F	3
Social Science ^B	6
Arts/Humanities ^B	6
General Electives ^G	12
Quantitative Literacy ^{A,C,6}	3-4
Scientific Literacy ^{D,7}	3-4

COURSE

CREDITS

Total Credit Hours

61-63

^A Placement testing required.

^B Consult the list of courses approved for these subcategories [Arts/Humanities](#) and [Social Sciences](#). Any course except GEOG 110 may be chosen.

^C Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH125 and MATH140.

^D Choose from BIOL101, CHEM101, CHEM121, SCIE101, SCIE102, SCIE103, SCIE104, or SCIE105.

^E Course requires prerequisite and/or corequisite.

^F Choose from HIST 100, 101, 139, 146, 149, 155, 159, 170, 172, 175, 178, 190, 195, 197, 198, 199, 201, 203, 204, 210, 214, 219, or 239.

^G Can be any course, but six consecutive credits of a foreign language are recommended.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Holocaust and Genocide Studies

Certificate Program

School of Social and Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **3213**

This multidisciplinary certificate provides students with the basis for a historical, sociological, psychological, philosophical, and political understanding of the Holocaust and other genocides. This program encourages students to use this understanding for genocide prevention, awareness and education.

Graduates of this program are able to:

- analyze the historical, political, and cultural relevance of the Holocaust and other genocides;
- apply knowledge of the Holocaust and other genocides and information literacy skills to acritical evaluation of material used or created by Holocaust and genocide deniers;

- assess the importance of democracy, civil rights and the protection of ethnic, racial, religious and other minorities against discrimination as safeguards against discrimination and violent persecution of specific groups; and
- identify and analyze the factors and conditions that lead to genocide.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>HGNS110</u> History of the Holocaust	3
<u>HGNS120</u> Comparative Genocide Studies	3
<u>HGNS280</u> Holocaust and Genocide Studies Internship ^A	3
Holocaust and Genocide Studies Elective ¹	9
Total Required Hours	19

^A Course requires prerequisite.

¹ Choose from Holocaust and Genocide Electives: HGNS130, HGNS140, HGNS150, or PHIL111.

Hospitality Management

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services office early in their academic programs to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **2022**

The Hospitality Management degree prepares graduates to compete for various entry-level management careers in the hospitality management, commercial and non-commercial foodservice and tourism/lodging industries.

Graduates seek employment in positions with job titles such as hotel/restaurant management trainee, front desk supervisor, foodservice supervisor, food production assistant, dietary manager, shift supervisor, or assistant manager in hotel/motel/restaurant/institutional operations.

Graduates of this program are able to:

- apply basic industry knowledge in the core functions of their hospitality positions;
- demonstrate effective written and oral communication skills;
- exhibit professional attitudes and workplace habits;
- employ asset management techniques in hospitality operations to control costs; and
- describe fundamental managerial functions in the daily duties of supervising hospitality employees.

Degree Course Requirements*

COURSE	CREDITS
<u>ACCT103</u> Introductory Accounting	3
OR	
<u>ACCT105</u> Financial Accounting ^{A,B}	4
<u>CISC100</u> Digital Literacy ⁹	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B,9}	3

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>CULN110</u> Basic Food Preparation	4
<u>CULN130</u> Baking and Decorating ¹	3
<u>CULN202</u> Food Purchasing and Cost Control ^B	3
<u>CULN205</u> Beverage Management ^B	
<u>HLTH120</u> Nutrition ^{A,B,2,4,7}	3
<u>HOSP100</u> Introduction to Hospitality Management	3
<u>HOSP106</u> Safety and Sanitation	2
<u>HOSP110</u> Hospitality Financial Management ^B	3
<u>HOSP111</u> Conference and Business Meeting Planning	3
<u>HOSP200</u> Hotel & Lodging Operations Management ^B	3
<u>HOSP210</u> Hospitality Internship ^B	3

COURSE	CREDITS
<u>HOSP215</u> Advanced Hospitality Management ^B	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT120</u> Business Mathematics ^{A,B,6}	3
<u>MGMT130</u> Business Law	3
<u>MGMT135</u> Business Communication ^{A,B,2,4,10}	3
<u>MKTG112</u> Customer Experience	3
<u>MKTG220</u> Digital Marketing	3
OR	
<u>MKTG230</u> Social Media Marketing	3
Total Credit Hours	62/63

^A Placement testing required.

^B Course requires prerequisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Information Science

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1102**

This major prepares students for upper-division course work leading to a bachelor's degree in computer or information science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities.

Students pursuing this major develop an understanding of the business environment and its information processing needs.

Graduates of this program will be able to:

- demonstrate an ability to develop and effectively use application software as well as the related technology and
- demonstrate proficiency in Program Analysis, algorithm development, coding, testing, debugging and documentation.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC110</u> Introduction to Information Systems ^E	3
<u>CISC113</u> Visual Basic Programming I ^E	3

COURSE	CREDITS
<u>CISC115</u> Computer Science I ^E	4
<u>CISC122</u> Computer Science II ^E	4
<u>CISC213</u> Computer Science III ^{E,9}	4
<u>CISC128</u> Comparative Operating Systems	4
<u>CISC143</u> Essentials of Networking ^{E,7}	4
<u>CISC215</u> Database Design and Application Development ^{E,9}	3
<u>COLL101</u> Orientation to College	1
<u>VAMM110</u> Web and Interactive Design	3
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,10}	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
Arts/Humanities ^{B,1}	3

COURSE	CREDITS
College level Mathematics Electives ^{A,C,E,6}	6-8
Electives ^D	7
Total Credit Hours	61-63

^A Placement testing required.

^B Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^C Choose either MATH117 and 118 or MATH140 and 141 or MATH140 and MATH121.

^D Pre-college level courses do not meet this requirement.

^E Course requires prerequisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Information Technology Studies

Associate of Applied Science

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **2164**

This major is for students whose educational and occupational goals are not met by the Science, Technology, Engineering, & Mathematics Department's other occupational and transfer majors. It allows students to build a sequence of computer-related courses to satisfy specific skills needed

for employment. Upon successful completion of the program, students will be awarded the Associate of Applied Science degree.

This program is not for students planning to transfer. While the major is designed for students beginning their collegiate work, students with fewer than sixty credits of collegiate work may enter the major after receiving permission from both an academic advisor from the Computer Science area and the Science, Technology, Engineering, & Mathematics Academic Dean.

Positions that might be available, depending on courses chosen, are those that often combine the skills of two or more computer-related areas, such as:

- programmer/web developer
- web master/developer
- network administrator/developer

Based on the choice of courses, graduates of this program are able to

- interpret, analyze, and solve problems using a computer;
- adapt to changing technology; and
- work effectively as a team member to plan and implement solutions to computer related problems.

Degree Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{G,4,5}	3
<u>MGMT100</u> Introduction to Business ^{3,4,8}	3
<u>CISC110</u> Intro to Information Systems ^{G,9}	3
Computing Electives ^{F,9}	34
Elective ^H	3

COURSE	CREDITS
College Level Writing ^{A,B,2,10}	6
Arts/Humanities ^{C,1}	3
Scientific Literacy ^{E,7}	3-4
College Level Mathematics Electives ^{A,D,6}	3-4
Total Credit Hours	62-64

^A Placement testing required.

^B Select any two of the following (with proper prerequisites):
MGMT135, COMP110, COMP111, COMP114.

^C Consult the list of [courses approved for this category](#). Any course may be chosen.

^D Consult an advisor. At least one course must be chosen from the following: CISC127, MATH115, MATH117, MATH120, MATH122, MATH125, or MATH140.

^E Consult an advisor. At least one course must be chosen from the approved list of courses. CISC143 is recommended.

^F Computing Electives are courses that contribute directly to the fulfillment of the student's occupational and employment goals. Acceptable courses include, but are not limited to the following: any course with a CIS* prefix (except CISC100), SCIE206, and ENGR112. Computer-based courses in the Arts department and Business and Innovation department may be accepted with approval of the academic advisor and the Dean: Science, Technology, Engineering, and Mathematics Department. A portfolio is required to fulfill graduation requirements. No more than twenty credits of the Computing electives may be gained by transfer, PLA, credit by examination, LLEAP, or other sources. Credits from these sources above twenty may be applied to program requirements other than Computing electives.

^G Course requires prerequisite.

^H Pre-college level courses do not meet this requirement.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Journalism

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Language & Literature

Grupp 201 • Phone (215) 968-8150

Curriculum Code No. **1045**

Students interested in Journalism at Bucks need to meet with a Journalism faculty member for advising.

The Journalism major prepares students for news reporting, writing, copy editing, and page layout in both print and online journalism. The courses parallel the offerings in the first two years of most four-year journalism programs. The weekly campus newspaper provides practical workshop experience. Students gain computer skills by writing stories in computer labs and by using the Internet and electronic databases to gather information.

The Journalism Program of Study is for students who

- intend to transfer to four-year colleges in journalism or a communication major;
- want to gain employment in entry-level news reporting or editing;
- want to use the most current layout software in publishing or a newspaper position; and
- desire experience in both print and online journalism.

Graduates of this program are able to

- recognize the complexities of media and society studies;
- practice the skills and knowledge necessary for jobs in print and online journalism, including the fundamentals of news reporting, writing, editing, and page layout;
- demonstrate their understanding of journalism ethics, press freedom, the First Amendment, and libel law.
- demonstrate technological competence appropriate to the major, such as using computer software to do newspaper layout, creating digital video news reports using cameras and professional video and audio editing software, and uploading stories and photographs to the student newspaper website.

COURSE

CREDITS

COLL101

Orientation to College

1

COURSE	CREDITS
<u>COMM110</u> Effective Speaking ^{A,2,4,5}	3
<u>COMM111</u> Media and Society ^{3,8}	3
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{B,2,4,10}	3
<u>ECON111</u> Principles of Economics - Macro ^{3,8}	3
<u>HIST151</u> U.S. History: Young America ^{1,3}	3
<u>HIST152</u> U.S. History: Modern America ^{1,3}	3
<u>JOUR175</u> News Reporting and Writing ^{B,4,10}	3
<u>JOUR275</u> Newspaper Editing and Page Layout ^C	3
<u>JOUR276</u> Feature Writing for Newspapers and Magazines ^{10,C}	3
<u>JOUR277</u> Public Affairs Reporting ^C	3
<u>JOUR278</u> Webcast News Production ^{C,9}	3
<u>POLI120</u> American State and Local Government	3

COURSE	CREDITS
Literature ^{D,1}	3
Journalism Elective ^E	3
Math ^{A,B,F,6}	3
Science ^{A,B,G,7}	4
Social/Behavioral Science ^{G,3,8}	3
Elective ^I	6
Total Credit Hours	62

^A Placement testing required.

^B Prerequisite or co-requisite required.

^C Prerequisite: JOUR175.

^D Choose LITR232 or LITR277.

^E Choose VAMM100 Digital Imaging or JOUR155 Advertising Copywriting.

^F Choose MATH101, MATH115, MATH117, MATH118, MATH120, MATH125, or MATH140.

^G Choose BIOL101, CHEM101, PHYS106 or SCIE103.

^H Choose one from: GEOG110, POLI111, PSYC110, or SOCI110.

^I Pre-college level courses do not fulfill this requirement.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Liberal Arts

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Language & Literature

Grupp 201 • Phone (215) 968-8150

Curriculum Code No. **1002**

This major is designed for students who intend to transfer to a four-year college and complete a liberal arts major. This major requires students to explore multiple humanities and humanistic social science fields, enabling them to make informed choices about more-focused related majors at Bucks or elsewhere. The Liberal Arts major includes a robust General Education program, including courses in science and mathematics.

Students in the Liberal Arts customarily prepare for transfer to bachelor degree majors which may lead to careers in government, education, business, industry, public relations, social services, social entrepreneurship, or journalism.

NOTE: Many transfer institutions require some knowledge of a world language, either for admission or to complete a degree. This requirement varies from one semester to two years of study at the college level (or equivalent). Students planning to transfer should be aware of any world language requirements that may affect their acceptance into certain colleges or programs.

Liberal Arts is for students who

- intend to transfer to a particular humanities or humanistic social science major offered at a 4-year transfer institution with no specific parallel program offered at Bucks County Community College; and
- need to explore the humanities and humanistic social sciences prior to a commitment to a specific major.

Graduates of this program are able to

- demonstrate an understanding of human intellectual heritage and creative expression;
- demonstrate an understanding of human diversity and its impact on human experience;
- read critically, analyze and interpret information, and construct logical, well-supported positions;
- communicate effectively orally and in writing;

- demonstrate an understanding of human behavior and/or the relationships of people within societies; and
- find, evaluate, and ethically use information in a variety of formats for a variety of purposes.

Degree Course Requirements *

COURSE	CREDITS
CISC100 Digital Literacy ⁹	3
OR	
CISC110 Introduction to Information Systems ^{A,B,9}	3
COLL101 Orientation to College	1
COMP110 English Composition I ^{A,B,2,10}	3
COMP111 English Composition II ^{B,2,4,10}	3
Art History ^{A,B,E}	3
History ^G	3
Humanities Survey ^{D,1,3}	3
Literature ^F	3
World Language ^{C,1,3}	6
Religion ^H OR Philosophy ^I	3

COURSE	CREDITS
Religion ^H OR Philosophy ^I OR Literature ^F	3
Mathematics ^{A,B,L,6}	3
Oral Communication ^{A,B,K,5}	3
Science ^{B,M,7}	3-4
Social Science ^{J,3,8}	3
General Electives ^O	6
Program Electives ^N	9
Total Credit Hours	61-62

*Completion of non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

^A Placement testing required.

^B Course requires prerequisite and/or co-requisite.

^C Choose any world language, including American Sign Language (but not FCUL); students are encouraged to consider whether their preferred transfer school(s) accept American Sign Language for their language requirements.

^D Choose from HUMN111, HUMN112, HUMN113, HUMN114.

^E Choose from COMT101, MUSC101, MUSC103, MUSC106, MUSC107/HIST239, VAPH196, VACV141, VACV142, VAFA191, VAFA192, VAFA193, VAFA194, VAFA195, VAFW190, VAGD190, HIST198.

^F Choose any LITR.

^G Choose from HIST courses numbered 100-176; HIST178, HIST190; HIST198; HIST204; HIST239/MUSC107.

^H Choose from HUMN120 through HUMN129.

^I Choose any PHIL.

^J Choose from COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120, WMST110.

^K Consult the list of courses approved for [Oral Communication](#). Any course may be chosen.

^L Choose from MATH101, MATH115, MATH120, MATH125, MATH140.

^M Consult the list of courses approved for [Scientific Literacy](#). Any course may be chosen. Students are strongly encouraged to consider whether transfer school requires a lab science.

^N Any of the following may be chosen: courses with the prefix CLTR, COMM (except COMM210), LITR, PHIL, HUMN, SOCI; any world language; additional courses listed as options for the Art History Elective; additional courses listed as options for the History Elective; COMP 115; COMP 116; JOUR175; JOUR276; WMST110.

^O Any college-level course may be chosen.

- ¹ Satisfies Arts/Humanities
- ² Satisfies Critical Thinking
- ³ Satisfies Cultural Competency
- ⁴ Satisfies Information Literacy
- ⁵ Satisfies Oral Communication
- ⁶ Satisfies Quantitative Literacy
- ⁷ Satisfies Scientific Literacy
- ⁸ Satisfies Social Sciences
- ⁹ Satisfies Technological Competence
- ¹⁰ Satisfies Writing

Magnetic Resonance Imaging

Certificate Program

School of Health Sciences, Kinesiology, and Sport Studies

Lower Bucks Campus • Phone 215-968-8353 (option 5)

Curriculum Code No. **3201**

The Magnetic Resonance Imaging (MRI) Certificate program prepares the post-graduate registered radiologic technologist to use magnetic field and radio waves to produce cross-sectional anatomical images of the human body. MRI technologists operate MRI scanners, picture archiving and communication systems and related equipment.

The MRI Certificate program is a two-semester program. The program consists of online didactic courses and a clinical practicum experience. The MRI Certificate Program is designed to provide the working Radiologic Technologist with the theoretical background and documented clinical experience necessary to sit for the Magnetic Resonance Imaging Post-Primary Certification exam offered by the American Registry of Radiologic Technologist (ARRT).

Applicants must be registered and in good standing with the American Registry of Radiologic Technologist (ARRT) in Radiography, Sonography, Nuclear Medicine or Radiation Therapy. The American Registry of Diagnostic Medical Sonography (ARDMS) for Ultrasound or the Nuclear Medicine Technology Certification Board (NMTCB) for Nuclear Medicine are also accepted.

Graduates of this program are able to:

- Function as competent, entry-level professionals;
- Demonstrate appropriate, professional communication skills;
- Develop and practice effective problem-solving skills and critical thinking skills; and
- Conduct him/herself in a professional manner.

Admission Procedures

Magnetic Resonance Imaging Program Information

Admission to the Magnetic Resonance Imaging Certificate program is open only to applicants who are in good standing with the American Registry of Radiologic Technologist (ARRT) in Radiography, Sonography, Nuclear Medicine or Radiation Therapy. The American Registry of Diagnostic Medical Sonography (ARDMS) for Ultrasound or the Nuclear Medicine Technology Certification Board (NMTCB) for Nuclear Medicine are also accepted. To apply for the MRI Certification Program, please complete the following steps:

- Submit an [application](#) to Bucks County Community College.
- Submit [previous college transcripts](#), if applicable, for evaluation by the Registrar's Office.
- Submit completed [Magnetic Resonance Imaging Application](#)
- Submit current ARRT credential card, current NMTCB card or ARDMS card via email to Program Director of Radiography.

Applications will be accepted from March 1 - March 31, 2025. New radiography graduate's welcome! Graduates must be ARRT certified prior to clinical start date.

Next MRI program start date is June 2025 until December 2025.

Clinical Education Requirements:

The number students accepted into clinical education (RADI311 and RADI326) for MRI will be equal to the number of available clinical spaces.

Once accepted into the MRI Clinical Courses, students will be required to:

- Purchase a MRI uniform from preferred uniform vendor.
- Assume all responsibility for transportation to and from the clinical sites assigned.
- Obtain and maintain current CPR certification.
- Obtain and maintain Immunization records.
- Complete an FBI Fingerprint Criminal Background Check, a PA Criminal Background check, Child Abuse clearance and drug screening (until clearance is received, program acceptance is provisional and may be rescinded).
- Show proof of health insurance coverage for the student.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>RADI301</u> Patient Care in MRI	3
<u>RADI306</u> Procedures in MRI	3
<u>RADI311</u> MRI Clinical Practicum I	2
<u>RADI315</u> Cross-sectional Anatomy in Medical Imaging	3
<u>RADI321</u> Physics Instrumentation in MRI	3
<u>RADI326</u> MRI Clinical Practicum II ^A	2
Total Credit Hours	17

^A Course requires prerequisites.

Management

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3208**

This certificate program provides students with the supervisory skills, knowledge, and techniques to develop and lead effective teams, departments, and/or organizations. Credits earned in the Management Certificate can be applied to our Business AAS degree.

Graduates of this program are able to

- Employ professional and competent communication skills;
- Apply fundamental knowledge of management concepts;
- Identify management skills needed to address business problems; and
- Demonstrate motivational strategies and practices.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communications	3
OR	
<u>MGMT135</u> Business Communication ^{A,B}	3
<u>MGMT100</u> Introduction to Business	3
OR	
<u>MGMT110</u> Small Business Management	3
<u>MKTG112</u> Customer Experience	3
OR	
<u>MGMT122</u> Introduction to Business Analytics ^B	3
<u>MGMT140</u> Supervision	3
OR	

COURSE	CREDITS
<u>MGMT145</u> Negotiation and Conflict Resolution	3
<u>MGMT175</u> Professional Development	3
<u>MGMT230</u> Principles of Management ^B	3
Total Credit Hours	19

^A Placement testing required.

^B Course requires prerequisite.

Mathematics

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1006**

This major prepares students for upper division course work leading to a bachelor's degree in mathematics or a mathematics-related area. Upon completion of the appropriate bachelor's degree, graduates are qualified for entry-level positions in actuarial science, statistics, applied mathematics, operations research, economic forecasting, teaching, and graduate study.

Graduates of this program are able to

- accurately interpret and translate pictorial and descriptive information into mathematical statements;
- solve problems quantitatively and communicate results clearly;

- demonstrate understanding of functions, limits, differentiation and integration, as appropriate;
- demonstrate computational skills in areas of applied mathematics; and
- utilize systems software to implement problem solutions on a computer system.

Although students completing this degree typically transfer to a 4-year institution with the intention of completing a Bachelor's program, they may be employed as teaching assistants or science technicians.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC115</u> Computer Science I ^{D,9}	4
<u>CHEM121</u> Chemistry I ^{A,D,6,7}	
OR	4
<u>PHYS121</u> Physics I ^{D,7}	
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,D,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{D,4,5}	3
<u>MATH121</u> Discrete Mathematics ^D	3
<u>MATH140</u> Calculus I ^{A,D,6}	4

COURSE	CREDITS
<u>MATH141</u> Calculus II ^D	4
<u>MATH242</u> Calculus III ^D	4
<u>MATH260</u> Linear Algebra ^D	3
Arts/Humanities ^{E,1}	3
Electives ^C	13
Mathematics Electives ^B	6
Social Sciences ^{F,3,8}	3
Total Credit Hours	61

^A Placement testing required.

^B Any of the following may be chosen: MATH101, MATH115, MATH125, MATH215, MATH250.

^C Pre-college level courses do not meet this requirement.

^D Course requires prerequisite.

^E Any of the following may be chosen: LITR254, LITR255, LITR261, MUSC101, PHIL125, FREN110, SPAN110, SPAN111, GRMN110, JPNS101, JPNS102.

^F Any of the following may be chosen: PSYC110, SOCI110, POLI111, ECON111.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Medical Assistant

Associate of Arts

Students pursuing programs in the medical office laboratory area are required to complete an **Essential Functions form** prior to registering for courses

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **2131**

Medical Assistants work in medical practices, clinics, and hospitals. Medical Assistants have cross-training for both administrative and clinical responsibilities. Their administrative duties include keeping patient records, managing financial matters, handling insurance arrangements, processing correspondence, and managing an office. In the clinical setting, the medical assistant prepares and assists in patient examination, records laboratory data, and obtains patients' vital signs.

Prospective students with inadequate preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and co-requisites for the required courses must be followed.

Graduates of this program are able to

- perform basic administrative medical assisting functions including scheduling appointments, coding, managing accounts receivables and payables, and maintaining accounting records;
- perform basic clinical medical assisting functions including preparing and maintaining examination treatment areas, assisting with examinations, procedures and immunizations, collecting and processing specimens, performing diagnostic testing, and applying proper aseptic techniques;
- perform within legal and ethical boundaries; and
- demonstrate effective communication strategies in clinical settings.

MEDA 220-the clinical externship- is scheduled Monday through Friday during the day. There are **no weekend or evening** clinical site hours. Students must complete a total of 160 hours, with a minimum three-day-a-week availability recommended.

Prior to Externship placement, students must submit (at their own expense):

- Requests for federal and state background checks
- Child Abuse History Clearance Form
- Certification of Health Status
- Certification in CPR: Health Care Provider (AHA-BLS)
- A mandatory 10-panel expanded opiates drug screen to be completed no sooner than 30 days before the start of the externship.

Degree Course Requirements

COURSE	CREDITS
<u>ACCT103</u> Introductory Accounting	3
<u>BIOL115</u> Basic Human Anatomy ^{A,C,7}	3
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communication ^{2,3}	3
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>HITT297</u> Medical Coding ^C	3
<u>HLTH110</u> Responding to Emergencies ²	3
<u>MEDA120</u> Medical Terminology ^D	3
<u>MEDA140</u> College Keyboarding/Typing ^{D,9}	3

COURSE	CREDITS
<u>MEDA200</u> Clinical Procedures I ^C	3
<u>MEDA201</u> Clinical Procedures II ^C	3
<u>MEDA203</u> Laboratory Procedures ^C	3
<u>MEDA205</u> Medical Law and Ethics	3
<u>MEDA215</u> Medical Administrative Procedures ^C	3
<u>MEDA216</u> Medical Insurance, Billing & Reimbursement ^C	3
<u>MEDA220</u> Medical Assistant Externship ^C	4
<u>MGMT120</u> Business Math ^{A,C,6}	3
<u>MGMT135</u> Business Communication ^{A,C,2,4,10}	3
<u>PSYC110</u> Introduction to Psychology ^{2A,C,2,3,8}	3
Arts/Humanities ^{B,1}	3
Total Credit Hours	62

^A Placement testing required.

^B Consult the list of courses approved for this subcategory.

^C Course requires prerequisite.

^D Open to Credit by Examination.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Medical Assistant

Certificate Program

Students pursuing programs in the medical office laboratory area are required to complete an **Essential Functions form** prior to registering for courses

The major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Advising and Transfer Center early in their academic program to determine which course will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **3199**

The Medical Assistant Certificate program offers complete training for students to receive a Certificate with specialization in clinical and administrative medical assisting. Medical Assistants assist physicians and patients in medical offices, clinics, and hospital outpatient departments.

Graduates of this program are able to

- perform basic administrative medical assisting functions, including scheduling appointments, coding, managing accounts receivables and payables, and maintaining accounting records;
- perform basic clinical medical assisting functions, including preparing and maintaining examination treatment areas, assisting with examinations, procedures and immunizations, drawing blood, collecting and processing specimens, performing diagnostic testing, and applying proper aseptic techniques;
- perform within legal and ethical boundaries; and

- demonstrate effective communication strategies in clinical settings.

MEDA 220-the clinical externship- is scheduled Monday through Friday during the day. There are **no weekend or evening** clinical site hours. Students must complete a total of 160 hours, with a minimum three-day-a-week availability recommended.

Prior to Externship placement, students must submit (at their own expense):

- Requests for federal and state background checks
- Child Abuse History Clearance Form
- Certification of Health Status
- Certification in CPR: Health Care Provider (AHA-BLS)
- A mandatory 10-panel expanded opiates drug screen to be completed no sooner than 30 days before the start of the externship.

Certificate Requirements

COURSE	CREDITS
<u>BIOL115</u> Basic Human Anatomy ^{A,C}	3
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communication	3
<u>HITT297</u> Medical Coding ^A	3
<u>MEDA120</u> Medical Terminology ^B	3
<u>MEDA140</u> College Keyboarding and Document Processing ^B	3
<u>MEDA200</u> Clinical Procedures I ^A	3
<u>MEDA201</u> Clinical Procedures II ^A	3

COURSE	CREDITS
MEDA203 Laboratory Procedures ^A	3
MEDA205 Medical Law and Ethics	3
MEDA215 Medical Administrative Procedures ^A	3
MEDA216 Medical Insurance, Billing, & Reimbursement ^A	3
MEDA220 Medical Assistant Externship ^A	4
Total Credit Hours	38

^A Course requires a prerequisite or corequisite.

^B Open to credit by examination.

^C Placement testing required

Medical Coding/Billing

Certificate Program

Students pursuing programs in the medical office laboratory area are required to complete an **Essential Functions form** prior to registering for courses

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **3174**

The Medical Coding/Billing Certificate program prepares graduates for positions as ambulatory care coders (Current ICD Curriculum, CPT/HCPCs), as well as billers, patient accounts representatives, and other support positions in medical offices, hospitals, and other health care facilities. Upon program completion, graduates are qualified to take the Certified Coding Specialist - Physician's Office - National Certification Examination conducted by the American Health Information Management Association (AHIMA), and the Certified Professional Coder (CPC) National Certification Examination conducted by the American Academy of Professional Coders.

Graduates of this program are able to:

- Identify diagnoses and procedures provided in patient information;
- Assign appropriate diagnoses and procedure codes for patient care, population health statistics and billing purposes;
- Integrate information for cost control, quality management, statistics, marketing, and planning;
- Monitor governmental and non-governmental standards;
- Design system controls to monitor patient information security; and
- Communicate effectively with patients, members of the health care team, and billing offices, both face-to-face and via telehealth.
-

HITT285-the clinical externship- is scheduled Monday through Friday during the day. There are **no weekend or evening** clinical site hours. Students must complete a total of 120 hours, with a minimum three-day-a-week availability recommended.

Prior to Externship placement, students must submit (at their own expense):

- Requests for federal and state background checks
- Child Abuse History Clearance Form
- Certification of Health Status
- Certification in CPR: Health Care Provider (AHA-BLS)
- A mandatory 10-panel expanded opiates drug screen to be completed no sooner than 30 days before the start of the externship.

Certificate Requirements

COURSE	CREDITS
<u>BIOL115</u> Basic Human Anatomy ^B	3
<u>COLL101</u> Orientation to College	1

COURSE	CREDITS
<u>HITT105</u> Legal Aspects of Health Information Technology	3
<u>HITT190</u> Introduction to Health Information Technology	3
<u>HITT217</u> Medical Insurance & Reimbursement ^B	3
<u>HITT285</u> Medical Coding/Billing Externship ^C	3
<u>HITT297</u> Medical Coding ^B	3
<u>HITT298</u> Advanced Procedural Coding ^B	3
<u>HITT299</u> Advanced Diagnostic Coding ^B	3
<u>MEDA120</u> Medical Terminology ^A	3
<u>MEDA140</u> Keyboarding and Document Processing ^A	3
Total Credit Hours	31

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

^A Open for credit by examination.

^B Course requires prerequisite or corequisite.

^C Completion of all other HITT courses and permission of the School of Health Sciences.

Medical Laboratory Technician

Associate of Applied Science

Occupational Major

School of Health Sciences, Kinesiology, and Sport Studies

Lower Bucks Campus • Phone 267-685-4832

Curriculum Code No. **2203**

Medical Laboratory Technicians are employed in both hospital and clinical laboratories, performing and reporting vital laboratory tests to enable doctors to diagnose disease.

This associate of applied science degree prepares the graduate entering the profession of medical laboratory science. The degree provides the student with a variety of sound clinical experiences in which the student develops competency in skills, and personal and professional growth in the discipline.

This degree program prepares the student both educationally and clinically to take the American Society for Clinical Pathology (ASCP) examination for credentialing and to seek employment as a medical laboratory technician.

Graduates of this program are able to

- Communicate effectively and professionally;
- Produce accurate laboratory results by applying preanalytic, analytic, and post-analytic considerations that reflect current standards of care;
- Practice responsibly in compliance with ethical, social, legal and regulatory requirements of medical laboratory science professionals;
- Utilize appropriate methods for the basic operation and troubleshooting of laboratory instrumentation and information systems.

Admission Procedures

This is a restricted program with limited enrollment capacity.

1. To begin the MLT program application process, you must be enrolled as a BCCC student. ([Notice of Non-Discrimination](#))
2. The MLT application window is now closed and will re-open on December 15. For program questions, please contact Karen Gatewood at karen.gatewood@bucks.edu
3. The MLT program requires [TEAS testing \(Test of Essential Academic Skills\)](#).
4. Conditional approval will be based on the completion of 30 credits from the courses in the general education framework, listed below. The GPA for the 30 credits must be 2.75

or better (no lower than a C in course work), and must include BIOL181, 182, 228, and CHEM101. BIOL228 may be registered for, but not yet taken, when applying to the program. However, it must be completed prior to the start of the program.

- BIOL181 Anatomy & Physiology I*
- BIOL182 Anatomy & Physiology II*
- BIOL228 Microbiology*
- CHEM101 Chemistry A
- COLL101 College Success Seminar
- COMM110 Effective Speaking**
- COMP110 English Composition I
- COMP114 Technical Writing
- Humanities Elective**
- MATH120 College Algebra
- PSYC110 Intro to Psychology
- MEDA120 Medical Terminology

*Courses must be taken within past 7 years

**Courses may be completed in spring of MLT (second) year

5. Conditional acceptance will be mailed to you; the MLT program begins in the summer. MDLB classes are required to be taken as listed under RECOMMENDED SEMESTER SEQUENCE.

6. In order to register for MDLB220, students must have completed and uploaded the following: State, FBI and child abuse clearances and physical exam form including hepatitis, flu immunization and 2-step PPD status or quantiferon gold test. Students must have Healthcare Provider CPR training and must remain current through entirety of program. The 10-parameter drug screen with extended opiates is to be completed thirty days prior to their first clinical day. Directions will be provided to accepted students at required spring orientation.

Degree Course Requirements

COURSE	CREDITS
Arts/Humanities ^{C,1}	3
<u>BIOL181</u> Human Anatomy and Physiology I ^{C,7}	4

COURSE	CREDITS
<u>BIOL182</u> Human Anatomy and Physiology II ^A	4
<u>BIOL228</u> Microbiology ^A	4
<u>CHEM101</u> Chemistry A ^{B,2,6,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{B,4,5}	3
<u>COMP110</u> English Composition I ^{B,2,10}	3
<u>COMP114</u> Technical Writing ^A	3
<u>MATH120</u> College Algebra ^{B,6}	4
<u>MEDA120</u> Medical Terminology ^B	3
<u>MDLB101</u> Introduction to Medical Laboratory ^A	3
<u>MDLB201</u> Immunology ^A	3
<u>MDLB205</u> Immunohematology ^A	4
<u>MDLB210</u> Diagnostic Microbiology ^A	4

COURSE	CREDITS
<u>MDLB215</u> Clinical Chemistry ^{A,9}	4
<u>MDLB220</u> Hematology ^A	4
<u>MDLB225</u> MLT Seminar ^A	3
<u>MDLB230</u> Medical Lab Clinical I ^A	2
<u>MDLB235</u> Medical Lab Clinical II ^A	2
<u>PSYC110</u> Intro to Psychology ^{B,2,3,8}	3
Total Credit Hours	68

Please note: MLT specific courses (MDLB) are held weekdays face-to-face

^A Course requires prerequisites.

^B Placement testing required.

^C [Arts/Humanities](#) course - consult the list of courses approved for this subcategory . Any course may be chosen.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

- [MLT Essential Functions](#)
- [MLT Student Handbook](#)
- [MLT Program Outcomes](#)

Music

Associate of Music

Transfer Major

Students interested in Music at Bucks need to meet with a music faculty member for advising. Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication, School of Music

Hicks 125 • Phone (215) 968-8425

Music Area

Hicks 208 • Phone (215) 968-8425

Curriculum Code No. **1019**

The Music major, which is designed to prepare students for transfer in Music to four-year institutions, is a curriculum that culminates in an Associate of Music degree. Numerous courses in the program fulfill Core Curriculum requirements for general students, and students enrolled in other majors are encouraged to participate in any course or performing ensemble for which they qualify.

Graduates of this program are able to:

- Perform music repertoire with technique and artistry in both solo and ensemble environments.
- Apply analytical and construction skills to diatonic and chromatic harmonies.
- Apply musicianship skills to sight-singing and music dictation.

Contact the School of Music (215) 968-8425 for complete information and scheduling of these preliminary requirements.

Students must own an instrument and purchase music as required for study.

Students will be charged fees for lessons and ensembles.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Music (NASM).

Bucks County Community College School of Music is an All-Steinway School.

Degree Course Requirements:

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>COMP111</u> English Composition II ^{B,2,4,10}	3
<u>MUSC103</u> World Music ^{1,3,8}	3
<u>MUSC111</u> Music Theory I	3
<u>MUSC112</u> Music Theory II ^B	3
<u>MUSC117</u> Musicianship I	3
<u>MUSC118</u> Musicianship II ^B	3
<u>MUSC124</u> Music Technology ^{1,9}	3
<u>MUSC201</u> Music History and Analysis Before 1750 ^B	3
<u>MUSC202</u> Music History and Analysis After 1750 ^{B,5}	3
<u>MUSE101</u> Concert Choir	1
<u>MUSL110</u> Performance Class	1

COURSE	CREDITS
<u>MUSL111</u> Principal Lesson I	1
<u>MUSL110</u> Performance Class	1
<u>MUSL112</u> Principal Lesson II ^B	1
<u>MUSL110</u> Performance Class	1
<u>MUSL211</u> Principal Lesson III ^B	1
<u>MUSL110</u> Performance Class	1
<u>MUSL212</u> Principal Lesson IV ^B	1
Electives ^F	7
Math/Science ^{A,C,6,7}	3/4
Ensembles ^D	7
Music Survey ^{E,1}	3
Total Credit Hours	60/61

^A Placement testing is required.

^B Course requires prerequisite and/or co-requisite.

^C Any of the following may be chosen: SCIE101, SCIE102, SCIE104, CHEM101, CHEM121.

^D Any of the following may be chosen: MUSE101, MUSE115, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated for credit.

^E Any of the following may be chosen: MUSC106,107.

^F Any college-level course may be chosen.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Neuroscience

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone: 968-8305

Curriculum Code No. **1194**

Neuroscience encompasses the neural foundations of normal and abnormal behavior and the application of this knowledge to the diagnosis and treatment of neurological and psychiatric disorders, as well as to the development of brain-based methods and models in fields ranging from education to economics. The Neuroscience Program provides students with an understanding of fundamental neuroscientific concepts in preparation for transfer to a four-year college and completion of the baccalaureate degree in neuroscience or a related discipline, or employment as a technician in the pharmaceutical, medical device, medical instrumentation, or biotechnology industries.

Graduates of this program are able to:

- Describe the structure and function of the nervous system in health and disease;
- Apply the principles of scientific reasoning to neuroscience; and
- Identify, retrieve, read, and discuss neuroscience articles published in the peer-reviewed literature;
- Analyze scientific data using statistical software programs (e.g., SPSS.)

Degree Course Requirements

COURSE	CREDITS
<u>BIOL121</u> Biological Principles I ^{A,F}	4
<u>BIOL122</u> Biological Principles II ^F	4
<u>CHEM121</u> Chemistry I ^{A,F,7}	4
<u>CHEM122</u> Chemistry II ^F	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{F,2,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u> English Composition II ^{F,2,4,10}	3
<u>MATH115</u> Elementary Statistics ^{A,F,6}	3
<u>MATH120</u> College Algebra ^{A,B,F,6}	4
<u>MATH122</u> Trigonometry and Analytical Geometry ^{A,C,F,6}	3
<u>NEUR121</u> Fundamentals of Neuroscience ^F	4
<u>NEUR122</u> Clinical Neuroscience ^F	3

COURSE	CREDITS
<u>PHIL125</u> Basic Problems of Philosophy ^{1,2,3}	3
<u>PSYC110</u> Introduction to Psychology ^{A,F,2,3,8}	3
<u>PSYC215</u> Introductory Psychological Statistics ^{F,9}	4
Psychology Elective ^{D,F}	3
Free Elective ^E	6
Total Credit Hours	62

^A Placement testing required.

^B MATH122, MATH125, or MATH140 may be substituted.

^C MATH125, MATH140, or MATH141 may be substituted.

^D PSYC181, PSYC200, PSYC230, or PSYC280 may be chosen.

^E Consult academic advisor for recommended courses.

^F Course requires prerequisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Nursing

Associate of Science in Nursing

Occupational Major

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone (215) 968-8327

Curriculum Code No. **2035**

The Program in Nursing offered at Bucks County Community College can be completed in two years if the student chooses to be a full-time student, or it can be completed on a part-time basis, and leads to an Associate of Science in Nursing Degree. Graduates of the Program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX®RN). Further, the Nursing Program prepares graduates to function as beginning graduate nurses, and to assume entry-level positions as Registered Nurses in acute care and long-term care facilities, homes, clinics, physicians' offices, or other agencies established to meet health care needs. Program learning experiences prepare graduates for associate degree nursing practice, as defined and delineated by the nursing profession. Nursing functions require advanced technical skills, in addition to substantial scientific knowledge.

Nursing students must comply with the rules and policies as presented in the Associate Degree Nursing Student Handbook and Attendance Policy, in addition to those listed in the catalog. Students who meet criteria for readmission into the program must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted.

The Associate Degree Nursing Program is approved by the Pennsylvania State Board of Nursing, P.O. Box 2649, Harrisburg, PA 17105-2649.

The Associate Degree Nursing Program at Bucks County Community College located in Newtown, PA is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 • Atlanta, Georgia 30326 P. 404.975.5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation.



Program Outcomes

Graduates of this program are able to:

- Incorporate nursing knowledge and principles and standards of quality care and safety into nursing practice to meet the health care needs of diverse patients across the lifespan;

- Utilize sound nursing judgment to provide clinically competent nursing care;
- Engage in inter-professional collaboration while utilizing communication, current technologies, and information literacy in the delivery of patient-centered care;
- Integrate leadership behaviors and appropriate management of care skills to facilitate positive patient outcomes; and
- Demonstrate professionalism, caring, legal, and ethical conduct with adherence to standards of nursing practice and guidelines.

Admission Requirements

Admission to the Program of Study

1. All applicants must fulfill the College's admission requirements and the specific requirements for admission to the Nursing Program of Study.
2. Meeting High School Requirements. All students must have a final official high school transcript on file in the Registrar's Office and must have a BCCC Student Number.
 - All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year's worth of study). *These requirements are:*
 - 4 Units of English
 - 3 Units of Social Studies
 - 2 Units of Science: 1 year of High School Chemistry with a grade of C or better or 70% and 1 year of High School Biology with a grade of C or better or 70%.
 - 2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)
3. All enrolled nursing students must be seen by their assigned Academic Advisor during the advising period in fall/spring.
4. GED students must meet the same requirements.
5. Students who do not meet the high school requirements must take the following courses:
 - To satisfy the English requirement, a student must take the Writing Placement Test, and score a six (6) or complete COMP107 Introduction to Academic Writing with a grade of "C" or better. (NOTE: Prerequisite courses, as determined by College Placement Tests, need to be taken prior to enrollment in this course).
 - To satisfy the Social Studies requirement, a student must complete PSYC110 Introduction to Psychology, OR SOC110 Introduction to Sociology, OR a course listed under Arts/Humanities (as listed in the College Catalog).
 - To satisfy the Science requirements, a student must complete BIOL181 Human Anatomy & Physiology I, with a B or better for a deficiency in

- Biology; CHEM101 Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.
- To satisfy the Mathematics requirements, a student must take the placement test to determine the appropriate placement. The student needs to complete MATH095 with a C or better OR receive a score on the Math Placement Test of 5.
6. Students who completed high school work in a **foreign country** must either:
- Have a course-to-course evaluation performed by one of the College-approved transcript evaluating agencies (information available in the Registrar's Office).
 - Earn a "C" or better on the above College courses and a "B" in BIOL181 to meet high school requirements.
 - Upon completion of the above requirements, and the student's request to Admissions, the curriculum code of 1108 Health Sciences, 2035 Nurse Potential will be assigned.
 -

Conditional Acceptance into the Clinical Component of Nursing Requires that Students

1. Fill out the [Clinical Application Form](#). The application will be open between December 15 and February 15.
2. Are currently enrolled in the College (has a BCCC Student Number) and have taken the three placement tests: Reading, Writing, and Math placement with scores on file.
3. Meet high school requirements.
4. Enroll/are enrolled in Curriculum Code of 2035 (Nursing), 1108 (Health Sciences), or 2035P (Health Science, Nurse Potential).
5. Have a grade of B in BIOL181 (Anatomy & Physiology I), BIOL182 (Anatomy & Physiology II), and BIOL228 (Microbiology) and a C or better in ALL courses required in the Nursing Program of Study, if taken before applying for admission into the Clinical component of Nursing. All required courses, with a grade that does not meet the requirements of the AD nursing program, taken prior to entry into the clinical component of the Nursing Program, **MUST** be repeated before acceptance into the clinical component.
6. Have taken BIOL181, BIOL182, BIOL 228, HLTH120N (Nutrition), and PSYC110 (Introduction to Psychology) within the seven years prior to and through the semester of the start of the Clinical Component of the Nursing Program, for those courses to be considered current and valid for admission.
7. Have a minimum cumulative grade point average (GPA) of 3.0 at BCCC.
8. Have a standardized test score that meets the minimum criteria as outlined below:

1. ATI TEAS (Test of Essential Academic Skills) exam score of PROFICIENT, taken within one year prior to and through the application deadline; OR
2. SAT exam score of above 980 total score, taken within five years prior to and through the application deadline; OR
3. ACT exam composite score of 20, taken within five years prior to and through the application deadline.
4. All applicants must have an official acceptable standardized test score sent directly from the issuing institution (ATI, The College Board, or ACT), to our Registrar's Office by the application deadline and posted in the student planning module. It is each applicant's responsibility to be sure the standardized test score has been received by our Registrar's Office before the application deadline.

After meeting all the admission criteria, students who have completed the highest number of credits in the Nursing Program of Study at BCCC with a final grade of B in BIOL181, BIOL182, and BIOL228 and a C or better in other courses in the Program of Study, and are Bucks County Residents will be considered first.

After notification of conditional acceptance to the Clinical Component of the Nursing Program, the student will be required to submit the following documents to the Director of Associate Degree Nursing for full acceptance into the clinical component of the Nursing Program (Necessary paperwork is provided and discussed at the mandatory orientation):

1. Current Driver's License
2. Current CPR certification (BCLS course)
3. Current Health examination with tuberculosis screening
4. Current Immunizations record
5. Current State Police criminal check and FBI check that shows the applicant is felony free for ten years. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states "... The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled substance, Drug Device and Cosmetic Act", or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory or country, unless: at least ten years have elapsed from the date of conviction..." In addition, applicants must be free of Prohibitive Offenses (which includes certain drug and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996 and as amended by Act 13 of 1997, within their lifetime. The student must not have been convicted of a driving under the influence of intoxicating liquors and/or drugs within five

years of participation in the program. In the event a student is permitted to participate in the program and then it is learned that the student does not meet the criteria as set forth herein, the student will be immediately removed from the program. The student must self-disclose any arrest after their acceptance in the Clinical Component.

6. Current FBI fingerprint clearance
7. Current Child Abuse clearance, which demonstrates student is child abuse activity free in their lifetime
8. Current negative drug and alcohol screen
9. Student Profile Packet and Permission Forms
10. Complete COVID Vaccination Status
11. Other requirements that may be dictated by current clinical affiliations

Prior to starting the second year, students must re-submit the following to the Director of Associate Degree Nursing:

1. Current CPR certification
2. Current State Police criminal check and FBI check demonstrating the above
3. Current tuberculosis screening test results
4. Current negative drug and alcohol screening
5. Student Profile Packet and Permission Forms
6. Other requirements that may be dictated by current clinical

Progression through and completion of the nursing program requirements

1. A grade of C defined as 73% (on available testing) or better in all required nursing courses, which also includes a grade of satisfactory laboratory and clinical performance and attendance. Students who do not earn a minimum grade of 73% will receive a D+.
2. A grade of C or better in all required non-nursing courses and a B in BIOL181, BIOL182, and BIOL228.
3. A minimum cumulative GPA of 2.75.
4. Students failing to meet the above criteria are dismissed from the Program. The student must apply for readmission, which is granted on a space available basis. Students, who meet criteria for readmission into the program, must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted.
5. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the BCCC catalog.
6. A student may only repeat one clinical nursing course. Any attempt in a nursing course is considered unsuccessful if not completed with a 73% including

any withdrawal. The student must reapply for admission and conditional acceptance is on a space available basis. Students who meet criteria for readmission into the program must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted.

Degree Course Requirements*

COURSE	CREDITS
<u>ADRN110</u> Introduction to Professional Nursing ^{A,C,F,6}	3
<u>ADRN111</u> Foundations of Nursing Practice ^{F,G}	4
<u>ADRN112</u> Adult and Family Nursing I ^{F,G,J}	5
<u>ADRN113</u> Health Assessment in Nursing ^{F,J}	3
<u>ADRN114</u> Pharmacology in Nursing ^F	3
<u>ADRN210</u> Adult and Family Nursing II ^{F,G,J}	7
<u>ADRN211</u> Adult and Family Nursing III ^{E,F,G,J,9}	8
<u>ADRN212</u> Transition into Nursing Practice ^{F,J,5}	4
<u>BIOL181</u> Human Anatomy and Physiology I ^{A,F,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^{B,F}	4
<u>BIOL228</u> Microbiology ^{B,F}	4

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,C,F,2,10}	3
<u>COMP111</u> English Composition II ^{D,F,2,4,10}	3
<u>HLTH120N</u> Nutrition ^{A,J,K}	3
<u>PSYC110</u> Introduction to Psychology ^{C,D,F,2,3,8}	3
<u>SOCI110</u> Introduction to Sociology ^{E,2,3,8}	3
Arts/Humanities ^{H,1}	3
Total Credit Hours	68

^A Must be taken before or with ADRN111.

^B Must be taken before or with ADRN112.

^C Placement testing required.

^D Must be taken before or with ADRN210.

^E Must be taken before or with ADRN212.

^F Course requires prerequisite.

^G Must be CPR certified prior to enrollment.

^H Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^I HLTH120N is taught by a registered dietician as required by the PA State Board of Nursing

^J Course requires co-requisite.

^K HLTH120 cannot be substituted for HLTH120N

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

The Pennsylvania State Board of Nursing has approved the Program as stated. An I, D, or F, grade in ADRN, prerequisite or corequisite courses will prevent progression.

Occupational Therapy

Associate of Science

Transfer Major

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **1211**

The Associate of Science in Occupational Therapy program prepares students for transfer into baccalaureate degree programs within the field of Occupational Therapy or affiliated areas of study.

Graduates of this program are able to:

- describe the major concepts and theories in the field of occupational therapy;
- explain the importance of providing culturally-sensitive occupational therapy services;
- employ effective verbal and written communication skills; and
- explain the ethical principles that guide occupational therapy professionals.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL181</u> Human Anatomy and Physiology I ^{A,C,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^C	4
<u>CHEM121</u> Chemistry I ^{A,C,6,7}	4

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>HSCI150</u> Introduction to Occupational Therapy	4
<u>MATH115</u> Elementary Statistics ^{A,C,2,6}	3
<u>MATH120</u> College Algebra ^{A,C,6}	4
<u>PHYS106</u> Physics A ^{A,C,7}	4
<u>PHYS107</u> Physics B ^C	4
<u>PSYC110</u> Introduction to Psychology ^{A,C,2,3,8}	3
<u>PSYC181</u> Developmental Psychology - Lifespan ^C	3
<u>PSYC215</u> Introductory Psychological Statistics ^C	4
<u>PSYC280</u> Abnormal Psychology ^C	3

COURSE	CREDITS
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
Arts/Humanities ^{B,1}	3
Total Credit Hours	60

^A Placement testing required.

^B Select from one of the approved [Arts/Humanities](#) courses in the catalog.

^C Course requires prerequisites.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Paralegal/Legal Studies

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institution and differ from school to school. Students should contact the Transfer Services office early in their academic programs to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Penn 401 • Phone (215) 968-8227

Curriculum Code No. **2128**

This major will qualify students to serve as paralegals for employment by attorneys, law offices, governmental agencies, or other entities in capacities or functions that involve the performance, under the ultimate direction and supervision of attorneys, of specifically delegated substantive

legal work. The courses in the major are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law that will qualify students to perform work of a legal nature, under supervision, which is customarily but not exclusively, performed by a lawyer. Paralegals may not provide legal services directly to the public except as permitted by law. In order to provide graduates with the expertise and flexibility required in the growing field, the major offers a basic knowledge in the paralegal field. Upon successful completion of the program in Paralegal Studies, the student should be able to:

- Demonstrate an understanding of the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- Perform the duties of a legal assistant in the public and private sector or in a position relating to the practice of law; and
- Demonstrate an understanding of the ethical obligations and legal limitations of the legal assistant in the public and private sectors.

The Paralegal/Legal Studies program at Bucks is approved by the American Bar Association (ABA), the largest professional legal organization in the world. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.

This program is accredited by the Accreditation Council for Business Schools and Programs



(ACBSP) and the American Bar Association.

Degree Course Requirements *

COURSE	CREDITS
<u>CISC110</u> Introduction to Information Systems	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{2,4,5}	3

COURSE	CREDITS
<u>COMP110</u> English Composition ^{A,2,10}	3
<u>HIST152</u> U.S. History: Modern America ¹	3
<u>LAWS100</u> Introduction to Paralegal Studies	3
<u>MGMT130</u> Business Law	3
<u>LAWS140</u> Civil Practice/Litigation Procedures	3
<u>LAWS220</u> Legal Research I	3
<u>LAWS225</u> Legal Research II ⁹	3
<u>LAWS240</u> Negligence and Personal Injury: Paralegal	3
<u>LAWS285</u> Paralegal Internship	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3
<u>MGMT135</u> Business Communication ^{A,2,4,10}	3
<u>POLI111</u> American National Government ⁸	3
<u>POLI120</u> American State and Local Government	3

COURSE	CREDITS
Arts/Humanities ^{E,1}	3
MGMT120 Business Math ^{A,6}	3
Science ^{A,F,7}	3-4
Paralegal Electives ^B	9
Total Credit Hours	64-65

^A Placement testing required.

^B Any LAWS course not already required and/or MGMT145 may be chosen. MGMT 130 may not be chosen.

^C Consult the list of courses approved for this category.

^D Course requires prerequisite.

^E Choose from HUMN111, HUMN112, HUMN120.

^F Choose from SCIE102, SCIE103.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Paralegal

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3129**

This all-inclusive certificate paralegal program requires graduates to complete the same law courses required in the associate degree program. It is designed for the following individuals:

- Legal secretaries seeking higher positions of employment.

- State and federal employees seeking advancement in government careers.
- People with life experience wanting to change careers.

This certificate program will qualify graduates to serve as paralegal and legal assistants for law offices, government agencies, or businesses involving legal work under the ultimate direction and supervision of attorneys.

The courses in this program are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law to qualify graduates to perform work of a legal nature that is customarily, but not exclusively, performed by a lawyer. Paralegals may not provide legal services directly to the public except as permitted by law.

Graduates of this program are able to

- Demonstrate an understanding of the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- Perform the duties of a legal assistant in the public and private sector or in a position relating to the practice of law; and
- Demonstrate an understanding of the ethical obligations and legal limitations of the legal assistant in the public and private sectors.

Admission Procedures

The following admissions procedures are for those seeking the Paralegal Certificate. Information about the [Paralegal/Legal Studies degree](#) program is available on our website.

Admission to the Paralegal Certificate Program is open only to applicants who possess either an associate degree or a bachelor's degree. To apply for the Paralegal Certificate Program, please complete the following steps:

1. Submit an [application](#) to Bucks County Community College.
2. Submit an [official college transcript](#) to the Registrar's Office.
3. Email Program Coordinator Heather Costello at heather.costello@bucks.edu to schedule an advising appointment.

The Paralegal certificate program at Bucks is approved by the American Bar Association (ABA), the largest professional legal organization in the world. Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.

Certificate Requirements

COURSE	CREDITS
<u>LAWS100</u> Introduction to Paralegal Studies	3
<u>MGMT130</u> Business Law	3
<u>LAWS140</u> Civil Practice/Litigation Procedures ^B	3
<u>LAWS220</u> Legal Research I ^B	3
<u>LAWS225</u> Legal Research II ^B	3
<u>LAWS240</u> Negligence and Personal Injury ^B	3
<u>LAWS285</u> Internship ^B	3
Paralegal Electives ^{A, B}	9
Total Credit Hours	30

^A MGMT145 and/or any LAWS course except LAWS100 may be chosen.

^B Course requires prerequisite.

Paramedic

Associate of Applied Science

Occupational Major

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall • Phone 215-968-8353

Curriculum Code No. **2211**

The Associate Degree Program is intended to offer graduates the opportunity to advance in the field of Paramedicine by adding roles in management or education. If completed simultaneously with the certificate program, students will be prepared to deliver care in the prehospital setting at an advanced level. Candidates are eligible to take the exam for Pennsylvania State EMS Paramedic certification. Must be 18 years old and hold a current Pennsylvania State EMT or EMT-A Certification.

Graduates of this program will be able to:

- Apply didactic knowledge and critical thinking skills to provide competent care of the prehospital patient;
- evaluate the ethical, legal, moral and cultural issues that impact the care of the prehospital client;
- model professionalism; and
- communicate effectively in professional and interpersonal contexts.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL181</u> Anatomy and Physiology 1 ^{A,7}	4
<u>BIOL182</u> Anatomy and Physiology 2 ^B	4
<u>CISC100</u> Digital Literacy ⁹	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{B,4,5}	3
<u>COMP110</u> English Composition 1 ^{A,B}	3

COURSE	CREDITS
<u>COMP111</u> English Composition 2 ^{B,2,4,10}	3
<u>MATH120</u> College Algebra ^{B,6}	4
<u>PARA100</u> Introduction to Prehospital Care	3
<u>PARA150</u> Pharmacology and Airway Management ^B	3
<u>PARA170</u> Medical and Trauma Emergencies ^B	6
<u>PARA180</u> Paramedic Field Experience 1 ^B	1
<u>PARA185</u> Paramedic Field Experience 2 ^B	3
<u>PARA187</u> Paramedic Field Experience 3 ^B	3
<u>PARA200</u> Life Support ^B	4
<u>PARA210</u> Special Operations and Populations ^B	3
<u>PARA280</u> Special Populations Field Experience ^B	1
<u>PARA285</u> Paramedic Summative Field Experience ^B	1
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3

COURSE	CREDITS
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
Arts and Humanities ^{C,1}	3
Total Credit Hours	62

^A Placement Testing required.

^B Prerequisite required.

^C Arts/Humanities Requirement: Consult the approved list of courses.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Paramedic

Certificate Program

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall • Phone 215-968-8353

Curriculum Code No. **3212**

This program prepares students to deliver care in the prehospital setting at an advanced level. On completion a candidate sits for Pennsylvania State EMS Paramedic certification. Must be 18 years old and hold a current Pennsylvania State EMT or EMT-A Certification.

Graduates of this program will be able to:

- Apply didactic knowledge and critical thinking skills to provide competent care of the prehospital patient;
- evaluate the ethical, legal, moral and cultural issues that impact the care of the prehospital client;

- model professionalism; and
- communicate effectively in professional and interpersonal contexts.

Paramedic Certification Program Requirements

COURSE	CREDITS
COLL101 Orientation to College	1
COMP110 English Composition 1 ^{A,B}	3
PARA100 Introduction to Prehospital Care	3
PARA150 Pharmacology and Airway Management ^B	3
PARA170 Medical and Trauma Emergencies ^B	6
PARA180 Paramedic Field Experience 1 ^B	1
PARA185 Paramedic Field Experience 2 ^B	3
PARA187 Paramedic Field Experience 3 ^B	3
PARA200 Life Support ^B	4
PARA210 Special Operations and Populations ^B	3
PARA280 Special Populations Field Experience ^B	1

COURSE	CREDITS
PARA285 Paramedic Summative Field Experience ^B	1
Total Credit Hours	32

^A Placement Testing required.

^B Prerequisite required.

Phlebotomy

Certificate Program

Students pursuing programs in the medical office laboratory area are required to complete an **Essential Functions form** prior to registering for courses

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **3166**

The Phlebotomy Certificate program prepares students to collect and process blood samples for medical laboratory analysis. The program provides students with information about basic anatomy, the healthcare delivery system, blood collection equipment, venipuncture and capillary puncture techniques, and medical, legal and ethical implications of blood collection.

The program prepares students to function as phlebotomists in a variety of health care settings such as hospitals, medical clinics, commercial laboratories, and in other settings where blood is collected from patients. Additionally, the program's material is of value to nurses, medical assistants, and other healthcare professionals. All courses must be passed with a grade of C or better to be placed into an externship which offers students 120 hours of practice in an off-site clinical facility. Students must perform a minimum of 100 successful unaided blood draws during their externship. Graduates are eligible to sit for a national examination to become a certified phlebotomy technician.

Graduates of this program are able to

- Identify the role of a phlebotomist in the clinical laboratory environment;
- Use safe and effective phlebotomy procedures in accordance with laboratory policy;

- Utilize knowledge of pre-analytical variables to reduce complications associated with blood collection; and
- Evaluate legal and ethical concerns related to the field of phlebotomy.

MEDA 287-the clinical externship- is scheduled Monday through Friday during the day. There are **no weekend or evening** clinical site hours. Students must complete a total of 120 hours, with a minimum three-day a week availability recommended.

Prior to Externship placement, students must submit (at their own expense):

- Requests for federal and state background checks;
- Child Abuse History Clearance Form;
- Certification of Health Status;
- Certification in CPR: Health Care Provider;
- A mandatory 10-panel expanded opiates drug screen to be completed no sooner than 30 days before the start of the externship.

Certificate Requirements

COURSE	CREDITS
<u>BIOL115</u> Basic Human Anatomy ^B	3
OR	
<u>BIOL181</u> Human Anatomy and Physiology I ^B	4
AND	
<u>BIOL182</u> Human Anatomy and Physiology II ^B	4
<u>COLL101</u> Orientation to College	1
<u>MEDA120</u> Medical Terminology ^A	3
<u>MEDA204</u> Phlebotomy Procedures & Techniques ^B	4

COURSE	CREDITS
<u>MEDA205</u> Medical Law and Ethics	3
<u>MEDA287</u> Phlebotomy Externship ^B	3
Total Credit Hours	17/22

^A Open for credit by examination

^B Course requires prerequisite.

^C Placement Testing required.

Pre K-4 Early Education

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **4192**

The goals of the Early Childhood/Elementary Education Pre K-4 major are to:

- provide a teacher education program with an emphasis in the theory and practice in the Pre K-4 setting in accordance with the framework and program guidelines provided by the Pennsylvania Department of Education and NAEYC;
- prepare students for transfer to institutions offering bachelor's degree programs in Elementary Education Pre K-4 and Special Education by acquiring knowledge of educational theories and practices, through use of interpersonal skills, collaborative skills and field experiences in an educational setting; and
- prepare students to enter the workforce in day care and other early childhood career paths.

Graduates of this program are able to:

- apply their knowledge of educational theories, principles and competencies that are appropriate to the Pre K-4 setting;
- demonstrate an understanding of the characteristics of an effective educator; and
- determine adaptations, accommodations, and cognitive development of diverse students in an inclusive setting.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL101</u> Biological Science I ^{A,E,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,D,2,4,5}	3
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3
<u>MATH102</u> Math Concepts for Educators I ^{A,6}	3
<u>MATH105</u> Math Concepts for Educators II ^{D,6}	3
<u>EDUC105</u> Foundations for Early Learning Pre K-4 ^{A,E,F}	3

COURSE	CREDITS
<u>EDUC115</u> Observing and Recording the Behavior of Young Children ^{E,F}	3
<u>EDUC120</u> Early Learning and Development I - Ages birth - 5 ^{E,F}	3
<u>EDUC130</u> Early Learning and Development II - Adolescence ^{E,F,9}	3
<u>EDUC150</u> Math & Science Experiences for Young Children	3
<u>EDUC160</u> Introduction to Exceptionalities ^{E,F}	3
<u>EDUC170</u> Language and Literacy Development in Early Childhood: Birth through five years ^{E,F}	3
<u>EDUC200</u> Integrated Art, Movement and Play ^{E,F}	3
History Elective ^{B,1}	3
Humanities or Fine Art Elective ^{C,1}	3

Transfer Track

COURSE	CREDITS
<u>PSYC190</u> Educational Psychology	3
Literature Elective ^G	3
<u>EDUC205</u> Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] ^{D,E,F}	3

COURSE**CREDITS****OR****EDUC206**Fieldwork, Observation/Assessment in Education II [PreK-4] ^{D,E,F}

3

Career Track**COURSE****CREDITS****LITR246**

Children's Literature

3

EDUC220Practicum in Education ^{D,E,F,H}

6

Total Credit Hours**62**^A Placement testing required.^B Either HIST0151 or HIST0152.^C Any of the following may be chosen: MUSC101, 106, HUMN111,112, 113, 114, 120, VAFA 100,141,181.^D Course requires prerequisite.^E Field experience component.^F PA clearances required.^G Transfer track check Literature requirement with transfer institution.^H This course is for the Career Path track only.¹ Satisfies Arts/Humanities² Satisfies Critical Thinking³ Satisfies Cultural Competency⁴ Satisfies Information Literacy⁵ Satisfies Oral Communication⁶ Satisfies Quantitative Literacy⁷ Satisfies Scientific Literacy⁸ Satisfies Social Sciences⁹ Satisfies Technological Competence¹⁰ Satisfies Writing

Psychology Interpersonal Emphasis

Associate of Arts**Transfer Major**

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1183**

The goals of the Psychology - Interpersonal Emphasis major are to

- provide a liberal arts experience with an emphasis in the theory and practice of psychology and communication;
- prepare students for transfer to institutions offering bachelor's degree programs in psychology, organizational dynamics, business and psychology, health information management, public health, therapeutic recreation, and liberal studies-social sciences by acquiring knowledge of psychological theories, through the use of interpersonal and collaborative skills.

Graduates of this program are able to

- describe major psychological theories that address interpersonal relations;
- apply psychological principles to their own lives and to the lives of others; and
- demonstrate effective communication and collaborative skills.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL101</u> Biological Sciences I ^{A,E,7}	4
<u>CISC100</u> Digital Literacy ⁹	3
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communications ^{2,3}	3
<u>COMM110</u> Effective Speaking ^{A,E,4,5}	3

COURSE	CREDITS
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>PSYC100</u> Psychology of Personal Awareness	3
<u>PSYC105</u> Introduction to Group Dynamics ^{A,E}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3
Science Elective ^{F,7}	4
College Level Mathematics ⁶	3
Arts/Humanities ^{B,1}	6
Social Science ^{C,8}	3
Psychology Electives ^G	6
General Electives ^D	9
Total Credit Hours	60

^A Placement testing required.

^B Consult the [Arts/Humanities](#) list for courses approved for inclusion within this subcategory. Any course may be chosen.

^C Consult the [Social Sciences](#) list of courses approved for this subcategory. Any may be chosen except PSYC110.

^D Pre-college level courses do not meet this requirement.

^E Course requires prerequisite.

^F Select BIOL102, CHEM101, PHYS106, BIOL220, SCIE103, SCIE104, or SCIE105.

^G Select any PSYC course.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

- ⁴ Satisfies Information Literacy
- ⁵ Satisfies Oral Communication
- ⁶ Satisfies Quantitative Literacy
- ⁷ Satisfies Scientific Literacy
- ⁸ Satisfies Social Sciences
- ⁹ Satisfies Technological Competence
- ¹⁰ Satisfies Writing

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Psychology Pre-Professional Emphasis

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1060**

The Psychology Pre-Professional program of study is designed for students who intend to transfer to a four-year college and continue for a bachelors degree in psychology. Often these students intend to pursue a graduate degree in professional psychology. This major emphasizes the scientific foundations of psychology including data analysis and experimental design.

Graduates of this program are able to:

- demonstrate familiarity with the major concepts and theoretical perspectives in psychology;
- read and interpret research reports in the discipline's journals;
- use statistical software (SPSS) to enter and analyze data;
- write research reports employing APA style; and
- apply psychological principles to explain human behavior.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL101</u> Biological Science I ^{F,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{F,4,10}	3
<u>COMP111</u> English Composition II ^{F,4,10}	3
<u>MATH115</u> Elementary Statistics ^{A,F,6}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3}	3
<u>PSYC215</u> Introductory Psychological Statistics ^{F,9}	4
<u>PSYC270</u> Experimental Psychology ^F	4
Arts/Humanities ^{C,1}	6
Science Elective ^{G,7}	4
General Electives ^E	12
Health ^B	3
Social Science ^{D,3}	3

COURSE		CREDITS
Choose two REQUIRED PSYCHOLOGY COURSES from these three categories: (6 credits)		
1	<u>PSYC180</u> Human Growth and Development ^F	3
	OR	
	<u>PSYC181</u> Developmental Psychology: Lifespan ^F	3
2	<u>PSYC200</u> Social Psychology ^F	3
	OR	
	<u>PSYC280</u> Psychology of Abnormal Behavior ^F	3
3	<u>PSYC230</u> Psychology of Neuroscience ^F	3
Total Credit Hours		62

^A Placement testing required.

^B Select any HLTH course or PSYC100, PSYC120, or PSYC125.

^C Consult the [Arts/Humanities](#) list for courses approved for inclusion within this subcategory. Any course may be chosen.

^D Consult the [Social Sciences](#) list of courses approved for this subcategory. Any may be chosen except PSYC110.

^E Pre-college level courses do not meet this requirement.

^F Course requires prerequisite.

^G Select BIOL102, CHEM101, PHYS106, BIOL220, SCIE103, SCIE104, or SCIE105.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Public Health

Associate of Science

Transfer Major

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 112 • Phone 215-968-8353 (option 3)

Curriculum Code No. **1207**

The Associate of Science in Public Health program prepares students for transfer into baccalaureate degree programs within the field of Public Health or affiliated areas of study.

Graduates of this program are able to:

- describe socioeconomic, behavioral, environmental, and biological factors that affect human health, risk of disease, and health inequity;
- explain how epidemiologists track disease;
- explain the role of government in the provision and regulation of healthcare;
- discuss the nature of oppression and its impact on marginalized communities; and
- critique health information sources.

Degree Course Requirements

COURSE	CREDITS
<u>BIOL181</u> Human Anatomy and Physiology I ^{C,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^C	4
<u>CISC110</u> Introduction to Information Systems ^{A,C,9}	3
<u>COLL101</u> Orientation to College	1

COURSE	CREDITS
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>COMP110</u> English Composition I ^{A,C,2,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
OR	
<u>COMP114</u> Technical Writing ^c	3
<u>HITT190</u> Introduction to Health Information Technology	3
<u>HITT250</u> Basic Pathophysiology and Pharmacology for Health Information Technology ^c	3
<u>HLTH103</u> Life and Health ²	3
<u>MATH115</u> Elementary Statistics ^{A,C,2,6}	3
<u>MEDA120</u> Medical Terminology	3
<u>PSYC110</u> Introduction to Psychology ^{A,C,2,3,8}	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>SOCI140</u> Peoples of America ³	3

COURSE	CREDITS
Arts/Humanities ^{B,1}	3
Health Behavior & Behavioral Change Electives ^D	6
Math/Science Elective ^E	3-4
Social Determinants of Health Elective ^F	3
Total Credit Hours	60-61

^A Placement testing required

^B Select from one of the [approved Arts/Humanities courses](#) in the catalog

^C Course requires prerequisite.

^D Health Behavior & Behavior Change Electives - Students may select from the following courses that examine behaviors that affect health or interventions / messages that may affect behavior: HLTH120; HLTH120N; HLTH121; HLTH130; HLTH250; MGMT145; MKTG200; MKTG220; MKTG230; SOCI150; PSYC120; PSYC125; PSYC160; or SSWK215.

^E Math/Science Elective - Students may select from the following: BIOL228; CHEM101; CHEM121; MATH101; MATH120; MATH122; MATH125; MATH140; MATH215; or SCIE105.

^F Social Determinants of Health Elective - Students may select from the following courses that examine sociocultural factors that can impact health: CLTR110; COMM215; HLTH200; POLI111; POLI120; PSYC200; SSWK110; SOCI230; or WMST110.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Radiography

Associate of Applied Science

Occupational Major

School of Health Sciences, Kinesiology, and Sport Studies

Lower Bucks Campus • Phone (267) 685-4821

Curriculum Code No. **2202**

The associate degree of applied science in radiography prepares the graduate entering the profession of radiography. The degree provides the student with a variety of sound clinical experiences in which the student develops competency in skills, and personal and professional growth in the discipline.

This degree program prepares the student both educationally and clinically to take the American Registry of Radiologic Technologists (ARRT) examination for credentialing and registration and to seek employment as a radiologic technologist.

Graduates of this program are able to:

- function as competent, entry-level professionals that meet the medical imaging needs of the surrounding community;
- demonstrate appropriate, professional communication skills;
- develop and practice effective problem solving skills and critical thinking skills; and
- conduct him/herself in a professional manner.

Admission Procedures

RADIOGRAPHY PROGRAM INFORMATION

Degree Course Requirements*

COURSE	CREDITS
<u>RADI100</u> Introduction to Radiography ^A	3
<u>RADI105</u> Radiographic Procedures I ^B	3
<u>RADI110</u> Image Production and Evaluation ^B	3
<u>RADI115</u> Radiation Physics ^B	3
<u>RADI120</u> Clinical Experience I ^B	2

COURSE	CREDITS
RADI125 Radiographic Procedures II ^B	3
RADI130 Radiation Protection and Biology ^B	3
RADI135 Advanced Imaging I ^{B,9}	3
RADI140 Clinical Experience II ^B	2
RADI200 Clinical Experience III ^B	3
RADI205 Radiographic Procedures III ^B	3
RADI210 Advanced Imaging II ^B	3
RADI215 Clinical Experience IV ^B	3
RADI220 Registry Review ^B	2
RADI225 Pathology ^B	2
RADI230 Quality Assurance ^B	2
RADI235 Clinical Experience V ^B	3
MEDA120 Medical Terminology	3

COURSE	CREDITS
<u>MATH120</u> College Algebra ^{C,6}	4
<u>BIOL181</u> Anatomy and Physiology I ^{A,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{C,2,10}	3
<u>COMP111</u> English Composition II ^{A,2,4,10}	3
<u>PSYC110</u> Introduction to Psychology ^{2,3,8}	3
<u>COMM110</u> Effective Speaking ^{A,4,5}	3
Arts/Humanities Elective ^{D,1}	3
Total Credit Hours	73

^A Course requires prerequisites.

^B All courses in the Radiography Major must be taken in sequential order.

^C Placement testing required.

^D Arts/Humanities course- consult the list of [courses approved for this subcategory](#) . Any course may be chosen.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Science

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215)968-8305

Curriculum Code No. **1117**

The Science major is designed for students who wish to major in a branch of science in a four-year institution, but are undecided about the specific discipline during their stay at Bucks. The major will enable students to broaden their experience in mathematics and different areas of science. Transferring students will lack specializations but will be able to transfer into any science major with a suitable selection of electives. Students in the major should keep in close touch with their advisors in the division.

Graduates of this program are able to

- apply mathematical concepts and methods to phenomena and problems as related to chemistry;
- apply mathematical concepts and methods to phenomena and problems as related to physical science;
- describe the energy transformations in living systems; and
- demonstrate ability to use networks, world-wide web, and other communication tools in a variety of settings.

Prospective students with inadequate academic preparations should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,H,2,10}	3

COURSE	CREDITS
<u>COMP111</u> English Composition II ^{H,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{H,4,5}	3
<u>CISC110</u> Intro to Information Systems ^{A,H,9}	3
<u>CHEM121</u> Chemistry I ^{A,H,6,7}	4
<u>PHYS106</u> Physics A ^{A,H,7}	
OR	
<u>PHYS121</u> Physics I ^{H,7}	4
Biology Elective ^{B,H}	4
Electives ^G	6
College Level Mathematics Electives ^{A,E,6}	10-12
College Level Mathematics ^{A,E,6} or Science ^{B,C,D} Elective	4
Science Electives ^{B,C,D}	8
Social Science ^{F,8}	3
Arts/Humanities ^{F,1}	3
Diversity ^{F,3}	3

COURSE

CREDITS

Total Credit Hours

62-64

^A Placement testing required.

^B Except BIOL101, BIOL102, BIOL115.

^C Except CHEM100, CHEM101, CHEM102.

^D Except SCIE101.

^E Except MATH101, MATH102, MATH105, MATH117, MATH118.

^F Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^G Pre-college level courses do not meet this requirement.

^H Course requires prerequisite.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Secondary Education: History

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Sciences

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1180**

The Secondary Education History major is designed for students who plan to teach history in a high school setting. The program provides the first two years of an undergraduate degree leading to a baccalaureate degree in Secondary Education with an emphasis in history.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.

Graduates of this program are able to

- Demonstrate understanding of the American historical heritage;
- Demonstrate understanding of the Western historical heritage; and
- Write historical reports using the University of Chicago style.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
<u>EDUC100</u> Foundations of Education ^E	3
<u>EDUC160</u> Introduction to Exceptionalities	3
<u>PSYC110</u> Introduction to Psychology ^{2,3,8}	3
<u>PSYC190</u> Educational Psychology ^{E,2,3}	3
<u>HIST111</u> History of Western Civilization I ^{1,2,3}	3

COURSE	CREDITS
<u>HIST112</u> History of Western Civilization II ^{1,2,3}	3
<u>HIST151</u> U.S. History: Young America ^{1,2,3}	3
<u>HIST152</u> U.S. History: Modern America ^{1,2,3}	3
<u>HIST290</u> History Seminar ^{E,9}	3
<u>POLI111</u> American National Government ^{3,8}	3
History Elective ^F	3
Social Science ^{B,8}	6
Arts/Humanities ^{B,1}	6
College Level Math ^{A,C,6}	3-4
College Level Science ^{D,7}	3-4
Total Credit Hours	61-63

^A Placement testing required.

^B Consult the list of courses approved for these subcategories, [Arts/Humanities](#) and [Social Sciences](#). Any course may be chosen.

^C Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH125 and MATH140.

^D Choose from BIOL101, CHEM101, CHEM121, SCIE101, SCIE102, SCIE103, SCIE104, or SCIE105.

^E Course requires prerequisite and/or corequisite.

^F Choose from HIST 100, 101, 139, 146, 149, 155, 159, 170, 172, 175, 178, 190, 194, 195, 197, 198, 199, 201, 202, 203, 204, 205, 206, 210, 219, 239 or 246.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Secondary Education - Mathematics

Associate of Science

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

School of Science, Technology, Engineering & Mathematics

Founders 110 • Phone (215) 968-8305

Curriculum Code No. **1177**

The Secondary Education – Mathematics major is designed for students who plan to teach Mathematics in a high school setting. The program provides the first two years of an undergraduate degree leading to a baccalaureate degree in Secondary Education with an emphasis on Mathematics.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and co-requisites for required courses must be followed.

Graduates of this program are able to

- accurately interpret and translate pictorial and descriptive information into mathematical statements;
- solve problems quantitatively and communicate results clearly;
- demonstrate understanding of numeric, algebraic and geometric reasoning;
- demonstrate computational skills in areas of applied mathematics.
- utilize systems software to implement problem solving on a computer system.

Although students completing this degree typically transfer to a 4-year institution with the intention of completing a Bachelor's program, they may be employed as teaching assistants or science technicians.

Degree Course Requirements*

COURSE	CREDITS
<u>CISC115</u> Computer Science I ^{D,9}	4
<u>COLL101</u> Orientation to College	1
<u>PHYS121</u> Physics I ^{D,7}	4
<u>COMP110</u> English Composition I ^{A,D,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{D,4,5}	3
<u>MATH140</u> Calculus I ^{A,D,6}	4
<u>MATH141</u> Calculus II ^D	4
<u>MATH242</u> Calculus III ^D	4
<u>MATH260</u> Linear Algebra ^D	3
<u>PSYC110</u> Introduction to Psychology ^{32,3,8}	3
<u>EDUC100</u> Foundations of Education	3

COURSE	CREDITS
<u>PSYC190</u> Educational Psychology ^{D,2,3}	3
Arts/Humanities ^{E,1}	3
Electives ^C	14
Mathematics Elective ^{B,D}	3
Total Credit Hours	62

^A Placement testing required

^B Any of the following may be chosen: MATH101, MATH115, MATH121, MATH125, MATH215, MATH250.

^C Pre-college level courses do not meet this requirement.

^D Course requires prerequisite.

^E Any course from approved list for Arts/Humanities.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Social Science

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1059**

The Social Science program of study is designed for students who intend to transfer to a four-year college and continue for a bachelor's degree in one of the following majors: Sociology, Political Science, Anthropology or Geography. This major emphasizes the theoretical and scientific foundations of the social sciences including research methodology and data analysis.

The goals of the Liberal Arts: Social Science Emphasis major are to:

- provide a liberal arts experience with an emphasis in social science-based theory and practice of the social sciences; and
- prepare students for transfer to institutions offering bachelor's degree programs in Sociology, Political Science, Anthropology or Geography by acquiring knowledge of theories, concepts and perspectives.

Graduates of this program are able to:

- demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in the social sciences;
- apply theory to current social and political events that impact local, national and international communities; and
- prepare and present an original research project that includes research design, data analysis and interpretation.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMP110</u> English Composition I ^{A,I,1,2,10}	3
<u>COMP111</u> English Composition II ^{I,2,4,10}	3
<u>MATH115</u> Elementary Statistics ^{A,I,2,6}	3
Science ^{D,I,7}	4

COURSE	CREDITS
Arts and Humanities ^{B,1}	6
Electives ^H	9
History ^J	3
Literature ^F	3
<u>CISC100</u> Digital Literacy ⁹	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>POLI111</u> American National Government ^{3,8}	3
<u>SOCI230</u> Contemporary Social Problems ^G	3
Social Science Electives I ^C	3
Social Science Electives II ^E	9
<u>COMM110</u> Effective Speaking ^{1,4,5}	3
Total Credit Hours	62

^A Placement testing required.

^B Consult the [Arts/Humanities](#) list approved for this subcategory. Any course may be chosen.

^C Any of the following may be chosen: CLTR220, ECON111, GEOG110, PSYC110, WMST110.

^D Choose among BIOL101, BIOL102, CHEM101, SCIE102, SCIE104, or SCIE105.

^E Students are required to take 9 credits in the social science area including any courses beginning with SOCI, POLI, and GEOG. It is strongly recommended that students take all their social science electives in the major they are planning on declaring at their 4-year institution. For example, if you plan on majoring in Sociology, take all 9 credits in Sociology.

^F Any LITR course except LITR246.

^G Pre-requisites required: SOCI110 (C or better) and COMP110 (C or better).

^H Pre-college level courses do not meet this requirement.

^I Course requires prerequisite. ^J Student must take HIST151, HIST152, HIST111, or HIST112.

- ¹ Satisfies Arts/Humanities
- ² Satisfies Critical Thinking
- ³ Satisfies Cultural Competency
- ⁴ Satisfies Information Literacy
- ⁵ Satisfies Oral Communication
- ⁶ Satisfies Quantitative Literacy
- ⁷ Satisfies Scientific Literacy
- ⁸ Satisfies Social Sciences
- ⁹ Satisfies Technological Competence
- ¹⁰ Satisfies Writing

Social Media Marketing

Certificate Program

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3099**

This certificate program is designed to provide students with the skills and knowledge to plan, create, and implement effective social media and digital marketing campaigns for small businesses, corporations, government agencies, or non-profit organizations. It prepares students who are currently employed and need to enhance their skills, as well as those who are seeking employment in social media and/or digital marketing.

Graduates of this program are able to

- Create and manage digital marketing campaigns;
- Develop and implement social media campaigns;
- Explain best practices in social media and digital marketing;
- Assess and measure social media and digital marketing campaigns; and
- Apply design best practices to enhance social media and digital marketing activities.

Certificate Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>VAMM100</u> Digital Imaging	3

COURSE	CREDITS
<u>VAMM110</u> Web and Interactive Design	3
<u>MKTG230</u> Social Media Marketing	3
<u>MKTG220</u> Digital Marketing	3
<u>MKTG280</u> Marketing Internship ^A	3
Total Credit Hours	16

^A Course requires prerequisite

Social Work

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Social & Behavioral Sciences

Grupp 301 • Phone (215) 968-8270

Curriculum Code No. **1130**

The Social Work program of study is designed for students who intend to transfer to a four-year college and continue for a bachelor's degree in Social Work. This major emphasizes social work theory and practice with a strong general education foundation.

Graduates of this program are able to:

- demonstrate knowledge and comprehension of the major concepts, theories, values and skills in social work;
- identify the extent to which societal structures influence human behavior;
- demonstrate self-awareness and the competent use of self in professional interaction; and
- apply and integrate social work theory and concepts in the study and assessment of diverse populations.

Degree Course Requirements

COURSE	CREDITS
<u>CISC100</u> Digital Literacy ⁹	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u> English Composition II ^{F,2,4,10}	3
Elective ^B	3
History ^{G,1,2,3}	3
Literature ^{H,2}	3
<u>MATH101</u> Math Concepts I ^{A,F,2,6}	3
<u>PHIL111</u> Ethics ^{1,2}	3
<u>POLI111</u> American National Government ^{3,8}	3

COURSE	CREDITS
<u>PSYC105</u> Introduction to Group Dynamics ^{F,2}	3
<u>PSYC110</u> Introduction to Psychology ^{F,2,8}	3
Psychology, Sociology or Social Work Elective ^C	6
Science ^{D,7}	4
Science ^{E,7}	4
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>SOCI140</u> Peoples of America ³	3
<u>SSWK110</u> Introduction to Social Work and Social Welfare	3
<u>SSWK220</u> Social Work: Interviewing, Assessment, and Referral ^F	3
Total Credit Hours	63

^A Placement testing required.

^B Pre-college level courses do not meet this requirement.

^C Any PSYC, SOCI, or SSWK course that is not already required by the program.

^D Choose among BIOL101, BIOL102, BIOL181, BIOL182.

^E Choose any science course with a lab component.

^F Course requires prerequisite.

^G Choose from HIST151 or HIST152.

^H Any LITR course except LITR246.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Sport Management

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

School of Health Sciences, Kinesiology, and Sport Studies

Linksz Pavilion • Phone (215) 968-8353 (Option 3)

Curriculum Code No. **1154**

The Sport Management major prepares the undergraduate student for a career in sport management, athletics, marketing, campus recreation, intramurals, student activities, as well as other related areas. It serves as a foundation for upper division course work. Students planning to transfer to a four-year institution as a sport management major should plan a major parallel to that of the transfer college.

Students who complete this program will be able to:

- demonstrate the ability to communicate effectively with others through oral, written, and/or graphic means that apply interpersonal skills and professional attitudes
- assess, evaluate, and use information effectively and efficiently as lifelong learners in pursuit of personal and professional objectives. This includes interpreting and applying their knowledge of the principles of sport management, marketing, and/or event planning to direct, support or control a sport enterprise
- demonstrate understanding of basic Sport Management Core work
- compute with proficiency and confidence, in planning marketing strategies, and/or campus recreation, intramurals and other activities

Degree Course Requirements*

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>CISC100</u> Digital Literacy ^{E,9}	3
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u> English Composition II ^{F,2,4,10}	3
<u>HLTH103</u> Life and Health ²	3
<u>HLTH110</u> Responding to Emergencies ²	3
<u>ECON111</u> Prin. of Economics: Macro ^{2,3,8}	3
<u>SOCI110</u> Intro to Sociology ^{2,3,8}	3
<u>SPMT200</u> Intro to Sport Management	3
<u>SPMT201</u> Sport Marketing	3
<u>SPMT202</u> Facility Mgt/Event Planning	3
<u>SPMT203</u> History& Philosophy of Sport	3

COURSE	CREDITS
<u>SPMT204</u> Sport and Society	3
<u>SPMT280</u> Sport Management Internship ^F	3
Scientific Literacy ^{A,C,7}	3-4
Quantitative Literacy ^{A,G,6}	3-4
Arts/Humanities ^{D,1}	6
Physical Education Electives ^B	6
Total Credit Hours	61-63

^A Placement testing required.

^B Choose any 3 from the following: KINS133, KINS145, KINS150, KINS155, KINS156, KINS170, KINS178, KINS190, KINS191.

^C Choose from: CHEM101, BIOL101.

^D Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.

^E CISC110 or CISC115 may be substituted.

^F Course requires prerequisite.

^G Choose from: MATH101, MATH115, MATH120, MATH125, MATH140.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Technical Entrepreneurship

Associate of Arts

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in their academic programs to determine which courses will transfer to the college of their choice.

School of Business, Innovation, and Legal Studies

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **2070**

This major is ideal for students who possess validated technical competencies/trade skills as evidenced by at least one third party credential and an advanced score on a third party assessment such as NOCTI. Students can attain up to 23 Prior Learning Assessment credits and acquire the specific skills needed to run a business through coursework. Successful completion results in the award of the Associate of Arts degree.

This major may be of particular interest to potential and current area vocational technical high school students as well as graduates of area vocational-technical high schools.

While the major is designed for students beginning their collegiate work, students with fewer than sixty credits of collegiate work may enter the major after receiving permission from both an academic advisor and the Dean of the Department of Business Studies.

Graduates of this program are able to:

- analyze and appraise basic elements of entrepreneurship and business operations;
- apply and use the common mathematical functions of business such as the time value of money and interest, discount and loan calculations;
- record transactions under the accrual basis of accounting using the general journal/general ledger system and/or utilizing the appropriate computer application;
- create business letters, memos, and analytical reports; and
- prepare and deliver informative and persuasive speeches.

Degree Course Requirements

COURSE	CREDITS
ACCT103 Introductory Accounting	3
OR	

COURSE	CREDITS
<u>ACCT130</u> Accounting Applications for the Computer ^C	3
Arts/Humanities Elective ^{B,1}	3
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>MGMT110</u> Small Business Management	3
<u>MGMT100</u> Introduction to Business ^{3,8}	3
<u>MGMT120</u> Business Mathematics ^{A,C,6}	3
<u>MGMT130</u> Business Law	3
<u>MGMT135</u> Business Communication ^{A,C,2,4,10}	3
<u>MGMT140</u> Supervision	3
<u>MGMT280</u> Management Internship ^{C,9}	3
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>MKTG220</u> Digital Marketing	3

COURSE	CREDITS
OR	
<u>MKTG110</u> Selling	3
Science Elective ^{B,7}	3/4
Technical competencies/trade skills	20
Total Credit Hours	60/61

^A Placement testing required.

^B Consult the list of courses [approved for this subcategory](#). Any course may be chosen.

^C Course requires prerequisite.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Theater Arts

Associate of Arts

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

School of Arts & Communication: Communications Office

Hicks 125 • Phone (215) 968-8425

Curriculum Code: **1210**

The Theater Arts major is designed to serve the needs and interests of students who want to better understand theater as an art form and acquire basic skills of performance. Students in this major learn the foundation of theater, its history, the roles required to create a theater production and the aspects of creating a live theater performance.

The degree is designed for students preparing to enter a program leading to a baccalaureate degree at a four-year college or university.

Graduates of this program can:

- evaluate the practical and aesthetic value of theater;
- apply skills for individual and ensemble performance;
- analyze theater history and literature using research, critical thinking skills and performing arts vocabulary; and
- describe the various roles necessary to create a theater production.

Degree Course Requirements

COURSE	CREDITS
<u>COLL101</u> Orientation to College	1
<u>COMM105</u> Interpersonal Communication ^{2,3}	3
<u>COMM110</u> Effective Speaking ^{A,4,5}	3
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
<u>COMT101</u> Introduction to Theatre ¹	3
<u>COMT103</u> Introduction to Acting ¹	3

COURSE	CREDITS
<u>COMT106</u> Introduction to Improvisational Performance	3
<u>MATH101</u> Mathematical Concepts I ^{A,D,6}	3
<u>LITR271</u> Introduction to World Drama ^{1,2,3}	3
OR	
<u>LITR254</u> World Literature I ^{1,2,3}	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
College Level Science ^{A,E,7}	4
Digital Elective ^{9,G}	3
Elective ^F	3
Foreign Language and/or Literature ^H	3
Program Electives ^C (<i>choose from list</i>)	13/15
Social Science ^B	3
Total Credit Hours	60/62

Program Electives (Select at least 13 credits):

COURSE	CREDITS
<u>COMM101</u> Communication Theory	3
<u>COMM215</u> Intercultural Communication ^{A,D,2,3}	3
<u>COMP115</u> Creative Writing I ^{A,D}	3
<u>COMT203</u> Acting II ^D	3
<u>COMT206</u> Improvisational Performance II ^D	3
<u>DANC101</u> Fundamentals of Modern Dance	2
<u>KINS126</u> Modern Dance	2
<u>KINS129</u> Tai Chi Chaun	2
<u>KINS130</u> Yoga	2
<u>KINS175</u> Dance: Square Folk	2
<u>LIT279</u> Introduction to Shakespeare ^{1,2}	3
<u>MKTG220</u> Digital Marketing	3
<u>MKTG230</u> Social Media Marketing	3

COURSE	CREDITS
<u>MUSC100</u> Music Fundamentals 1 ¹	3
<u>MUSC101</u> Introduction to Music ¹	3
<u>MUSE101</u> Concert Choir	1
<u>PHIL145</u> Aesthetics	3
<u>PSYC200</u> Social Psychology ^D	3
<u>VACV130</u> Media Scriptwriting ^D	3
<u>VACV145</u> Videography	3

^A Placement testing required.

^B Choose from COMM111, ECON111, GEOG110, HIST195, MGMT100, MGMT145, MUSC103, POLI111, PSYC110, SOCI110, SOCI120, WMST110.

^C Consult the list of Program Electives.

^D Course requires pre-requisites.

^E Choose from BIOL101, BIOL181, CHEM101, CHEM121, PHYS106, SCIE103, SCIE104, SCIE105.

^F **Pre-college level courses** do not meet this requirement.

^G Digital Elective. Any of the following may be chosen: VAPH110, VAMM100, VACV140.

^H Choose from courses with prefix AMSL, ARBC, CHNS, FREN, GRMN, ITAL, JPNS, SPAN, LITR.

¹ Satisfies Arts/Humanities

² Satisfies Critical Thinking

³ Satisfies Cultural Competency

⁴ Satisfies Information Literacy

⁵ Satisfies Oral Communication

⁶ Satisfies Quantitative Literacy

⁷ Satisfies Scientific Literacy

⁸ Satisfies Social Sciences

⁹ Satisfies Technological Competence

¹⁰ Satisfies Writing

Veterinary Technician

Associate of Applied Science

Occupational Major (*Classes will tentatively start in Fall 2025*)

School of Health Sciences, Kinesiology, and Sport Studies

Founders Hall 110 - Phone (215) 968-8353

Curriculum Code No. **2212**

The Veterinary Technician Program is designed to equip students with the knowledge, skills, and hands-on experience necessary to pursue a career as a competent and compassionate veterinary technician. This program is structured to meet the rigorous standards set forth by accreditation bodies and prepares students for successful entry into the field of veterinary medicine.

Graduates of this program are able to:

- Compare animal behavior from multiple species;
- Demonstrate clinical skills for safe animal care and handling;
- Perform diagnostic procedures and laboratory techniques according to current professional standards;
- Explain the principles of veterinary practice management; and
- Apply ethical principles in decision-making.

Degree Course Requirements*

COURSE	CREDITS
<u>CHEM101</u> Chemistry A ^{B,2,6,7}	4
<u>COLL101</u> Orientation to College	1
<u>COMM110</u> Effective Speaking ^{B,4,5}	3
<u>COMP110</u> English Composition I ^{B,2,10}	3
<u>COMP111</u> English Composition II ^{B,2,4,10}	3

COURSE	CREDITS
<u>MATH120</u> College Algebra ^{B,6}	4
<u>PSYC110</u> Introduction to Psychology ^{B,2,3,8}	3
<u>VETT100</u> Introduction to Veterinary Technician	3
<u>VETT150</u> Animal Anatomy & Physiology ^B	4
<u>VETT155</u> Veterinary Professional Management ^B	3
<u>VETT160</u> Veterinary Laboratory Procedures ^{B,9}	4
<u>VETT165</u> Veterinary Diagnostic Imaging and Dentistry ^B	4
<u>VETT200</u> Companion Animal Applications ^B	3
<u>VETT201</u> Research Animal Applications ^B	3
<u>VETT220</u> Veterinary Pathophysiology ^B	3
<u>VETT225</u> Large Animal Applications ^B	3
<u>VETT230</u> Veterinary Pharmacology & Anesthesia ^B	3
<u>VETT235</u> Veterinary Surgery ^B	3

COURSE	CREDITS
<u>VETT240</u> Veterinary Intensive Care ^B	3
<u>VETT280</u> Practical Experience I ^B	2
<u>VETT285</u> Practical Experience II ^B	2
Arts/Humanities Elective ¹	3
Total Credit Hours	67

^A Placement testing required.

^B Prerequisite required.

¹ Satisfies Arts/Humanities.

² Satisfies Critical Thinking.

³ Satisfies Cultural Competency.

⁴ Satisfies Information Literacy.

⁵ Satisfies Oral Communication.

⁶ Satisfies Quantitative Literacy.

⁷ Satisfies Scientific Literacy.

⁸ Satisfies Social Sciences.

⁹ Satisfies Technological Competence.

¹⁰ Satisfies Writing.

Section 3:

Index of Course Descriptions

The following pages contain descriptions of the academic courses in the College curriculum. Courses are grouped alphabetically according to department and offerings within the department.

The use of technology may be required in some classes. For students who need assistance, support is available in the [Help Desk and Services Center](#).

- [College Success Strategies](#)
- [Cooperative Education](#)
- [Independent Study](#)
-

Arts and Communication

- [Art History](#)
- [Ceramics](#)
- [Communication Studies](#)
- [Dance](#)
- [Drawing: Second Year](#)
- [Film, Photography, and Digital Arts](#)
- [Glass Blowing and Stained Glass](#)
- [Graphic Design and Illustration](#)
- [Jewelry](#)
- [Music](#)
- [Painting](#)
- [Performance Arts](#)
- [Portfolio Studios](#)
- [Printmaking](#)
- [Sculpture](#)
- [Visual Arts](#)
- [Woodworking](#)

Business, Innovation, and Legal Studies

- [Accounting](#)
- [Culinary Arts](#)
- [Emergency Management](#)
- [Fire Science](#)
- [Hospitality Management](#)
- [Management](#)
- [Marketing](#)

- [Paralegal/Legal Studies](#)
- [Real Estate](#)

Health Sciences

- [Diagnostic Medical Sonography](#)
- [Health Information Technology](#)
- [Medical Assistant](#)
- [Medical Laboratory](#)
- [Nursing](#)
- [Paramedic](#)
- [Patient Care](#)
- [Radiography](#)
- [Veterinary Technician](#)

Kinesiology and Sport Studies

- [Exercise Science](#)
- [Health and Physical Education](#)
- [Kinesiology](#)
- [Sport Management](#)

Language and Literature

- [AESL](#)
- [College Success Strategies](#)
- [Composition](#)
- [Guided Studies](#)
- [Journalism](#)
- [Literature](#)
- [Reading](#)
- [Gender Studies](#)

[World Languages](#)

- [American Sign Language](#)
- [Arabic](#)
- [Chinese](#)
- [French](#)

- [German](#)
- [International Cultures](#)
- [Italian](#)
- [Japanese](#)
- [Spanish](#)

Science, Technology, Engineering, and Mathematics

- [Biology](#)
- [Biotechnology](#)
- [Brewing & Fermentation Science](#)
- [Chemistry](#)
- [Computer/Information Science](#)
- [Data Science](#)
- [Engineering](#)
- [Engineering Technology](#)
- [Mathematics](#)
- [Nanofabrication Technology](#)
- [Neuroscience](#)
- [Physics](#)
- [Science](#)

Social/Behavioral Science

Behavioral Science

- [Criminal Justice](#)
- [Education](#)
- [Psychology](#)
- [Social Work](#)

Social Science

- [Economics](#)
- [Geography](#)
- [History](#)
- [Historic Preservation](#)
- [Holocaust and Genocide Studies](#)
- [Humanities](#)

- [Philosophy](#)
- [Political Science](#)
- [Sociology](#)

Section 4:

College Information

Academic and Student Services

- [Academic Advising](#)
- [Academic Success Center](#)
- [Accessibility Office](#)
- [American English as a Second Language Program](#)
- [Basic Needs](#)
- [Bookstore](#)
- [Bucks Collegiate Recovery Program](#)
- [Bucks Online](#)
- [Career Services](#)
- [Child Care](#)
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- [Fitness Center](#)
- [Food Service](#)
- [Help Desk](#)
- [Housing](#)
- [Information Technology Services](#)
- [KEYS Program](#)
- [Learning Resources](#)
- [Library Services](#)
- [Media Lab](#)
- [Parking Lot Emergency Assistance](#)
- [Perkins Academic Support Services \(PASS\)](#)
- [Prior Learning Assessment \(PLA\)](#)
- [Security & Safety](#)
- [Testing Office](#)
- [Transfer Services](#)
- [Veterans Affairs](#)
- [Web Services](#)

Academic Advising

Advising is a process by which students work with professional and faculty advisors to discuss appropriate course selections and future educational plans. Discussion may include:

1. progress toward degree completion

2. discussing the college's curriculum, resources, and policies
3. academic success strategies
4. career objectives and transfer assistance

Students following a specific major or degree program are strongly encouraged to seek academic advising from faculty in the academic department in which their major is housed.

For additional information please visit [Academic Advising](#)

Contact Us:

215-968-8031

advising@bucks.edu

Academic Success Center

The College's Academic Success Center (ASC) offers tutorial and peer mentoring services at no additional cost to support students' coursework and help them acclimate to the College environment. The Center has locations at all campuses, including online. Please call 215-968-8044, or visit www.bucks.edu/asc for information, including hours, subjects tutored, scheduling information, and resources.

Qualified professional, faculty, and student tutors, as well as peer mentors, are available to help students in a friendly, welcoming environment. Additionally, the Center houses many resources, including subject-specific handouts, at each location and online. The ASC also offers a variety of workshops in-person and online to help students successfully navigate the college experience. Workshops can be completed individually or grouped to earn digital badges. Visit our website for links and more information.

Please note that all tutoring is supplemental to the classroom and should not take the place of class attendance.

Subjects Tutored

- **Accounting**
- **Admission/Scholarship Essays**
- **AESL**

- **Cinema, Video, and Photography**
- **Computer Science**
- **Economics**
- **Effective Speaking**
- **History**
- **Mathematics**
- **Music**
- **Nursing**
- **Philosophy**
- **Psychology**
- **Reading/Study Skills**
- **Science/Engineering**
- **Sociology**
- **World Languages**
- **Writing**

The Accessibility Office

Our Role

The Accessibility Office (TAO) provides support through reasonable accommodations, advocacy, and consultation to address barriers and foster access and inclusion across programs and services.

TAO is committed to providing equal access to individuals with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, the ADA of 1990 and the ADA amended.

Contact

Location: Rollins Center Building Room 59

(215) 968-8182 | accessibility@bucks.edu
[Accessibility Brochure](#)

Services and appointments are available on all campuses.

Office Hours

Fall and Spring

Monday-Thursday 8:30 am-4:30 pm | Friday 8:30-4:00 pm

Summer

Monday-Friday 8:30-4:30 pm

Registering for Accommodations at Bucks:

To register for accommodations at Bucks:

- **Complete a [Pre-Intake Form](#)**
- **Submit documentation.** Students can upload documentation to the Pre-Intake Form or send it directly to accessibility@bucks.edu from their Bucks email.
- **Set up an Intake Meeting.** Once a Pre-Intake Form is completed, a staff member from our office will be in contact (via your Bucks email) to set up a Zoom intake meeting.

Documentation

Documentation must show a direct link between the diagnosis and the recommendations for support or accommodations needed.

Documentation can be in the form of:

- IEP and RR (Reevaluation Report) dated within five years
- 504 Plan dated within five years
- [Verification Form](#) for a medical diagnosis
- Letter from your medical provider that states your diagnosis and recommendations for support

Procedures and Resources

[For requesting and using Interpreter Services](#)

[How to request alternative format texts](#)

[Audio Recording of Class Lectures](#)

[List of Adaptive Resources](#)

Physical Barriers

To report a physical barrier encountered on campus, please complete a [Barrier To Access Online Form](#). This will assist in identifying any barriers to physical spaces where Bucks County Community College provides services and programming.

Web Accessibility Statement

Bucks County Community College's policy is that all College web content and interfaces will meet applicable federal and state law (including the Americans with Disabilities Act, the Rehabilitation Act, and amendments). To be compliant with the ADA, a person with a disability must be able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

If you have difficulty accessing any part of the website while using adaptive technology, have accessibility suggestions, or need an alternative format for any content, please contact accessibility@bucks.edu or call 215-968-8182.

American English as a Second Language Program

The American English as a Second Language (AESL) Program offers quality courses and services to residents and employers in Bucks County. The program provides students with multi-level AESL courses in grammar, reading, writing, listening, and speaking skills, and with services in advising, assessment, and placement. Credit courses in AESL are listed in the catalog. For further information about credit AESL courses, please call the AESL coordinator at 215-968-8018 or email us at aeslcoordinator@bucks.edu.

For information regarding our non-credit ESL program, please call 215-968-8413 or email us at ESL@bucks.edu. If you are interested in Customized English Language Training for the workplace, please email us at ESL@bucks.edu.

Information for both programs can be found by visiting bucks.edu/el/

Basic Needs

Basic Needs & Community Resources

Addressing the basic needs crisis is a priority for Bucks County Community College. Whether it's food insecurity or homelessness, we know many of our students do not have what they need to meet their higher education goals. Basic Needs refers to the food, stable housing, and wellness security of our students at Bucks County Community College as well as community members. We have created support programs and resources that can assist our students in meeting their basic needs and promoting their academic success.

Basic needs security has been shown to have a direct impact on the mental-emotional-physical health, wellness, academic performance, professional development, and holistic success of our students. Bucks looks to increase accessibility to food, housing, mental wellness along with financial resources.

- [Food Resources](#)
- [Emergency Fund](#)
- [SNAP Resources](#)
- [Housing & Shelter](#)
- [Mental Health & Personal Safety](#)
- [Career Development, Job Listings & Unemployment](#)
- [Transportation](#)
- [Child Care, After School & Youth Programs](#)
- [Veteran and Military Services](#)
- [Preferred Name](#)
- [Technology & Software](#)
- [Coaches On Campus](#)
- [Other Services & Resources](#)
- [Tobacco And Vape-Free](#)

Bookstore

The College Bookstore, located on the second floor next to the library, is a self-service operation for service to students, faculty, and staff. In addition to the required materials for all classes, the Bookstore carries stationery & art supplies, clothing, gift items, textbooks, computers and small electronics. The Bookstore also price matches and has financial aid available for students who qualify!

Refunds, under certain conditions, are allowed. See [policy](#) posted in Bookstore and **KEEP YOUR RECEIPT**.

The Bookstore conducts a used book buy-back at the end of each semester. Watch for dates posted on bulletin boards throughout campus, or advertised on the television monitors.

View the [store hours](#)!

Bucks Collegiate Recovery Program

WHAT IS A COLLEGIATE RECOVERY PROGRAM?

Per the Association of Recovery in Higher Education, a CRP is a supportive environment within an institution of higher education. CRPs reinforce the decision to engage in a lifestyle of recovery from substance use disorder (SUD) and values peer-recovery support services. CRPs often collaborate with on-and off-campus partners. CRPs are NOT treatment or a substitute for treatment.

BENEFITS OF CRPs:

CRPs reduce the recovery and relapse cycle by 15 years while producing educated citizens (Laudet, et. al., 2014).

Students involved in CRPs collectively have a higher average GPA than the general student body (Laudet, et al. 2013; Ashford, et. al., 2018).

INFORMATION FOR STUDENTS:

Bucks County Community College is committed to supporting our students in recovery from substance use disorder, students who have been affected by someone else's SUD and students in need of recovery and mental health resources. The Bucks CRP is peer-support based. Our main goal is to provide students with a network of people and resources to support them in their recovery.

WHAT WE OFFER:

- *Bucks CRP supports ALL RECOVERY PATHWAYS*
- *Drop-in PEER SUPPORT GROUPS across all campuses; scheduling based on student attendance and availability.*
- *Confidential 1:1 meeting with trained, ethical and dedicated CRP staff, by appointment*
- *Access to SUBSTANCE USE DISORDER AND MENTAL HEALTH RESOURCES*
- *Private CRP LOUNGE SPACE*
- *Monthly WELLNESS-themed events*
- *Overdose reversal training*
- *FREE Narcan and Fentanyl Testing Strips*
- *Annual Recovery and Mental Health Resource Fair, open to the public*
- *VOLUNTEER Opportunities*

Overdose Emergency Kits

(OEKs) are located on all Bucks campuses. OEKs make Naloxone (Narcan), the opioid overdose reversal medication, and other lifesaving resources more readily accessible in our community. ***Anyone can access the Naloxone from the OEKs free of charge, no***

questions asked, to use in an overdose emergency OR to take to keep in their first aid kit. The OEK's always remain unlocked.

OEK LOCATION:

Newtown

- Hicks Art Center main entrance, next to the pamphlet holder
- Rollins outside of clubs & organizations office/above newspaper box near elevator
- Gymnasium opposite side from AED
- Library wall by elevator near room 100-A across from entrance facing Grupp
- Grupp wall by 227 across from entrance, next to AED
- Founders wall near stairs by STEM, next to AED

Epstein Campus at Lower Bucks

- In main building next to the fire extinguisher & emergency exit
- CAT near AED by room 013

Upper Bucks

- Next to AED by room 176 in South Building

CRP Resource Lounge

Located in Student Services (Rollins Center 011), the CRP Resource Lounge offers a space for students involved in CRP to do school work, relax, or connect with other CRP students.

CRP Peer Support Group Meetings

Meetings are open to current Bucks students in recovery from substance use disorder and students affected by another person's SUD.

Additional Resources

- [**988 Suicide & Crisis Lifeline**](#) – The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources. Call or text 988 or [**chat online**](#).
- [**Substance Abuse and Mental Health Services Administration \(SAMHSA\)**](#) National Helpline – A confidential, free, 24-hour-a-day, 365-day-a-year, information service that provides treatment referral and information about mental health and drug or alcohol use disorders, prevention, and recovery. Call them at 1-800-662-HELP (4357) or TTY: 1-800-487-4889.

- [**Bucks County Crisis Services**](#) – Call 1-800-499-7455 to reach a crisis center nearest to you.
- [**Department of Drug and Alcohol Programs \(DDAP\)**](#)
- [**Bucks County Drug and Alcohol Commission**](#) – Available to help with any questions, concerns and needed resources. Contact the Approval of Care Department at 215-444-2730.
- [**The Council of Southeast PA/PRO-ACT**](#) – Information, intervention and recovery support line: 1-800-221-6333.

Bucks Online Office

The Bucks Online office administers and maintains the college's Learning Management System, Canvas. It provides Canvas information, training, and assistance to students and faculty in all course modalities (Online, On Campus, Hybrid, Total Zoom, Mixed, Hyflex). The office also maintains and supports a variety of technologies including Concourse, Turnitin, and ProctorU and is dedicated to ensuring faculty and students have the tools, resources and support for an exceptional learning experience.

For support or general questions regarding online learning, contact the Bucks Online Office via phone at 215-968-8052, or email online@bucks.edu.

Career Services

The Office of Career Services offers career planning services and resources for individuals who are undecided about choosing a major, setting occupational goals, planning their careers, or searching for jobs. Several services are available, including:

- Career coaching is available to students and alumni at all three campuses as well as online.
- Meet one-on-one to discuss your personal goals.
- Take a career assessment.
- Find jobs, events and resources on Handshake, for free.
- Access tools and tips for professional development.
- Connect with employers.
- Brush up on interviewing best practices.

Child Care

The Early Learning Center provides a preschool program for the education and care of young children, ages 2-5 years old, of BCCC students, staff, and faculty, and community members. The BCCC ELC participates in the Pennsylvania Keystone Stars early childhood quality assurance system. Current registration dates and enrollment information are available on the [Early Learning Center](#) website.

For information, call the Early Learning Center at 215-968-8082.

Counseling Services

Counseling Services helps students develop skills with goal-setting and decision-making and assists students to meet the challenges associated with their higher education endeavors. Student Planning Counselors assist students with:

- responding effectively when personal issues interfere with academics
- coping with stress and personal problems
- degree completion and transfer planning
- job search strategies
- understanding college policy and procedures
- setting goals
- developing skills for making decisions

While Bucks County Community College counselors do not provide long-term mental health therapy and do not replace outside help when indicated, they are an element in providing student support and ensuring student success.

Evening Services

Student Services provides assistance for students and faculty during the evening instructional periods. Evening Services is located at the Newtown Campus, Rollins 1st Floor, Student Services Center, 215-968-8189.

Below is an example of some of the areas we can assist with:

- Advising and Transfer Services
- Career and Job Assistance
- Counseling
- Room Reservation Conflicts
- Tuition Payments

- Registration Assistance

Fitness Center

The Bucks County Community College Fitness Center offers a well-rounded health model that provides a positive approach to a movement. It is one that encourage members to be an active part of their wellness journey and accepts people where they are in this moment.

The Fitness Center, located outside the Links Pavilion, contains state-of-the-art exercise equipment with aerobic pieces that include treadmills, elliptical trainers, exercise bikes, upper body ergometer, and NU-Step. The center also provides a large selection of strength training equipment that includes seven selectorized pieces, free weights with dumbbells 2.5 lbs. to 75 lbs., three half-squat racks, TRXs, medicine balls, plyo boxes and much more.

The Fitness Center is open to all current students, faculty, and staff of the college. For more information, please call 215-968-8447.

Fitness Center

Food Service

The Newtown campus, Upper Bucks Campus, and Lower Bucks Campus dining service operations are under the direction of private contractors. Each campus offers a variety of hot and cold food options and a dining facility. The food service is open daily with modified hours over breaks and the summer. Vending machines are available throughout each campus for beverages and snacks.

Help Desk

The mission of the Help Desk is to provide assistance to students, faculty and staff in their use of technology tools. The Help Desk is committed to the College community's success with the use of technology on all campuses. For more information call 215-968-8191 or visit www.bucks.edu/helpdesk. Support is also provided to students, faculty and staff at "8191" for on-campus callers, and at 215-968-8191 for outside callers.

The Help Desk provides (1) one-on-one technology assistance, (2) just-in-time training, (3) targeted workshops, and (4) assistance with basic computer skills. Users can expect assistance in the following areas:

- Microsoft and Mac Operating Systems
- Microsoft Office Suite
- Logins and passwords
- Internet browsers
- MyBucks College Portal
- College's WebMail system
- Canvas for online learning
- Workday Student to find courses, register for classes, and check grades

Housing

The college has no on-campus housing facilities and does not supervise or approve student housing. Any agreements concerning rent or conditions of occupancy are made between students and landlords. All housing arrangements must be made by students. The College offers a local housing list guide.

Information Technology Services

Information Technology Services (ITS), is located in Pemberton Hall, and provides the technical planning, installation and support for the College's technology infrastructure, including enterprise and web systems, instructional and administrative desktop and notebook computers, telecommunications equipment and voicemail systems, instructional support equipment, and network equipment and systems.

ITS supports multiple servers, primarily HP Unix and Microsoft Windows. The servers host the College's web page, email, student and administrative systems, web registration and related services, student files and programs, document imaging, library and online course management systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. ITS also supports the Internet connections to the College's Internet Service Provider and to the Public Safety Training Center, Lower Bucks Campus and Upper Bucks Campus, including providing Internet2 services to the College and county school districts.

ITS provides primary desktop support to instructional labs and offices throughout the College. This support includes assistance with the selection, procurement and

deployment of desktop and notebook computers, printers and instructional/audiovisual and video conferencing equipment.

The Enterprise Systems group in ITS is primarily responsible for development, support and training for the College's administrative systems, including student records, applications, registration, assessment test scoring, tuition and billing, grading, schedules, transcripts, degree audits, financial aid, budget, general accounting, accounts payable, accounts receivable, human resources and payroll, and the foundation office's gift and pledge processing. ITS also supports webbased registration, and other online services such as student records, degree audit, test scores, grades, transcripts, class rosters, and schedules, as well as the College web services which include the website and intranet.

KEYS Program (Keystone Education Yields Success)

KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients and Supplemental Nutritional Assistance Program (SNAP) benefits to enroll in Pennsylvania's community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA's community colleges provide a KEYS Facilitator to work with TANF and SNAP students and help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff provide career counseling, tutoring and academic support including help with financial aid, and discuss other supportive services available through the County Assistance Office, as well as assist in connecting the student to other community agencies and College resources.

How to enroll in KEYS: If you are currently enrolled at any of the Bucks County Community College campuses and are receiving TANF cash benefits or SNAP benefits, or if you are receiving TANF cash benefits or SNAP benefits and are not currently enrolled at BCCC, but would like to learn more about the program, contact the BCCC KEYS Facilitator, or your case worker at the County Assistance Office. Bucks County Community College KEYS contact information: Newtown Campus, Charles E. Rollins Center, Student Services Room 18, 215-504-8621.

Learning Resources

Learning Resources provides academic support for students, and professional development and training for faculty and staff members. Resources include Library Services, Bucks Online, Media Lab, Academic Success Center, and Help Desk.

Library Services

The College Library, a recipient of the national Association of College & Research Libraries' Excellence in Academic Libraries Award, provides resources and services on all three campuses and online through [its web pages](#). The Library collection includes over 100,000 books and 150 print periodicals, as well as video and sound recordings. All of these are searchable through the Online Catalog, which also provides direct online access to a growing digital collection of over 10,000 electronic books and more than 30,000 streaming videos. Nearly 25,000 electronic journals, as well as electronic reference materials, newspapers, and art images, are available through the Library's collection of databases, which is available both on and off campus; off-campus access requires user login.

The Library provides information and media literacy instruction in College courses, both face-to-face and online, to guide students in finding, evaluating, and utilizing research resources in their course assignments. Reference assistance is available in person and by telephone, email, chat/instant message, and text. Computers are available in all three campus libraries for research and use of MS Office applications, and Help Desk staff provide on-site and remote assistance with technology. Quiet study areas, group study rooms (Newtown), short-term laptop and calculator checkouts, and student IDs are also provided in the libraries. Visit the [Library website](#) for hours and other information.

Newtown

Reference 215-968-8013
Circulation 215-968-8009

Lower Bucks Campus

267-685-4825

Upper Bucks Campus

215-258-7721

Media Lab

Media Lab staff members support students in carrying out multimedia assignments, providing a workspace, technological tools, and training in 21st Century literacy skills. For example, a member of an INTG class assigned a mashup video project could find the gadgets (video camera, microphone, etc), software (video editing, Glogster, Prezi, etc), and expertise in Media Lab.

Media Lab provides support to faculty in instructional design, new media literacies, and emerging technologies, and assists faculty members in developing assignments with measurable goals and learning outcomes that support multiple learning styles.

Parking Lot Emergency Assistance

Each major campus parking area is equipped with an emergency two-way communication system that allows immediate access to a staff member of the Office of Security and Safety. These emergency radio/phones are housed in white boxes identified by blue lights and large signs. Campus buildings and grounds are patrolled 24 hours a day by a trained staff of officers. Students may also reach Security & Safety by calling 215-968-8911.

Perkins Services

The Carl D. Perkins Vocational and Applied Technology Education Act V of 2018 provides grants to colleges and secondary schools to improve student outcomes in vocational/ technical education. Each year the College, with the assistance of the community-based Perkins Stakeholders, develops and submits a plan to assist students enrolled in occupational degree and certificate programs. Most students enrolled in occupational majors at Bucks County Community College fall into one of the “special populations” or categories as defined in the grant. These categories include students who are economically disadvantaged, disabled, single parents, displaced homemakers, ESL (English as a Second Language), and persons in non-traditional majors.

Services provided through the Perkins V Act include both direct and indirect support such as purchasing and upgrading computer and technical equipment; technology-oriented instructional support and supplies; new program development and implementation; direct tutoring; career development and advising assistance for students; and training and assistance to occupational faculty in upgrading technical skills.

The Perkins Office is located in the Grupp, Room 331. All students enrolled in occupational majors are encouraged to visit the Office, call 215-968-8140, or go to the [Perkins website](#).

Prior Learning Assessment

The Prior Learning Assessment (PLA) Program can help you attain equivalent credit for the college-level learning you have achieved outside the traditional college classroom. PLA can save you time and money because you may not be required to take courses for the material you have already learned. Follow the steps below before registering for classes. Note that equivalent credit is not awarded for experience, but for learning that matches a particular course in your [Bucks Program of Study](#).

Follow these Steps to Get Started

1. Compare your required courses with your prior learning by viewing your [Program of Study](#). To view required courses in your Program of Study, sign into Bucks Self Service, click on the Student Planning tab, and click on "My Progress".
2. Go to [FastPathBucks](#). This will be where you can assess your eligibility. If you are eligible, you will submit your portfolio (\$170.00) or be referred to an alternative method of PLA, such as testing (\$100.00)
3. Complete and submit the [PLA Application](#) with required documentation.

Create Your PLA Plan

The complexity of the PLA process can vary.

Some PLA plans, such as [Challenge by Exam \(CBE\)](#), are straightforward and may not require advising - Feel free to create and pursue your PLA plan by using the resources available on these PLA web pages.

Other situations may be complex or involve multiple assessment methods ([Pathways](#)) - You may benefit by consulting with the PLA Office for advising before creating your PLA plan.

Feel free to contact the PLA Office directly regarding your questions, concerns, and/or PLA plan.

Security and Safety

In an Emergency

If you think someone's life or property is in danger, you should **DIAL 911** immediately. Once emergency services have been alerted, contact College Security & Safety at 215-968-8911 or ext. 8911 from any campus phone.

We have an office staffed by trained officers who patrol campus buildings and grounds on a 24-hour-daily basis provides security and safety to the College community. Security and Safety officers render services that include motor vehicle registration and assistance, traffic control, routine campus-wide safety checks, and emergency assistance, as well as acting as sources for directional and general information.

The Office of Security and Safety is located in Cottage IV and can be contacted by phone at 215-968-8911 or email bc3security@bucks.edu.

Non-Emergency Contact

Security & Safety
215-968-8911 or ext. 8911 from any campus phone

bc3security@bucks.edu

Sign up for Emergency Alerts

Text "Bucks" to 79516 to receive emergency alerts direct to your mobile device.

Request a Walking Escort

If you are walking alone on campus, call 215-968-8911 to request a security & safety escort.

EMERGENCY CLOSING INFO

CAMPUS ALERT SYSTEM

PARKING PERMITS

VEHICLE REGULATIONS

EVENING SHUTTLE SERVICE

SHELTER-IN-PLACE PROTOCOL

ACTIVE SHOOTER PROTOCOL

HEALTH & SAFETY

The **Annual Security Report** required by the College and the University Security Information Act of Pennsylvania and the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" of the Federal Government is **available online**, at the Office of Security and Safety, and at other campus locations.

Additional Resources

- **Active Shooter Response Training Video** (requires student/faculty/staff login)
- **Daily Security log**
- **Handicap Access**
- **Assistive Evacuation Employee Form**
- **Assistive Evacuation Student Form**

Testing Office

This office provides testing services for BCCC students and the Bucks community. The main office is located in Rollins 100, Newtown Campus. Most testing is done on a walk-in basis. Offered services include:

- Placement testing in Reading, Writing, Math, Credit AESL, Non-credit AESL, and chemistry.
- Administration of the CLEP, TEAS, and examinations through the Kryterion Testing Network.
- Course testing for e-Learning and Hybrid classes.

For the most up to date information on testing please visit www.bucks.edu/testing. Testing Services staff can be reached by e-mail through testing@bucks.edu or at 215-968-8466.

Transfer Services

Transfer Planning appointments are available at the Advising & Transfer Center, Rollins 60 at the Newtown Campus and in the Student Services areas of the Upper

Bucks and Lower Bucks campuses. Students planning to transfer should visit www.bucks.edu/transfer or contact 215-968-8031 or transfer@bucks.edu for further information.

Veterans Services

The Certifying Official for veterans' education benefits under the GI Bill® is within the Registrar's Office. Each semester, veteran-students must submit the required documents to the Certifying Official in order to receive their available benefits.

Register for benefits

1. Apply to the Veterans Administration for approval using the [online application](#).
2. Consult the US Department of Veteran Affairs (VA) for determining which benefit is best for you.
3. Register for classes and complete the Veterans Certification form and submit this to the Admissions Office. This form is required each semester for which you register.

Tuition Deferments are available for all veterans receiving benefits under the various chapters of the GI Bill® and who have no outstanding financial obligation to the College. The deferment is effective until the end of the semester; however you are responsible for tuition and fees, if you are denied benefits. Complete information is available on the [Veterans Benefits](#) page.

The GIBill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits is available on the [VA website](#).

The "Stars & Stripes" Lounge, located in the Rollins Center, provides a welcoming space for our veterans to study, relax, or network. View our [Veteran Resources page](#) for more information.

Web Services

Web Services is responsible for developing and maintaining the College's web site and intranet resources.

Academic Procedures

Course Load

A full time course load is 12-18 credits. A part time course load is 1-11 credits. Students wishing to register for more than 18 credits in a semester must obtain approval for the overload from their academic advisor or the Department Dean.

Student Academic Scale

Students enrolled at the College are governed by this student academic scale:

Cumulative Grade Point Average (C.G.P.A.)

CUMULATIVE CREDITS ATTEMPTED	PROBATION	ACADEMIC WARNING	ACCEPTABLE
0-8	-	.00-1.99	2.00
9-16	.00-0.99	1.00-1.99	2.00
17-30	.00-1.59	1.60-1.99	2.00
31-45	.00-1.74	1.75-1.99	2.00
46-	.00-1.84	1.85-1.99	2.00

A student's cumulative grade point average is determined by dividing the number of credits attempted into the quality points. For example:

COURSE	CREDITS	GRADE	QUALITY POINTS
COMP110 English Composition I	3	B	3x3=9
PSYC110 Intro to Psychology	3	C	3x2=6

MATH101 Mathematical Concepts I	3	C	$3 \times 2 = 6$
BIOL101 Biological Science I	4	B+	$4 \times 3.5 = 14$
HLTH103 Life and Health	3	B	$3 \times 3 = 9$
	16		44

Thus, the Cumulative Grade Point Average is $44/16 = 2.75$.

Acceptable: Cumulative grade point average (C.G.P.A.) of 2.00 or greater.

Academic Warning: An indication that students are experiencing academic difficulty and are "at risk" of not successfully completing their academic program. Enrollment restricted to a maximum of 12 billable credit hours for the Fall and Spring semesters and a maximum of 6 billable credits in any summer session.

Academic Probation: A second level warning category. Students falling into this category are in serious academic difficulty and "at risk" of academic dismissal. Enrollment restricted to a maximum of 7 billable credit hours for the Fall and Spring semesters and a maximum of 3 billable credits in any summer session, as well as other conditions as specified by the College. Appeals to enroll above the 7 credit limit will be heard by the Academic Performance Committee. Guidelines denoting acceptable and unacceptable appeals will govern all Academic Probation students.

Students who fall into one of the above categories and who pre-register for an upcoming semester will be restricted according to the conditions stated. Students who improve their academic status may adjust their schedules accordingly.

Academically Dismissed: A student who is on "Academic Probation" for two consecutive semesters and who earns less than a 2.0 semester G.P.A. will be separated from the college for the subsequent (fall or spring) semester. Further, the student will be prohibited from registering for any summer or intersession course while academically dismissed.

Students who have been dismissed must apply for readmission to the college. Permission to register (with attendant conditions) will be determined by the Academic Performance Committee. A formal appeal for reinstatement must be submitted to the Academic Performance Committee in the semester preceding the student's intended re-enrollment. Readmitted students will be designated "Academic Probation" and the conditions described for that category will apply.

A mandatory period of separation of two semesters will be required for students who are "Academically Dismissed" for a second time. If a student is "Academically Dismissed" for a third time, a three year period of separation will be required, at which time the student may be eligible for the "Academic Restart" program.

Credits Attempted: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, F were recorded. If a student repeats a course, the most recent grade will take precedence over the former in determining credits attempted. (See Repeating Courses.)

Credits Earned: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, CX, P were recorded. Credits earned also include credits accepted through CLEP, AP, and other means.

Quality Points: Are determined by multiplying the academic credit hours of a course by the quality point value of the grade received (A=4, B+=3.5, B=3, C+=2.5, C=2, D+=1.5, D=1, F=0).

Final Examinations

Final examinations, for those courses in which instructors require them, are scheduled during the week following the last day of classes. Examination periods are two hours long.

The schedule of final examinations is posted throughout the campus several weeks before the end of classes and instructors giving final examinations in their courses announce in class the day, hour, and place of the examinations.

Students with conflicts in their final examination schedule take one of the examinations during the scheduled hour and arrange in advance with the department office to take the other at another hour. All final examinations are to be completed by the close of the final examination period.

If students must miss a final examination, notice should be given to the instructor or Department office in advance to avoid a failing grade on the examination. The instructor will determine if and when the final examination will be given.

Honors Lists

The academic distinction of students is recognized by placement on either the President's Honor List or the Dean's Honor List.

For the President's Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 4.0. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 4.0.

For the Dean's Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 3.5 or higher with no grade below C. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 3.5 or higher with no grade below C.

A student on the President's Honor List will not be included on the Dean's Honor List.

If a part-time student who has not yet accumulated a unit of twelve semester credits enrolls as a full-time student, he or she is evaluated at the end of the full-time semester. If he or she then returns to part-time status, the accumulation of a new unit of twelve credit hours begins.

Teacher Certification

In Public Schools

Credits earned at Bucks County Community College are not acceptable for the renewal of the Instructional I (provisional) Certificate and conversion to the Instructional II (permanent) Certificate. According to Section 49.84 of the Certification Regulations, credit "must be earned at a State approved baccalaureate degree granting institution."

In Private Kindergartens, Private Nursery Schools, and Private Child Day Care Centers

Assistant teachers may become certified after two years of successful teaching experience and 24 additional credits. This experience must be accomplished through the supervision of a certified director or someone holding a comparable public school certificate. The additional credits must be taken after the issuance of the assistant teacher certificate and be related to early childhood education.

Academic and Student Policies

2. Academic

- [2.1 Full-Time Faculty Appointments](#)
- [2.2 Terms of Appointment](#)
- [2.3 Faculty Office Space](#)
- [2.4 Absences](#)
- [2.5 Faculty Course Scheduling](#)
- [2.6 Course Mileage Reimbursement](#)
- [2.7 Books Ordered for Review for Instructional Use](#)
- [2.8 Valid Grades](#)
- [2.9 Incomplete Grade](#)
- [2.10 Grade Changes](#)
- [2.11 Grade Challenges](#)
- [2.12 Grade Verification & Recording](#)
- [2.13 Interruption of Scheduled Classes for Special Campus Activities](#)
- [2.14 Definition of College Day and Year](#)
- [2.15 Assignment of Those Holding an Appointment to the Faculty](#)
- [2.16 Master Fine Arts Degree](#)
- [2.17 Faculty Emeritus](#)
- [2.18 Program Advisory Committees](#)
- [2.19 Library Materials Selection](#)
- [2.20 Credit Hours](#)

2.8 Valid Grades

These are the valid grades recorded by the College.

GRADE	NUMERICAL	QUALITY POINTS
A Excellent	90-100	4
B+	87-89	3.5
B Good	80-86	3

GRADE	NUMERICAL	QUALITY POINTS
C+	77-79	2.5
C Average	70-76	2
D+	67-69	1.5
D Lowest Passing	60-66	1
F Failure	Below 60	
W Withdrawn		
I Incomplete		
AU Audit		

Advisory Grades

After the third week of each semester, and again at the midpoint of the semester, an S (satisfactory) or U (unsatisfactory) grade is reported to each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

Grades Earned by Retaking Courses

Students may repeat courses in which they earned grades of "D" or "F" to improve these grades. Students wanting to repeat a course in which a "C" or higher grade was earned must petition the Academic Dean of the department in which the course is offered for permission to register for the course.

The grade earned by retaking a course is the grade counted in the cumulative grade point average. The previous grade will continue to be recorded on the transcript, but the semester hour and quality points will not be used in computing the total semester hours or cumulative grade point average.

2.20 Credit Hours

All courses taken for credit at Bucks County Community College that are applied to completion of degree and certificate requirements must conform to applicable federal and state regulations concerning the assignment of credit hours.

Bucks County Community College adheres to the U.S. Department of Education (34 CFR Section 600.2) definition of credit hour as ... an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve hours for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*

Pennsylvania Department of Education regulations state Degree requirements stated (in this section) may be stated in terms of semester credit hours or quarter credit hours, as determined by the institution and conforming to generally accepted academic practices (PA Code §32.21.b), and require that each semester and session shall include no fewer than 750 minutes per credit of instruction. Further, according to PA regulations, *a semester credit hour represents a unit of curricular material that normally can be taught in a minimum of 14 hours of classroom instruction, plus appropriate outside preparation or the equivalent as determined by the faculty (PA Code §31.21.b).*

All semester/credits awarded by Bucks County Community College will conform to the definitions provided above.

Registration, orientation and final examination periods shall be in addition to the periods described above.

The semester credit hour is the basic unit of academic credit. One semester credit is equivalent to one 50-minute hour of faculty instruction time per week for 15 weeks, and a minimum of two hours of out-of-class student work per credit hour per week. Fall and spring semesters run for 15 weeks, which does not include registration, orientation, or final examination periods. Summer, winter session, and modular (accelerated) sessions are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required.

Typical instructional times for a standard (15 week) academic semester are three 50-minute sessions, or two 75-minute sessions, or one 150-minute session. Typical instructional times for summer, winter session, and modular classes are increased, based on number of available weeks, to provide the same number of instructional minutes (i.e. 750 minutes per credit).

Lecture Courses

Credit Hours/Instructional Time/Student Work Time				
CREDITS AWARDED	MINIMUM INSTRUCTIONAL TIME PER WEEK	MINIMUM INSTRUCTIONAL TIME OVER 15 WEEKS	MINIMUM OUT-OF-CLASS STUDENT WORK TIME OVER 15 WEEKS	TOTAL INSTRUCTIONAL TIME AND OUT-OF-CLASS STUDENT WORK TIME OVER 15 WEEKS
1	50 contact minutes	750 contact minutes	1500 minutes	2250 minutes
2	100 contact minutes	1500 contact minutes	3000 minutes	4500 minutes
3	150 contact minutes	2250 contact minutes	4500 minutes	6750 minutes
4	200 contact minutes	3000 contact minutes	6000 minutes	9000 minutes
5	250 contact minutes	3750 contact minutes	7500 minutes	11,250 minutes

Laboratory, Studio and Clinical Classes

These are courses with a focus on experiential learning under the direct supervision of a College faculty member wherein the student performs substantive work in a laboratory, studio, or clinical setting. The courses require at least an equivalent amount of work as required in the U.S. Department of Education definition of credit hour (above). Laboratory, clinical and studio course credit hours are dictated by

requirements of accrediting agencies, course-to-course equivalencies with transfer institutions, and compliance with the Pennsylvania Transfer and Articulation Oversight Committee (TAOC).

Nursing clinical courses follow a formula of 3 contact hours per credit.

Studio art courses follow the formula required by the National Association of Schools of Art and Design (NASAD). All studio art courses meet a minimum of 4.5 hours per week in a 15-week semester.

STEM laboratory class ratios range from 1.3: 1 to 2:1, depending on the course.

Credits are assigned per semester as follows:

CLASS FORMAT	CREDITS/TIME
Lecture/Seminar	1 hour class instruction and 2 hours out-of-class student work time per credit per week
ELearning	1 hour contact instruction and 2 hours out-of-class student work time per credit per week
Nursing clinical	3 contact hours per credit per week
Studio art	4.5 contact hours per week
STEM lab courses	3-4 contact hours and 2-3 lab hours per week

2.10 Grade Changes

No grades will be changed without the consent of the faculty member. A request for a change of grade must be submitted on an official grade change form, which can be obtained on the Bucks website or from the Office of Admissions and Records, and completed according to the procedures established by College Policy.

IV. Procedures

All grade changes must be communicated to the Office of Admissions and Records. The grade change can be:

- completed by the faculty member in the Office of Admissions and Records,
- completed by the faculty member in the Department Office and communicated to the Office of Admissions and Records by the Assistant Academic Dean or the department administrative assistant.

In either case, the grade change must be made via the appropriate form. No grade changes will be accepted through the mail.

2.11 Grade Challenges

The college provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first consult the course faculty member to resolve the matter. If resolution is not achieved, then the Department Dean should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the faculty member of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the college.

No appeal for a change of a grade will be considered after one year has elapsed since the end of the semester or session in which the grade was received.

3. Student

[3.1 Admissions](#)

[3.2 Auditing Credit Courses](#)

[3.3 Shared Programs](#)

[3.4 Course or Curricular Changes by Students](#)

[3.5 Withdrawal](#)

[3.6 Faculty-Initiated Withdrawal](#)

[3.7 Drugs and Alcohol](#)

[3.8 Custodians of Educational Records](#)

[3.9 Student Code of Conduct](#)

[3.10 Student Body Bill of Rights](#)

[3.11 Academic Integrity](#)

[3.12 Academic Standing](#)

[3.13 Academic Restart Program](#)

[3.14 Vendors on Campus](#)

[3.15 Tuition Refund Appeal](#)

[3.16 Class Attendance with College-Sponsored Activities](#)

[3.17 Alternative Proctor Request Deadline](#)

[Policy 3.12 Academic Standing](#)

Students enrolled at the college are governed by the student academic scale that is published in the college catalog and/or other appropriate college publications. Students with a minimum cumulative grade point average of 2.0 are considered to be in academic good standing.

Students who fall below the minimum standard are considered to be AT RISK and are subject to the terms and conditions that are listed in the college catalog and/or other appropriate publications.

[Policy 3.13 Academic Restart Program](#)

[Academic Record Impact](#)

This one-time-only option permits a student to reset the Bucks County Community College grade point average (GPA). Adjustments are made to D/F grades only on the GPA reset transcript. A-C grades are retained on the GPA reset transcript.

Credits awarded through evaluation are not impacted by the restart and include: Transfer, CLEP, Credit for Life-Learning Experience, credit by exam, military experience, advanced placement and corporate training.

[Eligibility](#)

To be eligible for this program the following criteria must be met:

1. The student has not been enrolled at Bucks County Community College for a period of three consecutive years. The effective date of the restart is the semester the student returns to the College after the three-year absence.
2. The student has never been previously granted the Academic Restart option.
3. The restart option cannot be applied to a previously earned degree/certificate.

4. Application for Academic Restart can be made within one year of new start enrollment date or by administrative approval.

Credit Load/Earned Success

Within one year of filing the Academic Restart application and the new start, a student must take a minimum of 7 credits, which is to include either COLL101 or COLL105 and two academic courses. A student may take maximum of 13 credits in their first semester of the new start.

A student must earn a minimum of a 2.0 GPA in coursework taken during the first year of the new start to demonstrate eligibility for Academic Restart.

IV. Procedures

Students interested in an Academic Restart should contact the Student Services Counseling department to review all options prior to completing an application.

The following may approve an Academic Restart application: Counselors, Professional Advisors and Academic Success Coordinators.

Approvers will:

- Note in the student record that the student is pursuing an academic restart.
- Hold the restart application until it is demonstrated that the student has earned the requisite 2.0 GPA in the new start year.
- Verify on the restart application that all steps are completed before sending to the Associate Provost.
- Transcript changes resulting from the Academic Restart will be made after approval by the Associate Provost.

Admissions

The Admissions Office is located on the first floor of Pemberton Hall and can be reached at 215-968-8100.

- [Admissions Policy](#)
- [Applying for Admission](#)
- [High School Enrichment Program](#)
- [Dual Enrollment](#)
- [Accessibility Office](#)
- [International Student Applicants](#)
- [Senior Citizens](#)
- [Residency Verification](#)
- [Advanced Placement](#)
- [Evaluation of Transfer Credits](#)
- [Evaluation of Military Experience](#)
- [Foreign College or University Experience](#)
- [Supplemental External Credits](#)
- [Supplemental Internal Credits](#)
- [Prior Learning Assessment Program](#)
- [Shared Majors](#)

Admissions Policy

Any person may apply for admission to Bucks County Community College. Admission is generally granted to graduates of accredited secondary schools, to recipients of a high school equivalency diploma, and to others who, in the judgment of the college, are likely to benefit from a collegiate experience. Admission to some programs of study is limited by available facilities, the number of faculty, county of residence, or other factors. The college may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college.

Enrollment to the college for the fall and spring semesters is contingent upon completion of the college's placement testing program for new students. Students who have earned postsecondary credentials from a United States institution may be eligible for testing waivers.

For students who are seeking to transfer college credits to Bucks, the following general policies apply:

- A student can obtain no more than 30 transfer credits from all outside sources, including Advanced Placement and Prior Learning Assessment (PLA), for Associate programs.
- A student can obtain no more than half the number of credits required for a given certificate.
- Only grades of "C" or better or grades of 70% by permission of the area dean will be considered for potential transfer credit.
- Courses are considered for transfer credit as they relate to the student's program of study.
- If a student changes his/her major, a new evaluation request must be submitted as above.
- Developmental coursework will not be accepted for transfer credit.
- Proficiency courses (those which produce "pass" or "satisfactory" grades) will not be accepted for transfer credit.
- Courses taken at some institutions without regional accreditation may not be accepted for transfer credit through traditional means but may be reviewed through the Office of Prior Learning Assessment (PLA).
- Credentials earned outside the United States require external evaluation before submitting to Bucks for review and potential transfer.
- Military transcripts are evaluated for potential transferability through PLA.

Applying for Admission

Applicants for admission must submit an official [Application for Admission](#) to the Office of Admissions. Students who are intending to receive financial aid, or who intend to pursue the Nursing (2035) major, must also have an official copy of their high school transcript or an official copy of their GED scores on file in the Office of Admissions. A transcript marked "issued to student," unsealed, or missing the Registrar's signature or school seal, will be marked as unofficial. A transcript is considered final official when a date graduated, for high school, and a degree conferred, for college, is stated.

It is important to note that Placement Testing is mandatory for all students who are planning to enroll at the College. Students must make application to the College prior to Placement Testing.

The results of the Placement Testing have no bearing on a student's acceptance to the College; rather they are used for academic advising and program planning that will help to ensure student success.

Individuals who previously attended another college or university may be eligible for an exemption from Placement Testing. Those applicants must submit a transcript from that institution for review by the Office of Admissions. The transcript can be unofficial for the purpose of testing waivers.

Application Deadline

Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling admissions basis.

Specific Admissions Concerns

Readmission/Reactivation

Students who seek readmission must [reactivate their student records](#).

Applicants with Previous College Experience

Transfer students must have an official copy of their transcripts sent and submit a [Request for Evaluation](#) in order to obtain transfer credits. For purposes of placement testing or prerequisite course waivers, an unofficial copy may be submitted.

Guest students are students currently enrolled at another college or university who wish to take courses at Bucks for transfer back to their primary institution. Such students should be advised by their own institution regarding course selection and transferability and meet any necessary course prerequisites by submitting an unofficial transcript, along with a [Prerequisite waiver requests](#).

Non-degree/Non-certificate seeking students may be exempt from placement testing, unless that testing is a prerequisite for the desired coursework. [Prerequisite waiver requests](#) must be submitted for such courses.

High School Enrichment Program

The High School Enrichment Program allows eligible high school students from Bucks County to enroll in college courses, expanding their educational

opportunities and enabling them to earn college credits before graduating high school.

Unlike Dual Enrollment, where courses are preselected and taught at participating high schools, High School Enrichment gives students the flexibility to choose from a variety of unique courses offered on campus or online. This program empowers students to explore subjects that align with their personal interests or fulfill high school requirements, providing an early introduction to the college experience.

For more information about eligibility, course selection, and how to enroll, visit <https://www.bucks.edu/admissions/high-school-enrichment/>

Dual Enrollment

The College's Dual Enrollment Program offers eligible Bucks County high school students an exciting opportunity to earn college credits before high school graduation. By participating, students can broaden their educational experience, explore unique courses, and fulfill high school requirements simultaneously. These college-level courses are preselected by the high school, ensuring alignment with students' academic needs.

Dual enrollment courses are taught by qualified instructors and are available in two formats: online or on-site at the high school. This program provides students with a seamless transition to college-level learning, helping them build confidence and prepare for future academic success.

To find out if your high school participates in the Dual Enrollment Program, contact your high school guidance counselor. For more details on eligibility, course offerings, and enrollment steps, visit <https://www.bucks.edu/admissions/high-school-dual/>.

International Student Applicant

If you are ready to begin your Bucks application process, here is what we need from you:

The first step will be to secure your student visa, allowing you to enter the United States for educational purposes. To do that, Bucks must process Form I-20, your Certificate of Eligibility for Nonimmigrant Student Status.

In order to process Form I-20 promptly so you can begin the visa process, you will need to provide us with some documents. Be sure to provide original documents, accompanied by an English translation, and send everything together in one mailing, so that your application is complete. Any copies emailed, must be in color and legible.

NEXT STEPS:

- **APPLY TO BUCKS**

Complete the online [International Student Application](#).

- **TAKE THE COLLEGE PLACEMENT TESTS**

The reading, writing and math placement tests are available in person and online. The in person placement tests are conducted at the Newtown Campus. Details will follow after your application has been processed. These are important to determine if you qualify for college-level studies and can be issued an I-20.

- **TRANSFER STUDENT FORM**

If you are transferring from another United States college or university, complete the [F-1 Transfer Student Form](#).

- **SUPPORT AFFIDAVIT FORM**

A notarized [Sponsor Affidavit Form](#) to show that your family or sponsor will be supporting you financially while you are in the United States. If you are financially self-supporting, no affidavit is required.

- **BANK STATEMENT**

A copy of a bank account statement - personal account - confirming that you or your family or sponsor have the necessary funds for the first year of study. Required funds for the academic year are currently \$30,031, which is an estimate of total costs: \$16,231 in tuition and fees*, \$10,500 for living

expenses, and \$3,300 for other expenses, including health insurance, books, and transportation. Please know that these amounts are approximate. Bank statements must be no more than 120 days old (4 months). If you are bringing dependents, please add an extra \$6,000 per dependent.

*Based on 12 credits per semester

- **PASSPORT COPY**

A copy of your passport's photo page. *(Do not send your actual passport!)*

If you are an F-1 Guest student, please use the link below to submit your admissions application.

F-1 GUEST STUDENT APPLICATION

Deadlines for international student applications

WE MUST RECEIVE EVERYTHING BY:

TO START AT BUCKS IN:

June 1st

Fall Semester (August start-December)

November 1st

Spring Semester (January start-May)

For assistance, please email International@bucks.edu

Housing

Bucks County Community College does not have on-campus residence halls. Housing is the responsibility of the student. Please note that the majority of a student's classes may take place at our Newtown Campus, so consider this location in your housing plans.

Medical Insurance

- All international students are required to obtain health insurance. The insurance must include the benefits of "medical evacuation" and

"repatriation." Students can self-select their insurance, which must be obtained prior to the start of any semester.

High School Diplomas and University Transcript Evaluation and Translation

- For academic purposes, you may need to have your educational credentials evaluated.
- Your high school diplomas and/or college transcripts can be evaluated at any of the member agencies listed on the [National Association of Credential Evaluation Services \(NACES\) website](#).

PLEASE NOTE: In order to be considered "official" the translation that is generated must come directly to our college in a sealed envelope from the evaluating agency. Any faxes, photocopies, or documents in opened envelopes are considered "unofficial" and cannot be accepted for transfer credit.

Senior Citizens

Bucks County residents aged 65 and over may enroll tuition-free in credit courses on a space-available basis

To qualify for this waiver students must register during the period designated by the College in its semester registration publication. Tuition is waived but all other applicable fees must be paid at the time of registration. Some courses, like studio art courses and science courses, may have [**additional course fees**](#).

In order to register for courses, senior citizens must have an active Bucks student record by having completed the [**online application**](#).

Summer 2025

Senior Citizen registration begins on Wednesday, May 21 for Summer 2025 courses.

[Summer Course List](#)

Fall 2025

Senior Citizen registration begins on Friday, August 15 for Fall 2025 courses.

How to Register

We offer two registration options for senior citizens:

- Register Online via **Student Planning**
 - Senior citizens can register for courses online, using their **self-service Student Planning** account, beginning on the date listed above for each term. If any assistance is needed to navigate Student Planning, please feel free to contact the Registrar's Office.
- Registration In-Person
 - Senior Citizens looking to register in person may do so, on or after, the date listed above for each term.

NEED FURTHER ASSISTANCE?

Email registrar@bucks.edu or call [215-968-8100](tel:215-968-8100).

Residency Verification

All applicants for admission and enrolled students are legally bound to certify the county and state of their legal residency and are obligated to the College for the established tuition and fees.

Bucks County Community College adheres to the Regulations of the State Board of Education of Pennsylvania, Chapter 35, Community Colleges, which defines residency and domicile. The regulations define domicile as "the place where one intends to and does, in fact, permanently reside." The regulations also state "continuous residence in this Commonwealth for a period of 12 months prior to registration as a student. A student may rebut this presumption by convincing evidence." A copy of the regulations is available in the Office of Enrollment Services. If requested to prove residency or to establish residency in Bucks County, documentary evidence from disinterested persons is required.

Examples of factors which may provide convincing evidence include the following:

- copy of a signed lease or proof purchase of a permanent independent residence

- payment of appropriate State and local taxes
- agreement on company letterhead for permanent employment as a resident of the county

For in-county tuition, a student must provide evidence of permanent residency of Bucks County prior to registration.

Non-US citizens must supply admissions with their immigration documents. Visa holders and those who are not legal residents are subject to the out-of-state tuition.

Ownership of property or a business in Bucks County while not actually residing in the county does not qualify a person to attend the College as a county resident.

A student's residence is determined at the time the student makes application for admission, readmission, or registration. If you are visiting or living with a relative who is not your parent or guardian, you are not considered a legal resident of Bucks County.

The College reserves the right to challenge a student's residence at any time if there is reason to suspect that the student's address is incorrect.

In order for a student to be classified or reclassified as a Bucks County resident for a particular semester, the classification or reclassification must be approved by the Office of Enrollment Services by the end of the third week of classes (or equivalent in condensed terms). Any questions concerning residency should be directed to the Dean of Enrollment Services at esdeansoffice@bucks.edu

[**SUBMIT RESIDENCY VERIFICATION**](#)

Advanced Placement

The College participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). Under this program, the College grants credit and advanced placement to students with completed college-level courses in approved secondary schools with a score of three (3) or better in the Advanced Placement Tests of the CEEB.

Applicants for credit for advanced placement should request the CEEB to send their official test scores electronically to registrar@bucks.edu or in the mail to Registrar's Office, Bucks County Community College, 275 Swamp Road, Newtown PA 18940. Advanced placement credits will be evaluated and applied to a student's record when official scores are received. Questions should be directed to registrar@bucks.edu.

Evaluation of Transfer Credits

To have credits from prior colleges and universities evaluated, students must provide an official transcript to the Registrar's Office. Please note that the official transcript must be sent directly from the issuing institution. Students must indicate "Evaluation" on the College application or submit a [Waiver or Evaluation Form](#) or [via login](#).

Unofficial and/or "student copy" transcripts will not be accepted for credit transfer; however, they can be reviewed for possible assessment testing waivers and/or prerequisite course waivers. Please refer to the [Placement Testing page](#) for acceptable exemptions from placement testing.

Upon receipt of a [Transcript Evaluation Request](#), Bucks County Community College will evaluate parallel work completed at accredited post-secondary institutions for potential transfer credit.

- Students seeking transfer credit should first submit an [Application for Admission to the College](#).
- Next, students must request that an official copy of their transcript(s) be sent from their previous institution(s) to Bucks County Community College. Official transcripts can be mailed to Bucks County Community College, Registrar's Office, 275 Swamp Road, Newtown, PA 18940. If sending your official transcript electronically, please have it sent to waivers@bucks.edu.

Policies related to transfer credits and transcript evaluations:

- A student can obtain no more than 30 transfer credits from *all* outside sources (including [AP Course Credit](#) and [Prior Learning Assessment](#)) for Associate programs.
- A student can obtain no more than half the number of credits required for a given certificate.
- Only grades of "C" or better or grades of 70% by permission of the area dean will be considered for potential transfer credit. Grades of C- and below are not eligible for transfer credit.
- Courses are considered for transfer credit as they relate to the student's program of study.

- Course descriptions are reviewed for course content and in determining equivalency. At times, syllabi and additional consultation with the area academic dean and other support documentation may be necessary.
- If a student changes his/her major, a new evaluation request must be submitted as above.
- Developmental coursework will not be accepted as transfer credits.
- Proficiency courses (those which produce "pass" or "satisfactory" grades) will not be accepted as transfer credits.
- Courses taken at some institutions without regional accreditation may not be accepted for transfer credit through traditional means. Schools that are vocational or technical in nature without regional accreditation are reviewed through the Office of [Prior Learning Assessment](#) (PLA) for potential life experience credit.
- Credentials earned outside the United States require [external evaluation](#) before submitting to Bucks for review and potential transfer.
- [Military credentials](#) are reviewed by PLA.
- Coursework previously determined for equivalencies can be viewed at the [Pennsylvania Transfer and Articulation Center](#) or [CollegeTransfer.Net](#), but all coursework presented will be considered based on the above criteria.
- The Registrar's Office is responsible for consideration of incoming transfer credit. Concerns or questions regarding transfer credits should be directed to the Registrar at registrar@bucks.edu or 215-968-8000 option #1.

For more information about transferring to Bucks County Community College, please read our [FAQs for Transfer Students](#).

For details regarding transferring *out* of Bucks to another institution, please review the [Transfer + Planning](#) webpage, or call 215-968-8031 to make an appointment with a transfer counselor.

Evaluation of Military Experience

The College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. Veterans seeking credit for previous military experience must submit an official copy of their transcript (AARTS or SMART).

The Office of Prior Learning will be notified when the military transcript has been received by the Admissions Office. The Office of Prior Learning will then reach out to the student.

Foreign College or University Experience

Credits will be accepted from a regionally accredited foreign college or university after a course-by-course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions.

Supplemental External Credits

For students who are seeking to transfer college credits to Buck, the following general policies apply:

- A student can obtain no more than 30 transfer credits from all outside sources, including Advanced Placement and PLA, for Associate programs.
- A student can obtain no more than half the number of credits required for a given certificate.
- Only grades of "C" or better or grades of 70% by permission of the area dean will be considered for potential transfer credit.
- Courses are considered for transfer credit as they relate to the student's program of study.
- If a student changes his/her major, a new evaluation request must be submitted as above.
- Developmental coursework will not be accepted for transfer credit.
- Proficiency courses (those which produce "pass" or "satisfactory" grades) will not be accepted for transfer credit.
- Courses taken at some institutions without regional accreditation may not be accepted for transfer credit through traditional means but may be reviewed through the Office of Prior Learning Assessment (PLA).

Supplemental Internal Credits

Internal credits are earned at the College and satisfy the degree requirements of completion of not fewer than thirty semester credit hours at the College. These internal credits may be earned through Portfolio Assessment (LE), Credit by Examination through division examinations (CREX), the College Level Examination Program (CLEP), and the DSST Defense Activity for Non-Traditional Education Support

Program (formerly DANTES). The CLEP and the DSST examinations may also be accepted as external credits by the College.

Prior Learning Assessment Program

Bucks County Community College (Bucks) recognizes that students enter the College from a variety of backgrounds and experiences, some of which may involve college-level learning. The College is committed to providing pathways for students to proceed along smooth transitions without delays, duplication of courses, or loss of credit. As such, the College maintains a [Prior Learning Assessment \(PLA\) Program](#) in order that students will be afforded the assessment methods by which they can document their college-level learning and pursue equivalent credit toward courses in their Program of Study.

Participation

To be eligible to participate in the Prior Learning Assessment (PLA) Program at Bucks students must be in good academic and financial standing with the College, currently enrolled, and actively pursuing classes in a Program of Study that includes requirements for the course(s) they propose to challenge.

There are limitations to the total number of equivalent credits earned through PLA that students can use toward their degree or certificate at Bucks, based upon the College's graduation residency policy. The nontraditional ungraded credits that can be used toward a Bucks degree or certificate include all equivalent credit awarded through PLA (marked as CL, CX, and/or LE on the Bucks transcript where the grade would go) in addition to any Advanced Placement (marked as AP on the Bucks transcript where the grade would go), Military equivalent (marked as ME on the Bucks transcript where the grade would go) and Transfer credit (marked as TR on the Bucks transcript where the grade would go) brought into Bucks.

Equivalent credit awarded via Prior Learning Assessment may not be transferable to a Bachelor's degree program. However, students should check directly with the intended transfer institution to determine transferability and/or the possibility of applying for a similar credit equivalency award process at the transfer school.

Application Process

Students begin the process by going to fastpath.bucks.edu to submit a request. The PLA application is available online, in the Advising and Transfer Office in the Rollins

building on the Newtown campus, and at the Student Services area of each campus location (Newtown, Upper Bucks, Epstein Campus at Lower Bucks). All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan. In order to complete the PLA Application the student should:

- 1) Carefully consider the course requirements for their [**Bucks Program of Study**](#).
- 2) Review the [**Master Course Outline**](#), to understand the course objectives of the course for which PLA is being sought.
- 3) Consider whether their prior learning has included mastery of the course objectives for any specific course(s) in their Bucks Program of Study.
- 4) Identify any course(s) to potentially challenge for equivalent credit.
- 5) Explore, with the PLA advisor if desired, the pathways available to document their prior learning that led to mastery of the course objectives.
- 6) Select the most appropriate pathway(s) or assessment method(s) by which to document the prior learning and indicate this on the PLA Application.

The complexity of the actual PLA process for individual students can vary along a broad spectrum. For example, some PLA plans, such as those for Challenge by Exam, are straightforward and may require little to no advising. In those cases, the student should feel free to use the resources available through the PLA web pages and publications to create and pursue their plan to completion. On the other end of the spectrum, some situations may be complex and even involve multiple assessment processes and the student may benefit by consulting with the Office of Prior Learning Assessment to obtain advice for creating their individualized PLA plan.

All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan.

Pathways – Assessment Methods

The College recognizes the three primary assessment methods by which students can document their college-level learning - examination, evaluation of non-collegiate instruction, and individual assessment.

Challenge by Examination (CBE)

Many Bucks courses are open for Bucks students to challenge by examination. The College recognizes and makes available departmental challenge exams (CREX) along with the standardized exams of CLEP, DSST (formerly known as DANTES) and NYU's

Foreign Language Testing Service. The specific courses and corresponding exams are reviewed annually with updated lists made available on the [Testing Center](#), and [PLA](#) web pages.

Scores at or above the minimum will lead to equivalent credit for the associated Bucks course, but no letter grade will be awarded. If the student does not achieve the minimum score, they must wait at least three months to repeat a CLEP, six months to repeat most CREX exams (except for ADRN111), and 90 days for a DSST exam. Credit awarded from an exam will not replace a grade on the student's Bucks transcript. If a student has previously taken or is currently enrolled in the course for which they wish to take a CREX exam, the student must obtain permission of the Academic Dean for the Department in which the course is taught. The code "CL" will be indicated on the Bucks transcript where the grade would be for credit granted for standardized exams (CLEP, DSST, NYU) or "CX" for CREX exams.

Students should feel free to contact the Office of Prior Learning Assessment directly with any questions and/or concerns regarding challenging courses by examination.

Evaluation of Non-Collegiate Instruction

The evaluation of non-collegiate instruction often results in Credit Recommendations and/or Articulation Agreements that provide students with specified opportunities to pursue equivalent credit. Students who have successfully completed instruction and training programs outside the traditional college classroom may be eligible to pursue equivalent credit via this PLA pathway, which evaluates these programs. Examples of programs that have qualified students for equivalent credit include tech-prep programs at secondary schools; noncredit continuing education programs at Bucks; and various training programs for professional. Summary information about the many Credit Recommendations and Articulation Agreements is maintained on the College's [PLA web pages](#) and in the PLA Office in The Advising and Transfer Center in the Rollins Center at 275 Swamp Road; Newtown, PA 18940.

The College recognizes the American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS, formerly known as PONSI), two national bodies that evaluate non-collegiate instruction and training programs. If the program the student successfully completed has been evaluated by one of these two bodies, the student has the opportunity to challenge a Bucks course(s) based upon their credit recommendations.

Students should feel free to contact the Office of Prior Learning Assessment directly with any questions and/or concerns regarding challenging courses by the evaluation of non-collegiate instruction.

Individual Assessment via Portfolio

The opportunity for individual assessment is provided via the portfolio method at Bucks, by which students challenge a particular course(s) in their program of study. Students must obtain authorization to pursue this method prior to beginning any portfolio preparation.

Contact Information

The College is committed to providing pathways for students to proceed along smooth educational transitions without delays, duplication of courses, or loss of credit. The Prior Learning Assessment (PLA) Program at Bucks provides students with the assessment methods by which they can document the college-level learning they have achieved outside the traditional college classroom and pursue equivalent credit toward courses in their program of study. This allows students to save time and money by not having to take courses for material they have already mastered.

The complexity of the actual PLA process for individual students can vary along a broad spectrum. All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan.

The Office of Prior Learning Assessment
Advising and Transfer Center - Rollins Center, 1st floor
PLA Coordinator: 215-968-8183
Appointments: 215-968-8183
Fax: 215-968-8033
pla@bucks.edu

Shared Majors

Bucks County Community College has agreements with the Community College of Philadelphia, Montgomery County Community College and Delaware County Community College that allows for Bucks students to enroll in an approved Shared Program at the host college's in-county tuition rate.

If you elect to enroll in one of the sponsored programs, you must have authorization from the Registrar's Office. Complete the [Shared Programs Approval Form](#) and return to the Student Accounts Office.

Shared Programs for Bucks Students

Host Community College	Major
Delaware County Community College	<ul style="list-style-type: none"> • Machine Tool Technology • Mechanical Technology • Registered Nurse First Assistant in Surgery Program
Community College of Philadelphia	<ul style="list-style-type: none"> • American Sign Language/Interpreter • Architecture • Automotive Technology • Dental Hygiene • Facilities Management • Respiratory Technology
Montgomery County Community College	<ul style="list-style-type: none"> • Cyber Security Certificate • Dental Hygiene • Interactive Media • Human Services • Game and Simulation Design • Physical Therapist Assistant • Software Engineering Certificate • Sound Recording & Music Technology • Surgical Technology • Theater

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue.

Shared Programs at Bucks

Bucks County Community College is the host college for the following programs

Major	Home Community College
Furniture and Cabinetmaking Certificate	Delaware, Montgomery, Philadelphia
Historic Preservation Certificate	Delaware, Harrisburg Area, Montgomery, Philadelphia
Health Coach Certificate	Montgomery
Neuroscience A.S.	Montgomery
Paralegal/Legal Studies AA and Paralegal Certificate	Montgomery
Sport Management AA	Delaware, Montgomery
Event Planning and Management AA	Delaware, Montgomery
Fine Arts: Fine Woodworking AFA	Delaware, Montgomery, Philadelphia

For more information about Shared Majors, email info@bucks.edu.

Bucks County Community College and Mercer County Community College students can enroll in unique programs that are not offered at their home colleges for in-state tuition rates. For more information visit the [Office of Advising](#).

Alumni Association

Since 1983, the Bucks County Community College Alumni Association has provided leadership and means for the College's alumni to unite in their efforts to support and strengthen the institution. Its mission is to foster lifelong connections, pride, and support among alumni, faculty, and the community. Through engagement, advocacy, and service, we strive to empower our alumni to thrive personally and professionally, while enriching the college experience for current and future students. Together, we celebrate the achievements of our diverse alumni community and cultivate a spirit of excellence, innovation, and philanthropy that reflects the values of Bucks County Community College. The Alumni Association also offers those who graduate with an associate's degree, complete a certificate program, or accumulate a minimum of 30 credits at Bucks the opportunity to apply for a complimentary Alumni badge which allows graduates to take full advantage of the many benefits Bucks offers its alumni.

[Alumni Association](#)

Athletics

Varsity Program

Bucks County Community College is the home of the Centurions and currently offers six (6) non-scholarship (Division 2), varsity sports. Centurion Athletics is a proud member of the United States Collegiate Athletic Association (USCAA) and a founding member of the Eastern States Athletic Conference (ESAC). As members of the USCAA, Centurion varsity sports compete against two year and four-year collegiate varsity programs. Each year, our varsity programs are given opportunities to compete for Conference and National titles. Athletic recruiters love to recruit community college students, and our programs are no exception. Select Centurion student-athletes are recruited by four-year colleges and universities to continue to compete at the collegiate level in various divisions.

Fall Varsity Sports

- Men's Soccer
- Womens Soccer

Winter Varsity Sports

- Men's Basketball
- Womens Basketball

Spring Varsity Sports

- Softball
- Baseball

Club Sport Program

The term Club Sport is used to provide student-athletes with the opportunity to compete with other schools in a variety sports. Bucks club sports are student-organized, student led, and funded sport based organizations that are supported by the Athletic Department. Club Sports opportunities can expand and contract each year. Basic eligibility to participate in a Club Sport, requires the student to be enrolled is a minimum of 6 credits, not on academic probation, and provides a sports physical and proof of insurance. All participants will need to sign our waiver forms and be in good standing with the college.

Fall Club Sports

- Equestrian (Hunt seat)
- Volleyball Men's
- Volleyball Women's
- Tennis
- Golf

Spring Club Sports

- Equestrian (Hunt seat)
- Golf
- Volleyball Men's
- Volleyball Women's
- Ultimate Frisbee

Athletic Department

Administration

Director, Athletics

Matt Cipriano,

Matt.Cipriano@bucks.edu

215-968-8255

Linksz Pavilion 208

Assistant Director, Athletics

Justin Burroughs

Justin.Burroughs@bucks.edu

215-497-8788

Linksz Pavilion 208

Intramural /Outdoor Recreation Program

The Athletic Department opportunities for enrolled students to engage in a variety of competitive and just fun and activities throughout an academic year. Intramurals is about competition against fellow students. There are no formal practices held and most of these intramural events will align teams or individual in a bracket format. Individuals as well as teams or groups may sign up for the activities using the IM Leagues app. The variety of events changes each semester and most leagues and various activities held in the afternoon. Intramural/ Recreation activities are typically scheduled at the Newtown campus due to the facilities however, we can provide intramural and recreation events at our other campuses or off- campus.

Intramural Program: Examples of past leagues are flag football, volleyball, basketball, softball, and tennis, indoor soccer, kickball, dodgeball. Students are encouraged to [sign up for a league or event](#).

Questions for the Athletic Department can be emailed to athletics@bucks.edu.

Facilities

Centurion Athletics is fortunate to have our own facilities on campus. The athletic facilities are located on the Newtown Campus and are shared with the Health Sciences Department, Kinesiology and Sports Management classes. The facilities we traditionally utilize include Gymnasium, Tennis Courts, Archery Field, Soccer Field, Brian Seibert Memorial Baseball Field, and Softball field.

Student Access to Athletic Facilities

The tennis courts are available to students with permission from the athletic office, when no classes or practices are in session.

The Gymnasium is available to all students during open gym hours that are posted outside of the Gymnasium entrance doors. Intramural activities in the gymnasium will be scheduled in.

Campus Regulations

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Weapons

Policy 1.32, Weapons on Campus, prohibits the possession or carrying of any deadly or offensive weapon by any person in College academic buildings, administrative buildings, dining facilities, off-site locations or while attending any sporting, entertainment or education event on College property or sponsored by the College.

Animals on Campus

Bucks County Community College does not permit students, faculty, staff or visitors to bring pets or animals to campus. This includes all parking lots, buildings, classrooms, dining areas, walkways and grassy areas.

Guide dogs are the exception. All requests for additional exceptions should be directed to the Office of Security and Safety.

Buildings and Grounds

Skateboarding, roller blading, ice skating, skiing, sledding and snowmobiling are prohibited on the grounds and in the buildings of all campuses.

Buildings - Hours of Use

College buildings are closed from midnight to 6 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

Children/Visitors

All children under the age of 16 must be accompanied by a student, faculty, or staff member, who will stay with them, in order to utilize College facilities. *Children are not permitted to attend class with a parent or guardian.*

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

Emergency Calls

Emergency telephone calls to students should be made only to the Office of Admissions, Records, and Registration, 215-968-8100. That office will try to contact students in their scheduled classes or, if possible, elsewhere on campus. The content of the emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged and may be refused by Admissions, Records, and Registration.

Lost and Found

If you have lost something, please notify the Office of Security and Safety immediately. A lost and found drop is located at the Student Life Information Center in the Charles E. Rollins Student Center or the Office of Security and Safety, Cottage 4 (Newtown Campus).

Medical Insurance

Since the College does not provide insurance, students who do not have medical coverage/insurance are encouraged to purchase insurance through a medical provider identified by the College. For more information, contact the Student Life Programs Office at 215-968-8257. International students are required to have medical coverage while pursuing their studies at the College and must contact Adult and Multicultural Student Services at 215-968-8107.

Smoking and Vaping on Campus

As of January 1, 2024, the use of all tobacco products, including cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems (ENDS), and vaping devices, will be prohibited within the boundaries of our campus. This includes all Bucks campuses and facilities, both indoor and outdoors, including but not limited to parking lots, sports/recreational areas, and green space.

Telephones

For emergencies, call boxes are in most parking lots at the Newtown Campus, between Grupp and Founders Halls, and the Accessible parking area. These call boxes are free of charge and give direct contact to the Security and Safety office.

Gender Based Misconduct

This policy applies to all students, employees, faculty members, administrators, and trustees of the college, as well as contractors and vendors. Each student, employee, faculty member, administrator, contractor and vendor of the college is personally responsible for ensuring that he/she does not engage in conduct that violates this Policy. Each student, employee, faculty member, administrator, contractor and vendor is responsible for cooperating in any investigation of alleged Gender Based Prohibited Conduct if requested to do so by the person(s) conducting the investigation.

This policy applies to any Gender Based Prohibited Conduct committed (1) on college property; (2) in connection with any college activity or program on or off college property; or (3) off college property when the conduct (a) is in connection with a college or college-recognized program or activity, or (b) may have the effect of creating a hostile environment for a member of the college community, which shall include students, employees, faculty members, and administrators of the College, visitors, and applicants for admission to or employment with the college. Further, if any student or employee engages in any conduct on or off campus that constitutes Improper Gender Based Prohibited Conduct, said student or employee shall be subject to the fullest extent of disciplinary consequences that the college has the lawful power or authority to impose.

General Policy Statement

1. It is the Policy of the Bucks County Community College ("the College") to comply with applicable federal and state law prohibiting sex or gender discrimination, unlawful retaliation, and sexual harassment.
2. It is the Policy of the College to prohibit conduct that constitutes sexually related crimes, including but not limited to rape, indecent aggravated assault, indecent assault, and indecent exposure.
3. It is the policy of the College to provide:
 - a. educational and employment environments for its students, faculty, and staff that are free from unlawful sex and gender discrimination, unlawful sexual harassment and unlawful retaliation;

- b. an educational and employment environment in which no member of the College community is, on the basis of sex or gender, excluded from participation in, denied the benefits of, or subjected to unlawful discrimination, unlawful harassment or unlawful retaliation in any College program or activity.
- 4. The College does not and shall not discriminate against any employee, applicant for employment, student or applicant for admission because of sex, sexual orientation, gender identity or expression. Accordingly, all recruiting, hiring, and promoting for all job classifications and all recruiting and admissions of students will be made without regard to sex, sexual orientation, gender identity or expression.
- 5. The College expressly prohibits Gender Based Prohibited Conduct as defined in this Policy. Gender Based Prohibited Conduct as defined in this Policy will not be tolerated. Individuals—including students, faculty, staff, contractors and vendors, who engage in such Gender Based Prohibited Conduct will be subject to disciplinary action, termination of contracts, or exclusion from the campus or College activities.
- 6. The College shall take immediate and appropriate action once it knows of any act of Gender Based Prohibited Conduct in any of its educational programs and activities.
- 7. The College will act on any complaint of Gender Based Prohibited Conduct in order to investigate and to resolve such complaints promptly and effectively.
- 8. It is the policy of the College to
 - a. provide educational, preventative and training programs regarding this policy and Gender Based Prohibited Conduct;
 - b. to encourage reporting of violations or alleged violations of this Policy;
 - c. to prevent incidents of Gender Based Prohibited Conduct from denying or limiting an individual's ability to participate in or benefit from the College's programs;
 - d. to make available timely services for those who have been affected by Gender Based Prohibited Conduct; and
 - e. to provide prompt and effective methods of investigation and resolution to stop Gender Based Prohibited Conduct, remedy any harm, and prevent its recurrence.
- 9. No one may retaliate against anyone who has engaged in protected activity as defined in this Policy or applicable law.
- 10. Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the College's educational mission. This Policy does not preclude application or enforcement of other College policies.

11. If two or more interpretations can be given to any provision of this Policy, the College intends that only such an interpretation that is lawful is intended.

Definitions

SEX OR GENDER DISCRIMINATION

Unlawful sex or gender discrimination shall be defined for purposes of this Policy in the same manner as it is defined in applicable law. By way of example, sex or gender discrimination, including sexual harassment, is conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group's employment or education on account of sex. Sex discrimination can be manifested by unequal access to educational programs and activities on the basis of sex, unequal treatment on the basis of sex in the course of conducting those programs and activities, or, the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

SEXUAL HARASSMENT

Sexual harassment shall be defined for purposes of this Policy in the same manner as it is defined in applicable law. By way of example, sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent and/or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the College's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

SEXUAL VIOLENCE

Sexual violence is a physical sexual act conducted either against a person's will or where a person is incapable of giving consent, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion.

SEXUAL MISCONDUCT

Sexual Misconduct is a broad term encompassing any sexual behavior that violates any criminal statute, College policies and/or the Student Code of Conduct and includes any conduct that is sexually exploitive or degrading, retaliatory and/or abusive with the intent or result of compromising the well-being of another person, including domestic violence, dating violence, and stalking.

SEXUAL EXPLOITATION

Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant. Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge and consent;
- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- "Peeping Tom" or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person's advance knowledge or consent.

STALKING

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

UNWELCOME CONDUCT

Sexually related conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types

of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.

GENDER-BASED HARASSMENT

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

PROTECTED ACTIVITY

The following acts are protected under this Policy: (1) those acts that are protected under any applicable law; (2) making a complaint under this Policy or under law to any governmental entity or court alleging a violation of this Policy or applicable law; or (3) participating in an investigation, hearing or inquiry under applicable law or this Policy.

UNLAWFUL RETALIATION

Unlawful retaliation is defined as attempts or acts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent

participation in College proceedings under this Policy. Unlawful retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a Respondent or Complainant, and may be committed against the Complainant, Respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct.

INTIMATE PARTNER VIOLENCE

Intimate partner violence is also sometimes known as dating violence, domestic violence, or relationship violence. The College recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse.

CONSENT

Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following is intended to further clarify the meaning of consent:

- Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. In addition, a person is incapable of giving consent if he/she is incapacitated.

COERCION

Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places an individual in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

INCAPACITATION

Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

GENDER BASED PROHIBITED CONDUCT

Gender Based Prohibited Conduct means any one or more of the following types of conduct: (1) Unlawful Sex or Gender Discrimination; (2) unlawful sexual harassment; (3) sexual related crimes; (4) sexual misconduct as defined in this Policy; (5) sexual exploitation as defined in this Policy; (6) stalking as defined in this Policy; (7) unwelcome conduct as defined in this Policy; (8) gender based harassment as defined in this policy; (9) intimate partner violence as defined in this Policy; (10) coercion as defined in this policy; and (11) unlawful retaliation as defined in this policy.

Complaint Procedure

The College encourages students, faculty, staff, and visitors to promptly report incidents of Gender Based Prohibited Conduct. All complaints of Gender Based Prohibited Conduct must be brought to the immediate attention of the Title IX Coordinator who may be reached at title9@bucks.edu or by phone at 215-504-8649. In cases of emergency, contact the Office of Security and Safety, located in Cottage 4 on the Newtown Campus, or by phone at 215-968-8911.

Any person who receives a complaint of Gender Based Prohibited Conduct from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to Gender Based Prohibited Conduct must report the incident promptly to the Title IX Coordinator.

Any person may file a formal complaint alleging a violation of the Policy. A complaint of Gender Based Prohibited Conduct should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent. A formal complaint must be in writing and signed and dated by a Complainant, witness or a third party filing on behalf of a potential Complainant (Reporter). It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged Gender Based Prohibited Conduct, including the date and place of such incident(s). Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable. Complaints will be accepted and acted upon even if this information is not included. The College will provide victims with written information regarding their rights as well as related policy and procedures for handling cases involving gender-based misconduct.

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the

filing of a complaint. Further, the College's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the College.

The Title IX Coordinator or designee will conduct a prompt and appropriate investigation into any allegation of sex discrimination, sexual harassment or sexual violence or retaliation, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The College reserves the right to retain an outside investigator(s) or legal counsel to investigate complaints regarding violations of this policy.

When reviewing a complaint, the standard of review utilized by the Title IX coordinator shall be that of a preponderance of the evidence (i.e., whether the conduct complained of is more likely than not to have occurred.)

The Title IX Coordinator or designee may allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint also is being investigated by another agency or law enforcement unless the Title IX Coordinator's investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by law enforcement, the College will implement interim steps to protect the victim's safety.

Upon completion of the investigation, any case of Gender Based Prohibited Conduct will be referred to the appropriate administrator for applicable proceedings consistent with the College's relevant workplace conduct policies or Collective Bargaining agreements, or the College's Student Code of Conduct, including all applicable appeal processes. In cases of allegations of sexual harassment or sexual violence between students, a judicial hearing consistent with the Student Code of Conduct will be conducted following the conclusion of any investigation into the matter.

If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the inappropriate conduct and prevent its recurrence, and address its effects by taking appropriate action, which may, depending upon the circumstances, include but not be limited to a change in class or work schedules or assignments, mandatory training or suspension, imposing restrictions on contact between parties, providing safe on-campus transportation and/or a security escort to and from classes, to a car or public transportation; leaves of absence, increased security or monitoring of certain areas of the campus and disciplinary measures such as reprimand, loss of privilege, expulsion and/or immediate termination.

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be advised of the results of the investigation simultaneously, in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

INTERIM MEASURES TO PROTECT SAFETY AND WELL-BEING

Following a report of sexual assault, sexual harassment or other sexual misconduct, the College will provide interim support and reasonable protection against further acts of misconduct, harassment, or retaliation as needed, as well as provide services and resources to provide a safe educational and employment environment.

The College will determine the necessity and scope of any interim measures pending the completion of the complaint process. Even when a Complainant or Respondent does not specifically request that protective action be taken, the College may still choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community, or the integrity of the review process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take prompt responsive action to enforce a previously implemented interim measure.

Depending on the facts and circumstances of the specific complaint, the Title IX Coordinator or designee will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility;
2. The police department and campus public safety;
3. The Student Support Referral Team (SSRT); or
4. The Employee Assistance Program (EAP).

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of Gender Based Prohibited Conduct. Accordingly, interim measures such as a temporary suspension or leave of absence, may be implemented pending a hearing on the matter.

In cases of sexual violence, the Title IX Coordinator will inform the complaining victim of the right to file a criminal complaint with applicable law enforcement authorities and shall make known and available to the complaining victim information related to available support services and medical and counseling resources as applicable.

A Complainant who wishes to pursue a criminal complaint is encouraged to make a report to local law enforcement. The Office of Security and Safety, at the request of the victim, will assist with this reporting. Local law enforcement will determine if a criminal investigation will occur and if the case will be referred for prosecution. Unless there are compelling circumstances, the College will typically not file an independent police report without the consent of the Complainant.

CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as reasonably possible without compromising the thoroughness and fairness of the investigation. It is important to understand that, while the College will treat information it has received with appropriate sensitivity, College personnel may nonetheless need to share certain information with those at the College responsible for stopping or preventing Gender Based Prohibited Conduct. For example, College officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the Title IX Coordinator about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the College can track incidents and identify patterns; and that, where appropriate, the College can take steps to protect the College community. This reporting by College officers will not necessarily result in a complaint; rather, the Title IX Coordinator will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the College who, in the judgment of the Title IX Coordinator, have a need to know.

In addition, under some circumstances, to conduct a thorough investigation, investigator(s) may need to discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask College officers for information about such resources, which may be available both at the College and elsewhere. College officers are available to discuss these other resources and to assist individuals in making an informed decision.

RETALIATION

Retaliation against any individual for making a complaint of a violation or alleged violation of this Policy will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination or expulsion.

VIOLATIONS OF OTHER RULES

The College encourages the reporting of all concerns regarding Gender Based Prohibited Conduct. Sometimes individuals are hesitant to report instances of sexual or gender-based discrimination or harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the College has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

ADVICE AND ASSISTANCE

Any member of the College community who believes that he or she has been the victim of Gender Based Prohibited Conduct may also contact the following individuals to obtain information on initiating either informal or formal procedures to resolve a complaint.

- All College Counselors are available to provide information and counseling, on a confidential basis, concerning incidents of Gender Based Prohibited Conduct.
- Complaints that a College employee has engaged in Gender Based Prohibited Conduct may be brought to the alleged offender's administrative supervisor.
- Complaints that a student has engaged in Gender Based Prohibited Conduct may be reported to the Director for Student Life Programs or Vice President for Student Affairs.

Resources

A variety of resources are available at the College and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence. They are:

ON-CAMPUS EMERGENCY

Office of Security and Safety (215-968-8911)

MEDICAL TREATMENT

Newtown

St. Mary's Hospital (215-710-2000)
1201 Langhorne-Newtown Road
Langhorne, PA 19047

Perkasie

Grandview Hospital (215-453-4000)
700 Lawn Avenue
Sellersville, PA 18960

Lower Bucks

Lower Bucks Hospital (215-785-9200)
501 Bath Road
Bristol, PA 19007
Aria Health (215-949-5180)
380 Oxford Valley Road
Langhorne, PA 19047

EMOTIONAL SUPPORT

Newtown Campus: Student Services Center

Charles E. Rollins Center, 215-968-8189

Upper Bucks Campus: Student Services Center

215-968-8189

Lower Bucks Campus: Student Services Center

215-968-8189

Network of Victim Assistance (NOVA)

1-800-675-6900, Website: novabucks.org

LAW ENFORCEMENT INFORMATION

Police Emergencies - 911

Newtown Township Police

100 Municipal Drive, Newtown, PA
215-579-1000

Pennridge Regional Police

1027 Ridge Road, Sellersville, PA
215-257-5104

Bristol Township Police

2501 Bath Road, Bristol, PA
215-785-4040

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination, may file a formal complaint with government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using the College's complaint process does not prohibit an employee or student from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")

801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
(800) 669-4000

Pennsylvania Human Relations Commission ("PHRC")

Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 TTY users only

U.S. Department of Education Office of Civil Rights

Office for Civil Rights Philadelphia Office

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: (215) 656-8541

Facsimile: (215) 656-8605

Email: OCR.Philadelphia@ed.gov

Continuing Education & Workforce Development

Professional and Workforce Development Programs

These programs assist students in acquiring new skills and/or enhancing their existing knowledge in a variety of career areas.

Career + Professional Development

In addition to providing professional development programs that can increase competencies in a variety of skill areas, Continuing Education and Workforce Development offers specific programming to assist individuals in maintaining their professional credentials:

- Bookkeeping Certificate
- Child Development Associates
- Commercial Driver's License
- Enrolled Agent
- Esthetics Program
- Floral Design
- Foundations of Technical Writing
- Human Resources Certificate
- Locomotive Conductor Engineer
- Nonprofit Management
- Notary Training
- Project Management
- Registered Behavior Technician
- ServSafe

[Business & Career](#)

Center for Workforce Development

Our Center for Workforce Development and the NEW \$9.9 million dollar Center for Advanced Technologies is designed to help students find their next career and expand the workforce in our surrounding areas. Programs are designed with a goal of helping students ascertain their career aspirations quickly by removing the economic barriers associated with getting a degree or certificate. All training schedules are

condensed, and many are free to those who qualify. Gain the in-demand skills necessary at Bucks to start lucrative life-long careers.

Start building your dreams after attending any of the following programs:

- [**Building and Construction Pre-Apprenticeship**](#)
- [**Electrical Training**](#)
- [**Entrepreneurship@Bucks**](#)
- [**Industrial Maintenance Pre-Apprenticeship**](#)
- [**Locomotive Engineer + Conductor**](#)
- [**Metalwork Pre-Apprenticeship**](#)
- [**Welding**](#)

For more information about programs being offered through the Center for Advanced Technologies please contact [**workforce@bucks.edu**](mailto:workforce@bucks.edu)

[Workforce Development](#)
[Center for Advanced Technologies](#)

Allied Health Programs

Continuing Education for Nursing and Allied Health is responsive to the needs of the healthcare community for career training, enhancement, and advancement. Our course offerings provide quality educational opportunities for a variety of practice specialties for those who wish to continue their professional and personal development. Programs with an asterisk (*) also prepare individuals for industry standard certification of state licensure examinations. Programs include:

- CPR & First Aid*
- Continuing Education for Nurses
- Dental Assistant*
- Dental Assistant for Non-Native English Speakers*
- Nursing Review & Reentry
- Pharmacy Technician*
- Pharmacy Technician for Non-Native English Speakers*

[Continuing Healthcare Education \(Non-Credit\)](#)

Information Technology Academy

The IT Academy provides the community with cutting edge, career focused training that prepares our diverse student population for vendor and vendor neutral certifications in an increasingly technology oriented society. Certified instructors focus on practical, hands-on applications throughout all courses and programs. The IT Academy promotes career awareness, skill development, and workplace experiences within the Information Technology field. Programs with an asterisk (*) also prepare individuals for industry standard certifications. Programs include:

- Computer Fundamentals
 - Introduction to Personal Computers
 - Introduction to MAC OS X
 - Introduction to SQL
 - Microsoft Windows 7 & Windows 8*
 - Microsoft Server Fundamentals*
 - Microsoft Networking Fundamentals*
 - Microsoft Security Fundamentals*
 - Microsoft Database Fundamentals*
 - Microsoft Office 2010 (Excel, Word, Access, PowerPoint, Outlook)
 - Microsoft Project 2010
- CompTIA
 - A+ Certification*
 - Net+ Certification*
 - Linux+ Certification*
 - Security+ Certification*
- Web Design and Development
 - HTML, XHTML & CSS
 - Java Scripting
 - PHP/MySQL
 - Adobe Dreamweaver, Illustrator, Photoshop, Flash, InDesign, Lightroom
- Microsoft
 - Visual Studio 2010 .NET
 - Microsoft Windows Server 2008 R2 Certification*
 - Microsoft SQL Server 2008 Database Administration*
 - Microsoft SQL Server 2008 Business Intelligence Developer*
 - Microsoft Exchange Server 2010, Design and Implementation*

- Microsoft SharePoint Server 2010 Certification*
- Google Android Programming, Google AppEngine, Google Cloud
- Cisco CCNA Certification*
- Cisco CCNA Security*
- Cisco CCSP Security*
- Oracle Database Administration*
- VMware Server & Workstation Certification*
- Healthcare
 - CompTIA Healthcare IT Technician Certificate
 - Introduction to Healthcare IT and Medical Office Applications
 - Healthcare Technology Implementation Support Specialist
- Authorized Testing Center
 - Prometric Testing Center
 - Pearson VUE Testing Center
 - Certiport Testing Center
- Memberships
 - Microsoft IT Academy
 - Cisco Networking Academy
 - CompTIA Member

Information Technology

Fire and Emergency Services Training

The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety Training staff provides international, national, and state-level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations.

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines.)

- 215-340-8417 or 1-888-BUCKS 77

[Fire + Public Safety](#)

Online Learning

Continuing Education online courses provide the opportunity for students to continue their education by choosing from a variety of online courses in the following areas:

- Computers Applications & Information Technology
- Language
- Teacher Professional Develop (Act 48 Approved programs)
- Test Prep
- Career Training Programs

We also offer online certification and license testing, workplace assessments, and educational and career guidance.

Non-credit American English as a Second Language

Non-credit AESL courses are designed for beginning through advanced English language learners who are not pursuing a degree at this time.

- Non-credit ESL courses are a lower-cost alternative to credit courses. Our skills classes are \$395 for 52 hours of instruction. Our writing and conversation classes are \$279 for 32 hours of instruction. Our pronunciation class is \$199 for 17.5 hours of instruction. Non-credit courses do not qualify for financial aid through our college.
- To learn more, view information about [non-credit ESL courses](#), or contact our ESL office at 215-504-8581 or esl@bucks.edu.

Practical Nursing Program

The Practical Nursing program is approved by the Commonwealth of Pennsylvania State Board of Nursing. For information on this program, please email pnursing@bucks.edu
[Practical Nursing](#)

Nurse Aide Training Program

The Nurse Aide Training Program is an intensive, 120-hour course consisting of classroom instruction, skills lab experience, and hands-on training at a clinical site. Upon successful completion, students will be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination to enroll in the Pennsylvania Nurse Aide Registry. For more information please email nurseaide@bucks.edu
[Nurse Aide](#)

Cultural Programs

Each year the Cultural Programs Office presents a variety of musical and theatrical programs of the highest quality aimed at providing the entire family with opportunities for cultural enrichment. Other College organizations sponsor concerts, art exhibits, poetry readings, music and theatre programs, as well as film and lecture series for both students and the public. For a complete brochure listing these events, call 215-968-8087.

Personal Growth and Enrichment

Opportunities for personal growth are offered in art, cooking, culture, fitness, health, language, English as a Second Language, and more. In the summer, the Kids on Campus program for children provides a variety of enriching experiences, which are both fun and challenging. Additionally, enrichment programs for seniors are available both on and off-campus at many retirement communities. For complete information, on our programs, call the Office of Continuing Education at 215-968-8409.

[Personal Enrichment](#)

Corporate College & Customized Training Department

The **Corporate College & Customized Training Department** at Bucks County Community College provides highly effective training & educational programming, coaching, and consulting services, which address the needs of our client businesses and organizations. This team creates lasting partnerships between the college and employers because we learn their business and understand the challenges to accomplishing their goals. Our instructors are subject matter experts - who have also held leadership roles in various industries as well – and they understand the reality and hurdles to success and growth. This knowledge informs our customized training and other service solutions which deliver robust performance improvement. We work with individual employees, work groups and even enterprise-wide to achieve these results, much to the delight of our customers. Training can be delivered onsite at your organization, online, or at any of the College's facilities.

A sampling of the hundreds of topics that have proven highly valuable for our clients:

Leadership and Supervision

- Problem Solving/Decision Making
- Performance Management
- Communications
- Teamwork
- Conflict Management
- Presentation Skills
- Meeting Management
- Time Management

Communications

- Teambuilding
- Customer Service
- Interpersonal Communications
- Multicultural Communications

Business Skills

- Sales Expertise
- Effective Presentations
- Business Math
- Business Writing

IT Skills

- Networking
- Business Intelligence
- IT Security
- Database Administration

Continuous Improvement

- Lean Six Sigma Certifications
- 5S
- Kaizen
- Project Management

Design and Information Technology

- AutoCAD®/Solidworks
- Programming
- Networking
- Web Design

Desktop Applications

- MS Office (Word; Excel; PowerPoint; Outlook; Access)
- MS Project

Industrial skills

- Mechatronics/Mechanical Maintenance
- PLC
- AC/DC Electricity
- Basic Hydraulics
- GD&T
- Metrics and Measurement
- Blueprint Reading
- Technical Math

Language

- English Language Training for in the Workplace
- Command Spanish in the Workplace

Safety

- OSHA Compliance
- Industrial Safety
- Forklift Safety
- Hazard Awareness
- CPR/AED
- SERVSAFE® - Basic Sanitation and Food Safety

[Corporate College & Customized Training](#)

Courses Open to Challenge by Examination

Arts & Communication

Hicks Art Center 125, Newtown Campus · 215-968-8425

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
MUSC111	CREX	70	6
MUSC112	CREX	70	6
MUSC211	CREX	70	6
MUSC212	CREX	70	6
VAFA100	CREX	80	3
VAFA192	DSST - Art of the Western World	48	3
VAMM100	CREX	70	3

*Voice, Guitar Piano and Percussion are excluded from this CREX option. Students must have their repertoire vetted 15 weeks prior to the scheduled School of Music jury dates at the end of the Fall and Spring semesters. Please contact pla@bucks.edu.

Business, Innovation, and Legal Studies

Grupp Hall 401, Newtown Campus · 215-968-8227

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
ACCT105	CLEP - Financial Accounting	50	4
MGMT100	DSST - Introduction to Business	46	3
MGMT120	DSST - Business Mathematics	48	3

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
MGMT130	CLEP - Introductory Business Law	50	3
MGMT140	DSST - Principles of Supervision	46	3
MGMT200	DSST - Organizational Behavior	48	3
MGMT230	CLEP - Principles of Management	50	3
MGMT250	DSST - Human Resource Management	46	3
MKTG215	CLEP - Principles of Marketing	50	3
OADM140	CREX	70	3

Health Sciences

Founders Hall 112, Newtown Campus · 215-968-8353

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
HLTH103	CREX	80	3
HLTH120/120N	CREX	80	3
MEDA120	CREX	70	3
NURS120	CREX	80	1

Language & Literature

Grupp Hall 105, Newtown Campus · 215-968-8150

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
AMSL110	CREX	70	3
COMP110	CLEP - College Composition	50	3
COMP111	CLEP - Analyzing and Interpreting Literature <i>Only open to Nursing students in lieu of transferring in a successfully completed comparable Composition II course from a regionally accredited college or university.</i>	50	3
COMP114	DSST - Technical Writing	46	3
FREN110/111	CLEP - French Language, Level 1	50	6
FREN201/202	CLEP - French Language, Level 2	59	6 (plus 6 for FREN110/111)
GRMN110/111	CLEP - German Language, Level 1	50	6
GRMN201/202	CLEP - German Language, Level 2	60	6 (plus 6 for GRMN110/111)
LITR205	CLEP - English Literature	50	3
LITR206	CLEP - English Literature	65	3 (plus 3 for LITR205)
LITR231	CLEP - American Literature	50	3
LITR232	CLEP - American Literature	65	3 (plus 3 for LITR231)
SPAN110/111	CLEP - Spanish Language, Level 1	50	6

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
SPAN201/202	CLEP - Spanish Language, Level 2	63	6 (plus 6 for SPAN110/111)

Science, Technology, Engineering and Mathematics (STEM)

Founders Hall 110 · 215-968-8305

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
CISC100	CREX	70	3
CISC110	CLEP - Information Systems and Computer Applications	50	3
CISC110	CREX	70	3
CISC113	CREX	70	3
CISC128	CREX	70	4
CISC143	CREX	70	4
MATH101	CLEP - College Mathematics	50	3
MATH115	CREX	70	3
MATH115	DSST - Principles of Statistics	48	3
MATH120	CLEP - College Algebra	50	4
MATH125	CLEP - Precalculus	50	4
MATH140	CLEP - Calculus	50	4
MATH141	CLEP - Calculus	65	4 (plus 4 for MATH140)

Social & Behavioral Sciences

Grupp Hall 301, Newtown Campus · 215-968-8270

BUCKS COURSE	EXAM	MINIMUM SCORE	CREDITS
CRIJ100	DSST - Criminal Justice	49	3
CRIJ250	DSST - Introduction to Law Enforcement	45	3
ECON111	CLEP - Principles of Macroeconomics	50	3
ECON112	CLEP - Principles of Microeconomics	50	3
HIST111	CLEP - Western Civilization I: Ancient Near East to 1648	50	3
HIST112	CLEP - Western Civilization II: 1648 to the Present	50	3
HIST151	CLEP - U.S. History: Young America	50	3
HIST152	CLEP - U.S. History: Modern America	50	3
POLI111	CLEP - American Government	50	3
PSYC110	CLEP - Introductory Psychology	50	3
PSYC180	CLEP - Human Growth and Development	50	3
PSYC190	CLEP - Introduction to Educational Psychology	50	3
SOCI110	CLEP - Introductory Sociology	50	3

Financial Aid

- [Dean's High School Academic Scholarship](#)
- [Application Deadlines](#)
- [Application Forms](#)
- [Eligibility](#)
- [Withdrawal From the College](#)
- [Payment of Financial Aid Awards](#)
- [Change in Financial Circumstances](#)
- [Reapplication for Financial Aid](#)
- [Job Location Program](#)
- [Bucks Financial Aid Programs](#)
- [Other Financial Aid Programs](#)

Financial aid is any grant, scholarship, loan or employment opportunity with the express purpose of helping a student meet educationally-related expenses while attending college. During the 2023-2024 academic year, approximately 2,655 students received some form of financial aid. The total amount of financial aid received by these students exceeded \$14.7 million.

Financial Aid Office

The Financial Aid Office is located on the first floor of the Links Pavilion. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Financial Aid TV

[Financial Aid TV \(FATV\)](#) provides current and prospective students and families with instant 24/7 access to short videos that discuss important financial aid topics such as:

- Applying for financial aid
- Financial aid eligibility
- Types of financial aid (e.g. grants and loans)
- Financial literacy
- Satisfactory Academic Progress
- State of Pennsylvania Financial Aid Program

Dean's Academic Scholarships

The President's Office established the Dean's High School Academic Scholarship for all newly registered students graduated or will be graduating from a Bucks County High School: one-year full tuition scholarship (at in-county rate) if all criteria is met.

This scholarship is open to all students who, at the time of application, meet the following requirements:

- Intend to enroll as a full-time student with 12 credits or more for the full academic year (Fall and Spring)
- Possess a high school cumulative gpa of 3.0 or higher
- Bucks County resident
- Demonstrate financial need as determined by the student's [Free Application for Federal Student Aid](#) (FAFSA) and the Financial Aid office.
- Submit a letter of recommendation
- Submit a high school transcript.

Find the full list of criteria and deadline information on [ScholarshipUniverse](#).

Application Deadlines

Financial aid applications are accepted year-round, with preference given to applications received by May 1 for students entering in the Fall semester and by November 1 for new students entering for the Spring semester.

Applications received after these dates will be considered late applications and will be reviewed after all on-time applications have received consideration. Late awards are dependent on available funds.

If you apply by the above dates, properly complete the application, and we need no additional information or verification, you will be notified of your eligibility status prior to the start of the semester(s). If verification is required, additional information may be requested including a verification form and tax returns. The student must comply with verification requirements before any financial aid is processed. If corrections are required as a result of verification, the Financial Aid Office can make changes to a student's federal record electronically. If changes are made electronically, the Financial Aid Office will receive the corrected electronic ISIR.

Application Forms

Students applying for financial aid must complete:

- A Free Application for Federal Student Aid (FAFSA). Bucks County Community College's federal school code is 003239.

In addition to the FAFSA form all students interested in obtaining a Federal Direct Loan, must complete:

- A Master Promissory Note (MPN)
- A Loan Entrance Counseling Session
- An Annual Loan Notification Form

Parents wishing to borrow a PLUS loan, must complete:

- PLUS Master Promissory Note
- Credit Application
- PLUS Loan Request Form
- Entrance Counseling is required for PLUS borrowers with adverse credit; it is recommended for all to complete.

The PA State Grant Program may request additional information from any student who would like to be considered for a PA State Grant.

Eligibility

Eligible students are notified by mail. Most awards are made during the months of May, June, July, and August for students entering for the Fall semester, and November and December for students entering for the Spring semester. Eligible students receive a Financial Aid Award Letter, outlining awards being offered, and terms and conditions of the awards. Most awards are based upon financial need, and eligible students generally are awarded a combination of types of awards, referred to as a "financial aid package." This "package" is usually a combination of grant/scholarship, loan, and work-study opportunities. You may also view your financial aid package in [Workday Student](#).

Non-eligible students are notified in writing of the reasons why aid was refused and may appeal this decision by directing a request for reconsideration, in writing, to the Financial Aid Office.

Sample Budget

A sample budget, used for financial aid purposes during the 2024-2025 academic year, for an in-county student living with parents, enrolled in 14 credits per term is listed below:

Tuition and Fees	\$6,5741
Meals and Housing	\$4,500
Books and Supplies	\$1,700
Transportation	\$1,600
Personal Expenses	\$1,200
TOTAL	\$15,571

General Application Eligibility Criteria

To apply for assistance, students must:

- Be U.S. citizens or permanent residents;
- Provide the BCCC Office of Admissions with either an Official Final High School Transcript or Official GED Test scores;
- Be enrolled or planning to enroll for at least six (6) credits for most programs; Federal Pell Grant eligibility has been extended to less than half-time students.
- Be enrolled in a major on a degree-seeking basis leading to an Associate of Arts Degree or Certificate offered by the College. (NOTE: Students enrolling on a non-degree seeking basis are not eligible for financial aid. Some financial aid programs will not cover the College's Certificate Programs. Contact the Financial Aid Office for details.)
- Not be in default status on a previously secured student loan;
- Not owe a refund due to an overpayment received from a federal or state student aid program;

- Be making satisfactory academic progress.

Verification

If the student is selected for verification, a school's financial aid administrator must confirm the information the student reported on the FAFSA is accurate. This is completed by requesting the appropriate information the student and their family used to complete the FAFSA. Usually this is done by requesting tax information filed by the student and, if applicable, by the student's parent(s) or spouse. At Bucks we also require students selected to provide a Verification Form as well. A student selected for verification will be sent a letter requesting the information that is needed to complete this process. Failure to provide verification documents within the specified time frame will result in deactivation of their financial aid file, and no further processing will take place. If documentation is received after a student's file was deactivated, the file will be reactivated and processed providing there is adequate time for delivery of aid and if funding is available.

Reminder to all students selected for verification., do not accept paper copies of your and your spouse's or parental tax returns. We can only [accept an IRS Tax Transcript](#) for verification purposes. We still suggest that you retain copies of all your federal tax documents including tax returns, W-2 forms, 1099 forms, and any schedules submitted with your tax return in case of discrepancies. In addition to tax information, you may also be required to submit proof of separation/divorce, marriage licenses, Social Security ID, birth certificates, driver's license, and proof if you are a non-citizen or other legal documentation as requested to verify conflicting information.

Please note that tax documentation may not be required if your FAFSA application was completed using the FA-DXX tool when you filed. A student may be required to provide a certified copy of the Statement of Identity and Educational Purpose forms to the office in some situations. Other verification documents will still be requested from you and your spouse, or parents.

Enrollment Status

Eligibility for financial aid awards is contingent upon enrollment status throughout the semester. Some programs require students to maintain full-time status. Other programs require that students maintain at least half-time enrollment. In most cases, award amounts are dependent upon enrollment status. Adjustments in enrollment

status either between or during semesters will result in adjustments to award amounts or cancellation of awards.

Auditing a course

Students attending college and auditing a course are not eligible to receive financial aid. Students must be enrolled in credit courses and receive a grade. Students that enroll as "Audit" do not receive a grade that will be applied towards the completion of their degree and therefore, Audit course(s) cannot be counted in awarding financial aid.

Satisfactory Academic Progress

To continue to be eligible for financial aid, a student is required, by federal regulations, to maintain satisfactory academic progress in the course of study he or she is pursuing. This policy was written to comply with current federal regulations and became effective in July 2011, updated June 2014.

1. A student's academic progress will be checked at the end of each semester. All prior semesters are reviewed whether or not a student has received financial aid during each semester.
2. Students who have attended Bucks County Community College for less than (2) two academic years must maintain a grade point average which complies with the following scale:

Credits Attempted GPA

Includes "F" grades, Withdrawals (W) and Incompletes (I) and Transfers (TR)

CREDITS	GPA
0-8	no minimum
9-16	at least 1.00
17-30	at least 1.60
31-45	at least 1.75
46 or more	at least 1.85

3. Once a student attends Bucks County Community College for two (2) academic years* a student must have a grade point average consistent with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.

** For example, a student who attends Fall 2024, Spring 2025, Summer 2025 and Fall 2025 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)*

4. In addition to the GPA requirement, a student must successfully complete sixty-seven (67%) (PACE) percent of cumulative attempted credits during their enrollment at the College. Total credits attempted include grades of F, Withdrawals (W), and Incompletes (I) and Transfer Credits (TR).

5. Once a student attempts more than 150% of the credits that it normally takes to complete his/ her program of study, he/she is no longer eligible for financial aid. Exceptions may be made for students who have changed their major. If a student wishes to be considered for such an exception, the student must complete an appeal form in the Financial Aid Office. If an exception is made to the maximum time frame for a student, due to a change in major, the Financial Aid Office will notify the student of the academic plan which must be followed.

6. Repeat courses will be counted towards total credits attempted and total credits completed for determining the required 67% credit (PACE) completion rate referred to in item #4 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #5 of this policy. Financial Aid can be applied only once to repeat any course, where the student has received a passing grade of "A", "B", "C" and "D. Students who have failed "F" or withdrew from a course "W" in any previous attempts are not restricted by this one repeat limit. Finally, the grade earned by retaking a course is the grade, other than W, that is counted in the cumulative grade point average. For more information please review [repeated coursework](#).

7. If lack of academic progress results from either the death of a relative of the student, an injury or illness of the student, or other special circumstances, this policy may be reconsidered on a case-by-case basis. For special consideration, a student must complete an appeal form in the Financial Aid Office. If granted an appeal the student must adhere to all terms of appeal, failure to comply will terminate this exception and student will no longer be eligible.

8. Students not meeting the satisfactory academic progress requirements according to federal regulations, defined as qualitative (GPA) and quantitative (PACE) may be reinstated for financial aid once they have regained their eligibility as noted on the “no progress” letter sent to students. In addition, they must also meet the grade point average requirement referred to in item #2 of this policy.
9. Federal regulations permit financial aid to be awarded for no more than 30 semester hours of remedial coursework. Once a student has attempted a total of 30 semester hours of remedial courses, no additional remedial courses will qualify for financial aid. English as a Second Language (AESL) courses are exempt from the remedial course limit. Remedial courses will be counted as attempted credits and calculated into the GPA. The PHEAA State Grant has other remedial requirements. Please see the rules and regulations in the PHEAA Grant eligibility notice provided to you with your state grant award notice.
10. Students who have been granted an "Academic Restart" approval. Please note: The granting of an academic restart does not automatically constitute eligibility for financial aid. Students must complete a Financial Aid Academic Progress Appeal Form that will be evaluated by the Financial Aid Staff and eligibility notification will be sent to the student.
11. Satisfactory Academic Progress also includes following the prescribed coursework of the students current program of study. Students should note that the majority of courses they are enrolled in for each semester must apply toward their major at Bucks. This information can be found in [Workday Student](#) under Financial Aid.

Class Attendance

To be eligible to receive financial aid, students must be attending class(es) on a regular basis. *Failure to attend classes is not considered to be an official withdrawal from class(es) or the College.* It is the student's responsibility to notify the Admissions Office of intent to withdraw from class(es) or the College. Students who stop attending class(es), but fail to notify the Admissions Office, will be required to repay any financial aid refund received to cover educational expenses during the time of non-class attendance.

Enrollment in a study abroad program approved for credit may be considered enrollment at Bucks County Community College for the purpose of applying for Title IV assistance. Please contact the Financial Aid Office for further information.

Students convicted of possession or Sale of Drugs

A federal or state drug conviction can disqualify a student from Federal Student Aid (FSA) funds. The student self-certifies in applying for aid that he is eligible; the Financial Aid Office is not required to confirm this unless there is conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid - they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

Financial Aid Penalties for Drug Violations

Repeated Coursework

The Department of Education passed a regulation that affects students who repeat courses. The rules may impact your financial aid eligibility and awards, including the PELL Grant, SEOG Grant, Direct Loans, and Federal Work Study awards. These regulations prohibit the Financial Aid Office from paying for a course that has been passed more than once, and may also affect your financial aid eligibility for Satisfactory Academic Progress.

- Courses previously passed may be repeated and counted toward federal financial aid eligibility. This, however, can only occur once. Students who receive a 'D' in a course and decide to repeat the course to improve their GPA may repeat the course one time. If previously passed course is repeated a third time, the course cannot be counted toward full-time eligibility. Grants, loans, and scholarships can be affected if a student is not full-time status.
- Repeating coursework may be included in full-time eligibility if the student receives an unsatisfactory or failing grade. Students may repeat a failed course until it is passed. All repeated coursework affects financial aid Satisfactory Academic Progress calculations. Regardless of whether the student received financial aid or not, all repeated coursework must be counted as attempted credits.

Examples

Term	Course	Result	Eligibility
Fall 2023	MATH 095	Pass	Eligible
Spring 2024	MATH 095	Fail	Eligible
Fall 2024	MATH 095	Not graded	Not eligible

The Fall 2024 course does not count toward eligibility because students repeated the previously passed course in Fall 2023. Students can only repeat a previously passed course one time when counting it for eligibility.

Term	Course	Result	Eligibility
Fall 2023	PSYC 100	Pass	Eligible
Spring 2024	PSYC 100	Withdrawal	Eligible
Fall 2024	PSYC 100	Not graded	Not eligible

A student repeats a previously passed course and then withdraws for the course on the second attempt, which was counted for eligibility. If the student attempts the course for the third time, this attempt will not be counted toward eligibility.

Term	Course	Result	Eligibility
Fall 2023	BIOL 181	Fail	Eligible
Spring 2024	BIOL 181	Pass	Eligible
Summer 2024	BIOL 181	Pass	Eligible
Fall 2024	BIOL 181	Not graded	Not eligible

Fall 2024 course does not count toward eligibility because the student repeated a previously passed course in Summer 2024. Students can only repeat a previously passed course one time with it counting toward eligibility.

Term	Course	Result	Eligibility
Fall 2023	COMP 107	Fail	Eligible
Spring 2024	COMP 107	Fail	Eligible
Summer 2024	COMP 107	Fail	Eligible
Fall 2024	BIOL 181	Not graded	Eligible

A student can repeat a course an infinite number of times if all previous attempts were failures, if those failures are graded courses or withdrawals. At the time the student finally passes the course, they are only allowed to repeat the course one time within the definition of full-time enrollment status and eligibility. This student could potentially have other Satisfactory Progress issues, such as completing the % of credits, which would potentially make them ineligible to receive aid.

Withdrawal From the College

Financial aid recipients withdrawing from the College should contact the [Financial Aid Office](#). This will ensure that all matters regarding financial aid awards, refunds, and student loan obligations are taken care of prior to leaving the College. It is the policy of Bucks County Community College not to grant leaves of absence. Students are considered to be withdrawn at the time they are no longer in attendance. A student will be considered an unofficial withdrawal if such student receives financial aid and fails to earn a passing grade in at least one class in which he/she was enrolled. In this case, the Financial Aid Office will perform a Return to Title IV calculation and remove any unearned financial aid received by the student. If the removal of unearned financial aid results in an outstanding balance, the student will be unable to re-enroll until such time that the outstanding balance has been paid. Students not contacting the Financial Aid Office will be billed for any unearned financial aid received, and will be unable to re-enroll until such time that the resulting balance has been paid. Students with Federal Perkins Loans (formerly National Direct Student Loans), Nursing Health Professions Student Loans, and Federal Stafford Loans (formerly Guaranteed Student Loans) must contact the Financial Aid Office so that exit counseling can be conducted.

Please contact the [Financial Aid Office](#) if you are interested in receiving information regarding exit counseling required to be provided to student borrowers of a Federal

Stafford Loan or Federal Perkins Loan. You may also contact the Financial Aid Office to receive terms and conditions of deferments of loans for service in the Peace Corps, under the Domestic Volunteer Service Act of 1973 or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service. Finally, you may request, from the Financial Aid Office, information regarding the terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.

Return to Title IV Refund Policy

All Title IV Aid recipients, who totally withdraw from classes at or before the 60% point in the semester, or if they have all “F” grades at the end of the semester, or if the student has a combination of grades including any “I” Incompletes will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records, and Registration or the last date of attendance recorded by the instructor, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the percentage completed. Total disbursed aid is then multiplied by this percentage completed to determine earned aid. If earned aid is less than disbursed aid, we must perform another calculation to determine how much of the unearned aid has to be returned by the college and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal PELL Grants for which a return of funds is required
- Academic Competiveness Grants for which a return is required
- Federal Supplemental Educational Opportunity Grants (SEOG) for which a return is required
- Iraq and Afghanistan Service Grant for which a return is required

Payment of Financial Aid Awards

The College pays all financial aid scholarship, grant, and loan awards by direct credit to student accounts on a semester basis. Payments are credited to the student accounts after they have been awarded. Students must have returned all required forms as requested to be awarded. Payments are not applied or credited until after

the refund period has ended for the regular semester. Enrollment in Modular courses may delay the payment of your aid, as students must be in attendance before payments can be made for the semester. Dropping credit hours and/or course withdrawal may result in the revision or cancellation of financial aid awards.

You may be able to charge your books if you have financial aid awards in excess of the amount needed to pay your tuition and fees. If you are able to receive a Bookstore voucher, a notice will appear on your Workday Student account within the Finance section under Bookstore Voucher. If this code appears on your account and you are **currently enrolled**, you can purchase your textbooks at the Bookstore, either in-person or online. You can purchase books using this virtual voucher two weeks before the start of the full traditional semester. *Remember, there is no physical voucher.* Bookstore staff will look up your virtual voucher balance in our database. A photo id is required and you have a designated timeframe to use your voucher (typically the first two (2) weeks of the regular semester). If you plan to take modular courses during the regular semester, please plan accordingly and make your purchases before the expiration date. Vouchers expire as the payment process begins for the full traditional semester.

Financial Aid Refunds

Financial aid awards in excess of the amount needed to pay any outstanding balance owed to the College are refunded directly to students. Late financial aid awards are processed as soon as administratively possible. Late refund checks are issued to students throughout the processing year. In general, students can expect to receive their refund check within 14 days of the date their financial aid is paid to their student account, assuming that classes have started, the refund period has ended and there is no change in their enrollment or other eligibility criteria. Financial aid refunds will be disbursed in pro-rated manner if the student is enrolled in modular courses during the term.

Change in Financial Circumstances and Unusual Circumstances Appeals

Financial Circumstances Appeal

Students and/or parents who have experienced an unexpected reduction in income may complete a Special Condition Form with the Financial Aid Office. You must provide documentation such as tax returns, pay stubs, W2 forms, etc. Students/parents will be notified of the outcome in writing.

Unusual Circumstances Appeal/Dependency Status Override

Dependency overrides will be processed by the Financial Aid Officer's professional judgement to determine whether or not a student will be granted independent status. Students seeking this override will be required to supply in detail your reasons for appeal. Stating your current living arrangement, financial situation, and employment conditions. You will be required to submit a supporting letter from a third-party professional, on their letterhead, (i.e., case-worker, counselor, clergyman, psychologist, etc.) familiar with your situation.

Dependency Status Override

Reapplication for Financial Aid

All students must reapply for financial aid each year. New applications are generally available each January for the ensuing academic year. Students who have received financial aid during one academic year will automatically receive a federal renewal application. Preference is given to applications received by May 1 for the Fall semester and November 1 for students entering in the Spring semester. Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding.

Job Location Program

All students must reapply for financial aid each year. New applications are generally available each January for the ensuing academic year. Students who have received financial aid during one academic year will automatically receive a federal renewal application. Preference is given to applications received by May 1 for the Fall semester and November 1 for students entering in the Spring semester. Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding..

You may view the current listings for the Federal Work-Study Program. This website will allow you to search for Federal Work-Study positions and other employment opportunities outside of the college.

Bucks Financial Aid Programs

The College participates in all major federal and state financial aid programs. Descriptions of the various programs, including eligibility requirements, application

procedures, and possible award amounts are summarized below. Award amounts and eligibility requirements are subject to change by state and federal legislation.

Contact the Financial Aid Office at Bucks to secure application forms. If possible, pick up the forms in person. For those unable to come to campus, the forms can be mailed. However, mailing will delay the application process at least two weeks. The FAFSA can be [completed online](#).

Federal Pell Grant

Source

Federal Government Program

Who is Eligible to Apply

Applicants must be:

1. U.S. citizens or permanent residents.
2. Enrolled or planning to enroll for at least six (6) credits, half-time status.
3. Federal Pell Grant eligibility is extended to less than half-time students.
4. Enrolled in a major on a degree- seeking basis.
5. Not in default status on a previously secured student loan.
6. Making "satisfactory academic progress."
7. A recipient of a high school diploma or a high school equivalency diploma (GED).

Award Amounts

Yearly amounts range from \$740 to \$7,395 at Bucks. (Dependent upon eligibility and enrollment status.)

How Eligibility is Determined

Eligibility is based on the federal methodology needs analysis, student's enrollment status, and cost of attendance.

- **Full-Time (FT):** 12 or more credits
- **Three Quarters Time (QT):** 9-11 credits
- **Half Time (HT):** 6-8 credits
- **Less Than Half Time (LTHT):** 0-5 credits

Enrollment intensity is a percentage that determines how many credits a student is enrolled in compared to a full-time course load and is used to calculate Pell Grant awards. For federal student aid purposes, full-time enrollment is 12 credit hours. To calculate enrollment intensity, divide the number of credits a student is enrolled in by 12 and multiply by 100%. For example, if a student is enrolled in 7 credit hours, their enrollment intensity would be 58.3% (rounded to 58%). Enrollment intensity cannot exceed 100% for Pell Grant proration. Enrollment intensity is only used to calculate Pell Grant awards. Other types of aid, such as SEOG, continue to use the Enrollment Level system.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be [completed online](#).

Federal Work-Study Program

Source

Federal Government - 75%
Bucks - 25%

Who is Eligible to Apply

Applicants must be:

1. U.S. citizens or permanent residents.
2. Enrolled or planning to enroll for at least six (6) credits, half-time status.
3. Federal Pell Grant eligibility is extended to less than half-time students.
4. enrolled in a major on a degree- seeking basis.
5. Not in default status on a previously secured student loan.
6. Making "satisfactory academic progress."
7. A recipient of a high school diploma or a high school equivalency diploma (GED).

Award Amounts

Amounts are determined by hourly rate of pay and number of hours per week. Awards generally range from \$1,000 to \$4,500 per year.

How Eligibility is Determined

Eligibility is based on the federal methodology needs analysis, student's enrollment status, and cost of attendance.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be [completed online](#).

Federal Supplemental Educational Opportunity Grant Program (SEOG)

Source

Federal Government - 75%
Bucks - 25%

Who is Eligible to Apply

Applicants must be:

1. U.S. citizens or permanent residents.
2. Enrolled or planning to enroll for at least six (6) credits, half-time status.
3. Federal Pell Grant eligibility is extended to less than half-time students.
4. Enrolled in a major on a degree- seeking basis.
5. Not in default status on a previously secured student loan.
6. Making "satisfactory academic progress."
7. A recipient of a high school diploma or a high school equivalency diploma (GED).

Award Amounts

Yearly awards range from \$100 to \$1,000 per year at Bucks.

How Eligibility is Determined

Based on program guidelines and available funds.

Preference given to students applying before May 1 for the Fall semester and November 1 for new students entering in the Spring semester.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be [completed online](#).

Federal Direct Loan Program (both subsidized and unsubsidized)

Source

Federal Government

Who is Eligible to Apply

Students intending to enroll on at least a half-time basis (six credit hours).

- Subsidized means the government pays the interest while you attend college.
- Unsubsidized means the student pays the interest while you attend college.

Award Amounts

MAXIMUM AMOUNTS FOR DEPENDENT STUDENTS

Academic grade level 1: \$5,500 per academic year.

\$3,500 as subsidized and \$2,000 as unsubsidized

Academic grade level 2: \$6,500 per academic year.

\$4,500 as subsidized and \$2,000 as unsubsidized

MAXIMUM AMOUNTS FOR INDEPENDENT STUDENTS

Academic grade level 1: \$9,500 per academic year.

\$3,500 as subsidized and \$6,000 as unsubsidized

Academic grade level 2: \$10,500 per academic year.

\$4,500 as subsidized and \$6,000 as unsubsidized

How Eligibility is Determined

Eligibility is determined by the school, based upon certification information provided by Bucks. Eligibility is based upon cost of attendance, Student Aid Index, and other financial resources received by the student.

How to Apply

1. Complete the Free Application for Federal Student Aid ([FAFSA](#))
2. Loan Application or Master Promissory Note ([MPN](#))
3. Complete the Student Loan [Entrance Counseling](#)

4. Complete the [Annual Student Loan Acknowledgement](#). Be sure to select "I'm an Undergraduate Student."

Federal PLUS Loan

Source

Federal Government

Who is Eligible to Apply

Parents of dependent undergraduate students. Students must enroll at least half-time.

Award Amounts

Loan amount may not exceed cost of attendance minus financial aid student received.

How Eligibility is Determined

Eligibility is determined by the school, based upon certification information provided by Bucks. Eligibility is based upon cost of attendance, Student-Aid Index, and other financial resources received by the student.

How to Apply

1. Complete the Free Application for Federal Student Aid ([FAFSA](#))
2. Loan Application or Master Promissory Note ([MPN](#))
3. Complete the Student Loan [Entrance Counseling](#)
4. Complete the [PLUS Loan Credit Application](#)

Happ-Grover Fund of the Bucks County Foundation

Source

Happ-Grover Fund of the Bucks County Foundation

Who is Eligible to Apply

Students enrolled on at least a half-time basis who are from the Central Bucks County School District.

Award Amounts

Yearly awards range from \$200 to \$1,000.

How Eligibility is Determined

Eligibility is based on federal methodology needs analysis, student's enrollment status, GPA, and residence in the Central Bucks County School District. Final eligibility is determined by the Financial Aid Office.

Other Financial Aid Programs

The College participates in all major federal and state financial aid programs. Descriptions of the various programs, including eligibility requirements, application procedures, and possible award amounts are summarized below. Award amounts and eligibility requirements are subject to change by state and federal legislation.

The Free Application for Federal Student Aid ([**FAFSA**](#)) can be completed on the [**Federal Student Aid website**](#). The state of Pennsylvania offers a variety of grant opportunities through PHEAA (Pennsylvania Higher Education Assistance Agency) Special Programs. Funding and availability are determined through PHEAA. Check the [**PHEAA website**](#) for information regarding these programs.

PHEAA Grants

Pennsylvania Higher Education Assistance Agency Grants

Source

Commonwealth of Pennsylvania

Who is Eligible to Apply

Students enrolled on at least a half-time basis (at least 6 credits) enrolled in majors leading to an associate degree.

NOTE: *One-year Certificate Programs are ineligible according to State Regulations.*

Award Amounts

Yearly grants are based upon a percentage of tuition

How Eligibility is Determined

Awards are determined by a state formula based on financial need.

How to Apply

Complete the [PHEAA State Grant Application](#).

Scholarships

The Bucks County Community College Foundation offers scholarships to students pursuing their education at the College. A complete list of scholarships is available on the [College's Scholarship page](#). The site provides options to apply for institutional and external scholarships. Other free search engines are available online. Beware of any scholarship site that requires a fee.

Online Learning

Online Learning encompasses online courses that use the college's Learning Management System, Canvas, to facilitate fully asynchronous courses.

Online courses provide the most flexibility for students, as they are taught completely online. Your class work and interactions with your instructor and fellow students occur primarily online. Online instruction may be supplemented with printed or online textbooks, online content from textbook publishers, and online discussions, video lectures, quizzes and assignments. Some courses require proctored testing. Email, discussion groups, and group work provide a high degree of student-to-student and student-to-instructor interactivity. Most courses follow a schedule provided by the instructor with specific assignment due dates. Online courses have equivalent requirements and outcomes as face-to-face courses.

Technology Requirements

Students should review the computer requirements before the start of a course:

- PC (Windows 10 or higher) or MAC (iOS 10.6 or higher). (iPads, Chromebooks & Surfaces, etc. are not fully supported)
- High-speed internet connection – 5Mbps Download, 1Mbps Upload and less than 100 ms Latency
- Memory (RAM) – 8GB or higher
- Hard Drive – 100GB or higher
- Antivirus Software – Strongly recommended
- Adobe Acrobat Reader to view and print PDF's
- Microphone, headphones/earbuds, and webcam
- Office 365 is provided to all Bucks students for free
- Web Browsers:
 - Firefox
 - Chrome
 - Internet Explorer 11+
 - Microsoft Edge
 - Safari 6+

Proficiency in using word processing programs, web browsers, and email is necessary. Some courses may require additional tools, software, and hardware. Details can be found in the course syllabus.

Who Should Take Online Courses?

Self-motivated and self-disciplined students who can handle college-level work and who are comfortable studying independently are successful in these courses. Online Learning provides the flexibility that mature students need to juggle their many responsibilities while advancing their career and personal goals in a more convenient manner. Successful online students include those with full-time jobs, parents with young children, the elderly, those on rotating work schedules, the disabled, and anyone who has difficulty traveling.

There is a strong correlation between a student's success in online classes and his/her maturity, past educational performance, and motivation. Students who are aware of the additional work and discipline required to excel in an online class are much more likely to succeed in that environment.

Some students mistakenly register for online courses believing the course will be easier or the workload lighter because there are no regular face-to-face meetings. Online courses often require more work and self-discipline than their face-to-face counterparts. For example, students should plan a minimum of 6-9 hours per week for each 15-week (standard semester) online course, 12-15 hours per week for each 8-week course and 30 hours per week for each Winter session course.

Find Out More

Full descriptions of all online courses, including the specific technology and meeting requirements for each course, can be found on [our website](#).

For support or general questions regarding online learning, contact the Bucks Online Office via phone at 215-968-8052, or email online@bucks.edu.

Registration Guidelines

- [Course Registration](#)
- [Academic Advising](#)
- [Choosing Courses](#)
- [Placement Testing](#)
- [Transfer of Bucks Courses to Other Schools](#)
- [Course Audit](#)
- [How to Make Changes After Registration](#)
- [Veterans' Registration Policy](#)

Course Registration

New Students

Registration for new students who have been formally accepted to the College begins as early as March for the Fall semester and October for the Spring semester. Upon completion of [placement testing](#), students are directed to sign up for an [academic advising](#) appointment to register.

Continuing and Returning Students

Dates for course registration are announced by the Registrar's Office. Currently enrolled students are sent registration information to their Bucks student email account. Dates for registration are published on the College's [registration page](#). Before course registration, students must meet with an [academic advisor](#).

Academic Advising

Academic Advising assists students with setting educational goals, planning how to achieve the goals, and making informed decisions on matters related to academic success.

The Advisor is a source of information about institutional policies, procedures and programs, and helps students use College resources for integrating academic pursuits with personal and vocational goals.

It is best to meet with advisors well before course registration periods so that adequate time and attention can be devoted to student concerns, apart from the

urgency of registration itself. Advisors are prepared to assist students in considering career choices, transfer of courses, selection of transfer colleges, major requirements, and course choices.

Advising Requirements

For enrolled degree-seeking students, Advisor approval is required in order to register for fall and spring courses.

Obtaining Advising

Students are encouraged to seek advising from an Advisor in their academic field of study. In October and March of each semester, enrolled students will be assigned to an advisor. Advisors will then connect with their assigned students encouraging them to schedule an appointment to discuss their academic progress and future plans.

In order to prepare for the advising discussion, students should become familiar with required courses for their program of study and prepare a trial schedule of classes for the upcoming semesters.

Choosing Courses

Course Scheduling

Courses are offered at a variety of campus locations, times, days and modalities. Students may need to schedule courses during other than morning hours. The large number of students, a limited number of classroom and other instructional spaces, parking, and food service capacities combine to make it impossible for all students to attend the College during the popular morning hours. Courses, therefore, are also scheduled during afternoon, some evening hours, and are open to all students. In addition, some courses are offered online

Course Selection

The ultimate responsibility for course selection rests with the student. The Advisor's function is to help the student identify degree/course requirements, alternatives and to evaluate options.

Prerequisites

A prerequisite is a course condition or requirement which must be met before enrolling in a course. Students are not permitted to enroll in a course without first satisfying the prerequisite. Courses requiring prerequisites are so noted in the College Catalog and course schedules. Questions about prerequisites or requesting prerequisite waiver consideration should be directed to waivers@bucks.edu

Corequisites

A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM100) must be taken in conjunction with College Algebra (MATH120).

Course Syllabus

A copy of the syllabus for each course offered by the College is available for reference by students via the online course schedules in each term. Students that need a syllabus from a previous term should contact the Dean's Office for the specific course.

Course Format

Every instructor is required to distribute a course format to students in a class. The course format contains information on the teaching methods to be employed in the class, student evaluation criteria and devices, required instructional materials, and other information pertinent to the organization and conduct of the class.

Student Schedules

A student's schedule is available via their my Workday student account.

Identification Cards

Identification Cards are required for all full-time and part-time students. Cards are issued by the Library and will be used for library and equipment check-out, as well as for admission to College activities. Loss of the I.D. Card should be reported immediately to the Library. There will be a replacement fee charged to reissue an I.D. Card.

Placement Testing

Placement Testing is required of all incoming students at Bucks (students enrolling at Bucks for the first time), except for those who receive testing waivers.

The placement tests are designed to determine what material students already know to ensure they start in classes that are neither too easy nor too hard. Please be assured that one cannot fail the placement tests. The tests place students into levels that determine what classes they can start in. If test results do not meet the standards of college-level courses, students are required to register for courses that help them to improve their learning and skills and increase their opportunity to succeed in college work.

Placement tests include:

- The **Reading Placement Test** is used to determine if a student needs to take a Reading course. It is a 1-hour timed test. It consists of reading passages and multiple-choice questions on those passages.
- The **Writing Placement Test** is used to determine Composition course placement. It is a 50-minute essay. Students receive a single essay prompt and are asked to respond to it. Essays are encouraged to be 300-500 words; no outside sources or research are permitted.
- The **Mathematics Placement Test** is used to determine the level at which a student is best prepared to begin the study of mathematics. It is an untimed test consisting of up-to 30 questions. The topics on the Math test will vary; the test will then give different questions on different topics and adapt. The program has built-in study resources and retest opportunities.
- The **Chemistry Placement Test** measures comprehensive, basic chemical vocabulary, and math applications. The Chemistry Placement Exam is only required for students planning to enroll in CHEM-121.
- **American English as a Second Language** Students for whom English is their second language should take the *American English as a Second Language (AESL) placement test*. This consists of a reading test that assesses language use and reading skills and a writing sample. An oral interview may also be required. Students must contact the AESL Coordinator, at 215-968-8018, for information on testing, advising, and registering for classes.
- The **Non-Credit AESL Placement Test** is for students planning to enroll in ESL classes through the Continuing Education Department.

Most placement tests are available remotely or on a walk-in basis in Newtown. For additional Placement Testing information and to view the schedule, please visit [Placement Testing Schedule](#).

If English is your second language, your Placement Tests **must** be taken at our Testing Center. Please refer to the schedule for available hours.

Retest Policy

- Most placement tests may not be taken a second time unless permission is granted by the Academic Department.
- There are built-in retest opportunities for Math
- Chemistry may be retaken after a set waiting period.

Test scores are entered on transcripts for College use but are removed from those transcripts sent to off-campus locations, such as other colleges or employers.

Who Must Be Tested

- All applicants and reapplicants for full-time or part-time status;
- Students with a degree or course work from a foreign country's college or university;
- All students planning to enroll in reading, writing, or math courses, or CHEM121.
- Current High School Students - Students in the High School Enrichment Program must take the Reading, Writing, and Math Placement Tests.
- Summer Study Students taking summer courses if the course(s) they will be taking require a Placement Test score as a prerequisite.

Exemptions from Testing (Waivers)

Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: [Waiver or Evaluation Form](#)

Students may be exempt from placement if they meet any of the criteria below:

- **Previous Success in the College Level Course:**
 - Students who have taken English composition and/or mathematics courses from a regionally accredited college within the United States, and earned a grade of C or better in these courses, are exempt from Placement Testing for that course. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail

an official copy of your transcript to Bucks County Community College's Office of Admissions.

- **Already Earned a Bachelors Degree:**

- Students who have already earned a Bachelors degree from a regionally accredited college within the United States are exempt from Placement Testing. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College's Office of Admissions.

- **Senior Citizens:**

- Students 65 years of age or older are exempt from the Math and Reading Placement Tests but must take the Writing Placement Test to register for COMP110.

- **Personal Enrichment:**

- Students who at the time of application indicated they are enrolling at Bucks solely for personal enrichment (not seeking a degree or certificate program, or taking a course to transfer credit) are not required to take Placement Tests, unless they are enrolling as a full-time student or in courses that specifically require Placement Tests.

Questions regarding exemptions from Placement Testing can be directed to the Office of Admissions, at (215) 968-8100, admissions@bucks.edu.

Testing Accommodations

Students with a physical or learning disability may qualify for testing accommodations. Student must work with the Accessibility Office (TAO) before test. TAO can be reached at 215-968-8182 or at accessibility@bucks.edu.

Test Results

Placement testing places students into levels. These levels are used to determine what classes a student can start in. Scores can be viewed in a student's Student Planning page.

To see placement levels and what classes are available, please visit [Placement Testing Scores/Results](#).

Transfer of Bucks Courses to Other Schools

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Transfer Services, 215-968-8031, offers materials and counseling helpful to students planning transfer.

Students should consult with Transfer Services as early as their first semester at Bucks rather than waiting until they are close to degree completion. Since policies and procedures may change at transfer institutions, students should maintain contact with Transfer Services and with their transfer school's admissions representatives during the course of their study at Bucks County Community College.

Course Audit

Students auditing courses are expected to attend classes regularly although they do not take examinations or receive a grade or credits for the courses. Standard tuition and fees are charged for audit registration. If space is limited, preference in registration will be given to those seeking academic credits.

Students may register to audit courses or change their registration from audit to credit only during the specified drop/add period. Please note that if you audit a course you will not be eligible to receive financial aid for that course.

How to Make Changes after Registration

Changes of Curriculum

Students who wish to change their major can do so using the [online Change of Major form](#). For questions about changing your major, please contact the Registrar's Office at 215-968-8100 or email registrar@bucks.edu.

Drop and Add

Each semester begins with a period when courses may be added or dropped with no grade being recorded. Students must use their online student planning account to have any drop/add changes officially recorded. Dates for adding and dropping courses (and related refund percentages) are published on the academic calendar.

Once the drop/add period ends for a semester, no further adds or late registration is permitted. Students may still withdraw from courses (with a grade of "W" recorded and no refund) until the date specified in the semester calendar. Any request to change to or from "audit" status must be submitted by the end of the drop/add period.

Courses that start later than the regular semester start date, or end prior to the regular semester end date, are referred to as "modular courses." Modular courses have their own drop/add and withdraw schedules. Dates for adding and dropping modular courses are published on the academic calendar. Refund tiers for modular courses may be found on the [Tuition Refund Policy](#) page.

The drop/add period is intended to aid students in adjusting their schedules or courses due to unforeseen circumstances or academic considerations. Students are responsible for promptly completing missed assignments if they enter a course after it has begun.

Withdrawal

Instructor-Initiated. An instructor may withdraw students from courses for lack of attendance until the deadline for mid-term grades. Students will be notified by the Registrar's Office when an instructor has withdrawn them from class(es). Students may appeal the withdrawal to the *Committee on Academic Performance* if they believe the instructor-initiated withdrawal is unjustified.

Student-Initiated. The withdrawal period for each term and modular is posted on the College calendar. Students may withdraw from a course through the withdrawal deadline (see the College calendar for specific dates). A withdrawn course receives no refund and is recorded with a W grade on the transcript.

Failure to attend class is not an official withdrawal. Students who discontinue class attendance and who do not complete the official withdrawal procedures may receive a grade of F.

Students may withdraw from a course(s), during the withdrawal period, via their Workday student account, under the Academics App. A student should contact the Registrar's Office via registrar@bucks.edu with any issues completing a withdrawal. The email must be received before the withdrawal deadline stated in the College calendar.

Withdrawal after the Deadline. Any student who needs to withdraw from class after the withdrawal deadline, as listed in the College Calendar, must provide evidence of the circumstances which require the late withdrawal. The student must file a Withdrawal After the Deadline Appeal through the Enrollment Services Office. If the appeal is denied by the Committee, the student will not be withdrawn from class and the earned grade will remain on the record. If the appeal is approved and the instructor agrees with the Committee's decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.

Veterans' Registration Policy

Veterans' Course Scheduling Preference Policy

General

Bucks County Community College, in support of those that have served our country, will grant Veteran students course scheduling preference for credit courses. At Bucks, this means that Veteran students who have been approved for this preference, have no outstanding obligations, and have met all academic advising obligations, will be allowed to register on designated days prior to the first day registration for the general student population. This opportunity is extended to all full-time and part-time Veteran students, as well as active-duty service members, whether or not they are receiving education benefits. In addition, dependents and family members receiving education benefits under the appropriate GI Bill® are eligible for this program.

A Veteran Student is a student who:

- Has served in the United States Armed Services, including a Reserve Component and National Guard
- Was discharged or released from such service under conditions other than dishonorable

Course Scheduling Preference is defined as:

- A designated day(s) whereby veterans and/or active-duty service members may register for upcoming courses prior to the time when registration is opened to the general student population.

If a Veteran Student is enrolled in one of the college's selective admission programs, the veteran student will receive preference provided all other eligibility criteria are equal (for example: GPA, class status, etc.)

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as define in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.pa.gov/.

Procedures

Veterans and/or their dependents or family members currently receiving benefits under the GIBill® are automatically eligible to take advantage of priority registration and will receive an email alerting them to the priority registration dates. Additional notices will be posted on the website, in registration materials, in the catalog and in the Admissions, Records, Registration and Financial Aid Offices, as well as in other locations throughout the campus including the Veterans' Lounges on each campus.

Veterans who are not currently receiving benefits under the GIBill® and active duty service members must complete the [Identification Form](#) for Priority Registration.

In order to exercise this benefit, a copy of this form, along with the Veteran's DD-214 or other discharge papers, or for active members, a copy of the active duty military ID, must be submitted to the Office of Admissions via one of the following methods:

- **Postal mail or in-person delivery** to: Bucks County Community College, Registrar's Office, Links Pavilion, 275 Swamp Road, Newtown, PA, 18940
- **Email from your Bucks Student Email Account** to: VAbenefits@bucks.edu.

Students will receive confirmation of eligibility via their Bucks Student email.

Students will be directed to the Bucks website for a list of Priority Registration Dates.

Questions regarding this policy and/or procedures, should be directed to the Veterans' Coordinator.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [**www.benefits.va.gov/gibill**](http://www.benefits.va.gov/gibill).

Student Life

- [Student Life Programs](#)
- [Student Clubs and Organizations](#)

Student Life Programs

Campus life is an important part of your college experience, and all our campuses provide opportunities and activities so that you can get involved while you are here at Bucks. The Student Life Office assists students in supplementing academic experiences with experience in service, social, and recreational pursuits.

Why Involvement Matters

Getting Involved...

- ...in student activities can lead to success in many areas of life both during and after one's term as a student.
- ...in college brings the obvious benefits of peer contact, productivity, and meaningful leisure time. In addition, students participating in student organizations and other activities gain the opportunity for practical application and can round out their resume.
- ...in activities, clubs, or organizations is of proven interest to employers. The personal contacts one makes when active in student life programs may serve as the foundation for lifetime friendships and networking sources.
- ...in student leadership opportunities will enable you to discover your leadership potential, build your confidence, and develop and / or sharpen skills you will use throughout your life.

Want to learn more about all Bucks has to offer you outside of the classroom? Stop by the Student Life Office, which is located in the Rollins Student Center, Room 112. They can be reached at 215-968-8257. For more information, please visit the Student Life website at www.bucks.edu/studentlife.

Use the Bucks+ App to Stay Engaged!

We ask every student at Bucks to download our app, called Bucks+, which can be found by searching and downloading "Suitable" and using your Bucks email and password to login. Bucks+ is an app and website that helps you know the latest

events and activities and track your progress through the program. You will use the it to check-in at events and activities. They can be in-person or virtual events, and you can use the built-in QR code reader through your phone. Any time you participate and/or scan into an event, your attendance is recorded and points are added to your account. In some cases, you might have to complete a task before you see your points added to your account. You can check your Sutable account to see your total points, view the leaderboard & upcoming events. Student Life gives prizes and awards for students who are collecting points for engagement. Student organizations are now using the app as a place for students to learn about and join their group! Be sure to download the app and check it regularly so that you stay connected with what is happening at Bucks!

Learn about the Bucks+ app and how to download here: <https://www.bucks.edu/bucksplus/>

Student Organizations

Get involved here at Bucks! We encourage all students to join at least one student organization while they're with us, and we have plenty to choose from and more regularly being added. Student Organizations are an excellent way to gain leadership skills, make friends, build self-confidence, learn new concepts, make a difference in your community, and help you boost your resume. Note: You must be registered for at least one credit in order to join a student organization. An organization must have submitted a constitution and be officially approved and recognized by the Student Government Association prior to requesting and utilizing college facilities for activity purposes.

You can also use the Bucks+ app to see a full list and join a student organization! Be sure to download the app to see what organizations we have, learn how to join, and find out when the next meetings are happening. Members can join at any time. You can also join an organization by stopping by the Student Life Office or emailing studentlife@bucks.edu.

Student Organizations

Student Government Association

Our Student Government Association, also known as SGA, serves as the student governing body of Bucks County Community College and all student organizations. Officers are elected by the student body each year. SGA serves as the voice of the

BCCC student, coordinates campus activities with student organizations, and administers and manages all student activity money which is used to fund student organizations and create student programming. The Director of Student Engagement and Leadership Development serves as the advisor for Student Government Association. Are you interested becoming a member of SGA and serving on a committee? Reach out through the Bucks+ app, or stop by the Student Life Office (Rollins 112) or the SGA Office (Rollins 111-2) to learn how to join!

Student Programming Organizations

Each campus has a designated student group that provides programs and activities for the students of that specific campus using a portion of the Student Activities Fee. We are always searching for leaders to help plan and run events like welcome week festivities, open mic nights, food trucks, ice cream socials, and so much more! Interested in playing a key role in events on our campuses? Stop by the Student Life Office or email studentlife@bucks.edu to get more information.

Centurion Leadership Program

We build leaders here at Bucks! Join our Centurion Leadership Program and learn skills like situational leadership, communication, team-building, time management, goal setting, and more so that you are ready to lead others, whether it's here with a student organization or in your career after you leave Bucks. These monthly, hour-long sessions are experiential and activity-based, so you'll be putting into practice the skills and concepts being taught while working with other motivated students. We also offer supplemental experiences outside of the classroom with trips and service-learning activities. Who knew becoming a leader could be so fun?! Email the Student Life Office at studentlife@bucks.edu to be added to the program or for more information. No leadership experience is necessary to join our program!

New Student Orientation

New Student Orientation serves to welcome incoming students and families to Bucks County Community College and ease their transition to college life. We will help you adjust to life at Bucks through engaging sessions in your academic departments, panels to help you navigate your first weeks with us, and fun activities to get you excited about being a Centurion! This valuable day will allow you the opportunity to meet and build relationships with classmates, interact with faculty and staff, and obtain information about the campus, student services, student life, and other areas that will help you maximize your college experience and put you on a path to success. All new students are expected to attend New Student Orientation.

Parents/guardians are also invited to join us at New Student Orientation as we offer sessions that will help them discover ways to support their college student and answer questions about the college experience here at Bucks. For more information, visit www.bucks.edu/orientation or email orientation@bucks.edu.

Activity Promotion and Materials

All postings to advertise or promote any event or activity happening on or off campus must be approved by the Student Life Office prior to being posted. If approved, flyers may only be posted on bulletin boards. Painted and finished surfaces are not permitted for postings.

Student organizations may also create an activity to be posted on the Bucks+ app under the Activities tab. Please note that all submissions will be reviewed and can be edited at the discretion of the administrators. If a problem exists with the submitted activity or it needs to be denied for any reason, the administrators of Bucks+ and/or the Student Life Office will contact the student making the request to inform them.

For more information on how to best promote an activity/organization and any rules and procedures, please stop by the Student Life Office or email studentlife@bucks.edu.

Student Organizations

Get involved here at Bucks!

We encourage all students to join at least one student organization while they're with us, and we have plenty to choose from and more regularly being added. Student Organizations are an excellent way to gain leadership skills, make friends, build self-confidence, learn new concepts, make a difference in your community, and help you boost your resume. Note: You must be registered for at least one credit in order to join a student organization. An organization must have submitted a constitution and be officially approved and recognized by the Student Government Association prior to requesting and utilizing college facilities for activity purposes.

You can also use the Bucks+ app to see a full list and join a student organization! Be sure to download the app to see what organizations we have, learn how to join, and find out when the next meetings are happening. Members can join at any time. You can also join an organization by stopping by the Student Life Office or emailing studentlife@bucks.edu.

Educational

- Association for Computing Machinery (Student Chapter)
- Biology Club
- Bucks Business Association
- ChemClub
- DECA
- First Generation
- Future Teachers Organization (FTO)
- Kinesiology & Sports Studies Club (KISS)
- Nursing Club
- Pre-dental Club
- Psychology Club
- Society of Bucks Engineers
- Teachers of Tomorrow
- Women in STEM

Arts & Media

- BC3 Anime Club
- BC3 Music Society
- BC3D Sculpture Club
- Centurion Newspaper
- Ceramics Club
- Dance Club
- Drama Club
- Film & Multimedia Club
- Glass Arts Society of Bucks
- Printmaking Club
- Radio BUX
- Tyler Literary Society

Service/Causes

- College Democrats
- College Republicans
- Habitat for Humanity
- Peyton Heart Project Club
- Social Justice Club
- Veterans Club

Diversity

- Black Student Union

- Disability Pride
- International Student Association (ISA)
- Multicultural Club
- Open Door Club (LGBTQ+)

Honors Organizations/Studies

- Delta Psi Omega
- Honors@Bucks Club*
- Kappa Beta Delta (KBD)
- Lambda Nu Honor Society
- National Society of Leadership and Success (NSLS)
- Phi Theta Kappa (PTK)

**This club supports the Honors@Bucks academic program of study.*

Recreation

- Bucks Gardening Club
- Chess Club
- Cosplay Club
- Dungeons & Dragons
- Epic Poker Club
- Field & Stream Club
- Freestyle Fellowship
- Gaming Club
- Game Development Club
- Keeping It Reel

Faith Focused

- Catholic Student Association
- Hillel Club
- InterVarsity Christian Fellowship
- Muslim Student Association

Student Leadership

- Bucks United in Leadership & Diversity @ Epstein Campus (BUILD@EC)
- Student Government Association (SGA)
- Student Programming Board (SPB)
- Students Planning Activities (SPA)

Student Records, Rights and Responsibilities

- [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Change of Address, Name or Telephone Number](#)
- [Clearance Letters](#)
- [Transcripts](#)
- [Equal Employment Opportunity Statement](#)
- [Equal Opportunity in Education](#)
- [Student Consumer Information Services](#)
- [Student Right-To-Know Act](#)
- [Resolution of Student Concerns](#)
- [Student Body Bill of Rights and Responsibilities](#)
- [Discipline](#)
- [Code of Conduct](#)
- [Academic Integrity Policy](#)
- [Electronic Communications Policy](#)

1.19 The Family Educational Rights and Privacy Act (FERPA)

I. Purpose

This policy serves as guidance to faculty, staff and students regarding the privacy of student records and ensures that student education records are maintained in compliance with applicable federal and state laws.

II. Scope

The college accords all the rights under the Family Educational Rights and Privacy Act of 1974 (the Act) to its students. All faculty and staff are subject to the restrictions imposed by law.

III. General

Definitions

Authorized Representative refers to any entity or individual designated by a State or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct — with respect to Federal- or State-supported education programs — any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

Education Program refers to any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, adult education and any program that is administered by an educational agency or institution.

Directory Information is personally identifiable information that is generally not considered harmful or an invasion of privacy if disclosed. It can be disclosed to outside organizations without a student's prior written consent.

Legitimate Educational Interest is the demonstrated "need to know" by those officials of an institution who act in students' educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information including student employees or agents.

Personally Identifiable Information is data or information that includes, but is not limited to: the name of a student; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics which would make the student's identity easily traceable; other information which would make the student's identity easily traceable, such as date of birth and mother's maiden name.

An Education Record is a record that:

- Directly relates to a student of the college and is maintained by the college or by a party acting for the college.
- Contains information, recorded in any way, including but not limited to: handwriting, print, film, microfilm, audio/videotapes, computer media, and microfiche.
- Relates to a student attending the college and who is employed by the college. An example of this type of record is the performance rating of a student enrolled and working for the college.

Education records do not include:

- Records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute for the maker of the record.
- Records of the law enforcement unit, employment records, or alumni records.
- Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.
- Records maintained by Bucks County Community College legal counsel.

The college collects, maintains, secures and destroys student records for the educational welfare and advancement of the students.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained herein, and that they may limit the information. Subject to the requirements of the Act, the college may provide directory information from a student's education record, unless the student has stated in writing that such information may not be disclosed.

No one outside the college shall have access to, nor will the college disclose any information from students' education records, without the written consent of the students, except to personnel within the college, to officials of other institutions in which students seek to enroll, *to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health or safety of students or other persons, and to individuals and agencies permitted under the Act.*

School officials who have been determined by the college to have legitimate educational interests may receive personally identifiable information from a student's education records without the student's consent.

The college defines **Directory Information** as:

- Name
- Major field of study
- Dates of Attendance
- Degrees
- Honors and Awards Received
- Previous institution(s) attended
- Enrollment Status (Full-Time or Part-Time)

- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

No representative of the college shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Current and former attending and registered students of the college have the right to access their education records.

Violation of this policy may lead to disciplinary action up to and including termination.

IV. Procedures

None

V. Approval

Board of Trustees - January 10, 2019; Reviewed December 2023; Revisions Approved by Board of Trustees – March 14, 2024

VI. Responsibility

Associate Vice President, Student Affairs.

Student Records

Change of Name or Date of Birth

A student can request legal name and date of birth changes and corrections via their Workday student account. Documentation will need to be uploaded when submitting the request.

Legal name and date of birth changes and corrections can be emailed to registrar@bucks.edu from the Bucks student email account. In the email include a copy of a government issued document (passport, driver's license, social security card, or birth certificate) or a court order (marriage certificate, divorce decree, etc.)

verifying your name or date of birth. Requests sent from non-Bucks or personal email accounts will not be processed.

If you would like your username and email address updated to your new name, please request this in your email. Changes to usernames and email addresses can only be completed when not actively enrolled/registered for courses.

Information on preferred first name is available on the [Services & Resources](#) webpage.

Change of Address

Address changes can be completed via the student's Workday account.

Address changes can be emailed to registrar@bucks.edu from the Bucks student email address. Requests sent from non-Bucks or personal email accounts will not be processed.

If your address change includes a change in your residency into Pennsylvania and/or into Bucks County, please complete the [Residency Checklist and Regulations](#) and [Residency Verification Forms](#). You must prove your continuous residence in Pennsylvania for one year. To receive classification as a Bucks County resident for a given term, the documentation and checklist must be received no later than the end of the third week of classes. Please submit the completed form, along with the requested documentation to esdeansoffice@bucks.edu. Questions can be sent to esdeansoffice@bucks.edu.

Change of Telephone Number or Personal Email Address

Telephone numbers and personal email address changes can be completed via the student's Workday account.

Telephone number and personal email address changes can be emailed to info@bucks.edu or registrar@bucks.edu from the Bucks student email address. Requests sent from non-Bucks or personal email accounts will not be processed.

Change or Correction of Social Security Number

Social security number corrections and changes can be emailed to the Registrar's Office at registrar@bucks.edu from the Bucks student email address. In the email include a copy of your social security card. You may fax a copy to c/o Registrar at fax number 215-968-8110, or bring your social security card to the Registrar's Office,

Lower Level Linksz Pavilion, Newtown Campus, for correction. Requests sent from non-Bucks or personal email accounts will not be processed.

Clearance Letters

When a student wishes to transfer, the transfer institution often requests a Letter of Clearance. This letter is sent to the college of the student's choice explaining whether he or she was involved in any disciplinary actions, his/her dates of attendance and general standing at Bucks County Community College. A Letter of Clearance is not a transcript.

Letter requests and transfer forms are completed by the Registrar's Office. To request a letter, or have a transfer form completed, please visit the [Forms](#) webpage and click on one of the options under Enrollment Verification. Forms can be emailed to the Registrar's Office at docrequest@bucks.edu.

Transcripts

Your transcript is the official, permanent record of all the courses you have taken while attending Bucks County Community College. In accordance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, student academic records are classified as confidential and may be released only with the student's written authorization and signature. No one else (including your spouse, parent, family member, friend, employer, etc.) can request your transcript, as your written permission is required by law.

Bucks students can request an official copy of their transcript be sent to any college or university, employer, any specific address, by visiting bucks.edu/transcripts. Current students can obtain an unofficial copy of their transcript through their MyBucks Self-Service through Summer 2025 and in their Workday student account beginning Fall 2025.

There is a \$7 fee for transcript requests. The Official Transcript Request Fee must be paid at the time of the request, or the request will not be processed. Transcripts, official and unofficial, will not be released if a student has an outstanding financial obligation to the college.

Bucks students can review their grades through MyBucks Self Service through Summer 2025 and in their Workday student account beginning Fall 2025.

Equal Employment Opportunity Statement

Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Accordingly, all recruiting, hiring, and promoting for all job classifications will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

All recruiting and admissions of students will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Equal Opportunity in Education

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, disability, ancestry, veteran status, or any other legally protected category.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student. All inquiries regarding the nondiscrimination policy shall be directed to the Executive Director, Human Resources & Equity Compliance

Officer, Tyler Hall Room 130, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940, 215-968-8091 (phone), 215-504-8506 (fax).

Student Consumer Information Services

Student Right to Know

As required by the Student Consumer Information Regulations, established under Title I of the Educational Amendment of 1976, the College provides information to current and prospective students concerning the academic programs offered by the College and the financial assistance programs available to students.

The College participates in all major federal and state financial aid programs. This Catalog includes a section on the College's Financial Aid Programs, including descriptions of the various programs, application procedures, eligibility requirements, criteria for selecting recipients, criteria for determining award amounts, and a statement of the rights and responsibilities for students receiving financial assistance.

In addition to this information, the Financial Aid Office has prepared a Financial Aid Brochure which summarizes the aid programs available for current and prospective students. Requests for information and application materials should be directed to: Financial Aid Office, Bucks County Community College, Newtown, PA 18940.

This Catalog includes a section outlining tuition and fee charges for full and part-time students, as well as estimates for books and supplies, off-campus housing, transportation, and personal expenses. It is important to understand that this information is based upon typical expenses for the "average" student, and may vary greatly from student to student, depending upon housing plans, transportation arrangements, and other personal factors.

The College's Refund Policy is outlined in the Expenses section of this Catalog. It is the responsibility of the student to be aware of this refund policy, and to notify the College in writing of intent to withdraw from courses or the College.

The Office of Instructional Research maintains information on student retention rates by academic programs and also information on the number of students completing majors. In addition, this office conducts an annual follow-up study on post-graduate activities. This study includes information on numbers of students transferring to other colleges and universities and locating full and part-time jobs.

Additional information on retention rates, number of students completing majors, and similar types of information should be requested from: Office of Institutional Research, Bucks County Community College, Newtown, PA 18940.

The College's contact person for Student Consumer Information Services is the Director of Financial Aid. Questions and requests for information should be directed to: Director of Financial Aid, Bucks County Community College, Newtown, PA 18940.

As a result of the Higher Education Amendments of 1998, the following list and brief descriptions are being made available so that students and parents will know what office(s) to contact for required disclosures:

- Rights Under Family Education Rights and Privacy Act - This Act was written to protect the privacy of education records. Questions may be addressed to the Registrar's Office.
- Completion/Graduation Rates - This will show completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation or completion. Questions may be addressed to the Office of Institutional Research.
- Report on Athletic Program Participation Rates and Financial Support Data - Includes disclosures regarding institutional revenues and expenses attributable to intercollegiate athletic activities as well as disclosures regarding athletic participation. Questions may be addressed to the Director of Athletics, Bucks County Community College, Newtown, PA 18940.

Student Right-to-Know Act

In response to the Right-to-Know and Campus Security Act, Public Law 101-542 and the Higher Education Technical Amendments of 1991, Public Law 102-26, and Department of Education regulations, Bucks County Community College is required to provide students with the information found on <https://www.bucks.edu/policy/consumer-info/>

Resolution of Student Concerns

As a comprehensive educational community, Bucks promotes an active and challenging learning environment. Varying viewpoints and differences of opinion in

such an environment are natural and expected. Students enjoy a host of rights and responsibilities in addressing issues and concerns.

Student concerns are generally best resolved at the level at which the concern developed. Communication is the key to resolution. Students are encouraged to indicate concerns with specific matters to the office/ area or individual most directly involved or responsible. A variety of mechanisms exist to assist students in processing such concerns. Faculty members, administrators, and College staff are receptive to discussion and welcome interaction with students. The Provost serves as an ombudsman for students and can assist in directing students to the most appropriate area or person to resolve concerns. Counseling services, academic deans, and area administrators can also provide assistance.

Students are encouraged to address concerns in an appropriate and timely manner and to utilize the resources noted above to assist in this process. If the student is unable to resolve the concern in an informal manner, then the student is encouraged to follow the procedures outlined in the Student Complaint Policy below.

Student Complaint Policy

I. Purpose

This policy is designed to provide a mechanism by which a student may lodge a complaint regarding a service or academic encounter at the college. Through this process the college seeks to ensure the provision of a quality education and excellent support services for students. Further, the process is intended to identify opportunities to improve service and student satisfaction, as well as demonstrate compliance with federal regulations regarding the receipt, response to and tracking of student complaints.

II. Scope

This policy applies to an individual who is currently enrolled, or was enrolled at the college, within the previous semester, when the underlying facts and circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise is required to re-apply for admission.

Parents, relatives, employers, agents and other persons acting for, or on behalf of, a student are not able to file a complaint in a student's name.

III. General

This policy and accompanying procedures are based on the principle that the college is committed to handling student complaints in a manner which is perceived as fair, impartial, confidential and timely. This policy is the appropriate mechanism to pursue for complaints related to any aspect of college life including the delivery of academic, administrative and other support services. The effectiveness of the complaints process is regularly evaluated by those involved in it.

When a student encounters a problem on campus for which he/she seeks resolution, he/she should always first try to work the problem out through discussion with those immediately involved with, or responsible for, the service, decision or action in question. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. The majority of problems can be resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. If however, an issue or problem still exists after informal resolution is attempted, a student may initiate the formal complaint procedures provided at the college. All formal student complaints must be received in writing through student entry of the complaint details into the online complaint resolution form used by the college. Once the [online form](#) is completed, an electronic copy is sent to the Office of the Provost. Should the Provost be the subject of the concern, or directly party to it, the complaint may be made to the President.

COMPLAINTS ADDRESSED BY OTHER POLICIES

The following matters are not treated as Student Complaints within the scope of this policy but may be directed for resolution as follows:

- Sexual misconduct, harassment, or discrimination. 1.14 [Gender-Based Misconduct Policy](#)
- Discrimination on grounds of equal opportunity. [1.10 Equal Opportunity](#)
- Failure to provide adequate accommodations. [1.11 Americans with Disabilities Act](#)
- Matters relating to student violations of the Code of Conduct. [3.12 Student Responsibilities for Conduct](#)
- A grade appeal, unless unethical, illegal or improper conduct of a faculty member may be the subject of the complaint even if it occurs in the context of a grade decision or appeal. 2.11 Grade Challenges
- Tuition appeal. [3.18 Tuition Appeals](#)
- Matters relating to child abuse reporting. 1.21 Child Abuse Reporting
- Grievances arising related to a student's employment at the college should be directed to the [Human Resources office](#).

- Complaints related to processes or individuals outside of the scope of college responsibility.

COMPLIANCE

Failure to comply with this policy may result either in no action being taken with respect to a complaint or other disposition by the Provost. Where such failure also causes a violation of rules and policies regarding student or employee conduct, disciplinary action may result in accordance with the applicable rules and policies.

IV. Procedure

COMPLAINT SUBMISSION

All formal student complaints must be received in writing within the semester of occurrence or as soon as possible thereafter. The student will provide the complaint facts and circumstances via the [online complaint resolution form](#) used by the college. The Office of the Student Affairs will receive, and be the central repository for, all complaints registered.

COMPLAINT REVIEW AND RESOLUTION

Using the complaint resolution system, the following process for review and resolution will be used.

1. The Provost will direct each complaint to the appropriate divisional Vice President or to the Provost for review and resolution.
2. Complaints will be acknowledged within 5 days of receiving all information necessary to process the complaint. This acknowledgement will:
 - be in writing from the divisional Vice President reviewing the complaint
 - identify the staff member handling the complaint
 - give an estimated time frame for resolution.
3. Complaints should be addressed as expeditiously as possible, with the goal of resolving each complaint within 30 days of acknowledgment of the complaint.
4. Upon arriving at a resolution, the divisional Vice President will send resolution details in writing to the student and the Provost, giving the reasons for the decision.

COMPLAINT TRACKING

The Office of the Provost, will track each Student Complaint via a web-based data management system and maintain within that system a record of the following for not less than two (2) years after final disposition of the complaint:

- Date complaint was received.
- Students identified with the complaint.
- Copy of the complaint.
- College officials who addressed the complaint.
- Steps taken to resolve the complaint.
- Final resolution or disposition of the complaint.
- Any external actions taken by the complainant of which the Provost becomes aware.

The data tracked will be assessed and made available to regulatory agencies and accrediting bodies, including the Middle States Commission on Higher Education and the Pennsylvania Department of Education, as required in accordance with applicable laws, regulations and policies.

In the unlikely event that an issue cannot be resolved by the college:

- on-ground students may file a complaint with their respective State Licensing Authority. Please see the [accompanying guidelines](#) to file a complaint with your local State.
- online students, except for those residing in California, may lodge an appeal with the [Pennsylvania Department of Education](#).
 - online students residing in California may file a complaint with their [state agency](#).

State agencies should be contacted only after the student has registered a complaint with the college and has not received a response to the request for resolution

Bucks County Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Postsecondary Accreditation. Please see the Commission's guidelines for filing a complaint at www.msche.org.

Student Body Bill of Rights and Responsibilities

Rallies, Free Speech, and Communication

1. The College affirms the right of its students to hold rallies, speeches, and demonstrations after students observe the routine procedures designated by orderly scheduling of facilities and activities. In order to permit the normal and uninterrupted use of buildings, picketing shall be confined to out-of-doors in such a manner as to permit normal and orderly egress and ingress.
2. The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

Rights

1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Protection against improper disclosure on the basis of class- room expressions.
4. Confidentiality of student records.
5. Freedom of association.
6. Freedom of inquiry and expression in student organizations.
7. Freedom of responsible expression in student publications.
8. Freedom to exercise citizenship rights.
9. Guarantee of due process in disciplinary proceedings.

Responsibilities

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are guaranteed.
3. Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view.
4. The exercise of dissent in an orderly manner and within a framework compatible with the orderly resolution of differences.
5. Active support of College regulations established through the joint efforts of students and faculty leaders.

Discipline

Any student who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. It is the expectation of the faculty and administration of the College that students will grow in maturity and develop the ability to lead and govern themselves.

Code of Conduct

3.9 Student Code of Conduct

Principles of Student Conduct at Bucks County Community College

- **Integrity:** Bucks students exemplify honesty, honor, and a respect for the truth in all of their dealings.
- **Community:** Bucks students build and enhance their community.
- **Social Justice:** Bucks students are just and equitable in their treatment of all members of the community and act to discourage, and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** Bucks students show positive regard for each other, for property, and for the community.
- **Responsibility:** Bucks students are given and accept a high level of responsibility for self, others, and the community.

Bucks County Community College students are responsible for knowing the information, policies, and procedures outlined in this document. Bucks County Community College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all [policies](#).

Section 1: Philosophy

The Bucks County Community College (Bucks) community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of the Bucks community.

Each member of the Bucks community bears responsibility for their conduct. When members of the community engage in a violation of the rules outlined below, this policy dictates the steps taken to remediate and address the violation.

The student conduct process at Bucks is not intended to punish students; rather, it exists to protect the safety of our campus community as well as addressing inappropriate and unwelcome student behavior in a meaningful way. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community's expectations. When a student is unable to conform their behavior to community expectations, the student conduct

process may determine that the student should no longer share in the privilege of membership and participation in the Bucks community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. The overarching goal of this conduct policy is fundamental fairness but does not include the same standard of proof as outlined in civil or criminal courts. The standard of proof is "more likely than not" which is also known as "preponderance of the evidence". This means that the side that wins is more likely than not to be correct, based on the evidence and the law. It does not mean that one side presented more evidence than the other. Bucks does not have a prescriptive standard for proof/evidence. Proof is based on the evidence presented and what the policy and, at times, the law states. Sanction(s) imposed will be proportionate to the severity of the violation. Past infractions, including those where sanctions are still in place, will also be considered during the sanctions phase of this policy.

Section 2: Student Conduct Authority

The Vice President of Student Affairs is vested with the authority over student conduct by the President. The Vice President of Student Affairs appoints the Chief Judicial Affairs Officer to oversee and manage the student conduct process.

Section 3: Jurisdiction

Students at Bucks are provided a copy of the Code of Student Conduct (the Code) annually in the form of a link on the Bucks website. Hard copies of this policy are available upon request from the Office of Student Life. Students are responsible for reading and abiding by the provisions of the Code.

The *Code* and the student conduct process apply to the conduct of individual students and all College-affiliated student organizations.

Bucks retains conduct jurisdiction over misconduct that occurred prior to a student taking a leave of absence, withdrawing from the College, or graduating from the College. If sanctioned for misconduct, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. The student who is alleged to have engaged in misconduct is guaranteed due process, specifically the right to respond to the allegations, to participate in the investigation, and to present their explanation (defense) to the allegations.

In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and, should the former student be found responsible for serious academic misconduct, including other violations of the student code of conduct and/or the College's Title IX policy, the College may revoke the student's degree.

The *Code* applies to behaviors that take place on the campus, at College-sponsored events, and may also apply to off-campus conduct when that off-campus conduct affects a substantial College interest.

The *Code* may be applied to behavior conducted online, via e-mail, or in or through other electronic media. Examples of postings include but are not limited to: online postings, such as those found on blogs, web postings, chats, and social networking sites, that are in the public and private sphere. These postings can subject a student to allegations of conduct violations and a subsequent investigation, if evidence of policy violations is posted online and if there is appropriate jurisdiction. Bucks does not regularly search for this information but will take action if and when such information is brought to the attention of College officials, provided that the alleged conduct is not part of a student's protected First Amendment rights to free expression. See also the College's [Guide for Responsible Use of Electronic Communication](#) and [Electronic Communications Policy](#)

There is no time limit on reporting violations of the Code; however, the longer someone waits to report an offense, the harder it becomes for Bucks officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Judicial Affairs Officer and/or to the Office of Security & Safety. Title IX allegations must be referred to the Title IX Coordinator. See Title IX policy. Employees designated as Officials with Authority are bound to report allegations of possible [Title IX policy](#) violations of which they become aware to Bucks' Title IX Coordinator.

Bucks email is the College's primary means of communication with students. Students are responsible for all communication delivered to their College email address.

Section 4: Definitions

1. **Student:** For the purposes of student conduct, Bucks considers an individual to be a student upon issuance of a Bucks student identification number and thereafter, as long as the student has a continuing educational

interest in the College. A continuing educational interest in the College for purposes of this policy is defined as currently admitted or registered in credit or non-credit College programs on a full or part-time basis, those participating in on- and off- campus College programs or a College-sponsored activity, or who participates in a College function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including College employees so admitted, registered, or enrolled.

2. **Substantial College Interest:** A substantial College interest includes any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or to the College community as a whole, any situation that significantly infringes upon the rights, property, or achievements of self or others at the College, or significantly breaches the peace, and/or causes social disorder at the College; and/or adversely affects ordinary College operations or operations or another member of the College Community.

3. **Substantial Disruption:** A substantial disruption is defined as a disruption that causes, creates, or contributes to a dangerous College environment or otherwise threatens the health or safety of a student or students at the College. Substantial disruption is also defined as a disruption that significantly infringes upon the rights, property, or achievements of self or others at the College, or significantly breaches the peace, and/or causes social disorder at the College; and/or adversely affects ordinary College operations or operations or another member of the College Community.

4. **Preponderance of Evidence:** The standard of proof is "more likely than not" which is also known as "preponderance of the evidence". This means that the side that wins is more likely than not to be correct, based on the evidence and the law. It does not mean that one side presented more evidence than the other. Bucks does not have a prescriptive standard for proof/evidence. Proof is based on the evidence presented and what the policy and, at times, the law states.

Section 5: Violations of the Law

Alleged violations of federal, state, and local laws may also constitute conduct that violates this Code. If conduct occurs which is alleged to violate this Code and is within Bucks jurisdiction, the College conduct process may proceed, notwithstanding any criminal complaint that may arise from the same incident.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation

of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Students accused of crimes may choose but are not required to take a leave of absence from Bucks until the criminal charges are resolved. In such situations, College policies regarding withdrawals and leaves of absence must be followed.

Section 6: The Rules

In order to provide the maximum opportunity for learning, and to support the mutual respect necessary within the teaching/learning environment, all Bucks County Community College (Bucks) students are expected to:

1. Abide by the College's [Guide for Responsible Use of Electronic Communication](#) and [Electronic Communications Policy](#) and not abuse the privileges of access to electronic information and communication;
2. Adhere to classroom policies set by their instructors in the syllabus;
3. Adhere to the College's [Academic Integrity Policy](#);
4. Abide by College policies related to [children on campus](#);
5. Refrain from tobacco, electronic cigarette ("e-cigarette"), and vaping per the [Tobacco and Vape-Free Policy](#) . and
6. Abide by all [College policies](#).

In addition, Bucks considers the behavior described in the following sub-sections as inappropriate for the College community. Bucks encourages bystanders to report to College officials all incidents that involve the following actions. Any student found in violation of this policy is subject to the sanctions outlined in this policy. These expectations and rules apply to all students and are not meant to be exhaustive.

Integrity: Bucks students exemplify honesty, honor, and respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. **Falsification.** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification (e.g., misrepresentation of proper identification in the transaction of College business and dealings with College officials and representatives), or financial instruments.
2. **Academic Dishonesty.** Acts of academic dishonesty (e.g., plagiarism or academic cheating) as outlined in the [Academic Integrity Policy](#).

3. **Unauthorized Access.** Unauthorized access to any College building or unauthorized possession, duplication, or use of means of access to any College building (e.g., keys, cards, etc.) or failing to timely report a lost Bucks identification card or key.
4. **Collusion.** Action or inaction with another or others to violate the Code.
5. **Trust.** Violations of positions of trust within the community. Violations of trust include, but are not limited to students who are involved in student government or hold student club leadership positions.
6. **Election Tampering.** Tampering with the election of any College-recognized student organization (minor election code violations are addressed by the SGA).
7. **Taking of Property.** Intentional and unauthorized taking of College property or the personal property of another, including goods, services, and other valuables.
8. **Stolen Property.** Knowingly taking or maintaining possession of stolen property.

Community: Bucks students build and enhance their community. Behavior that violates this value includes, but is not limited to:

1. **Disruptive Behavior.** Substantial disruption of College operations, including obstruction of teaching, research, administration, other College-sponsored activities, and/or other authorized non-College activities which occur on campus. Disruptive behavior is determined on a case-by-case basis by the conduct administrator.
2. **Rioting.** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, or causes physical harm to others or damage and/or destruction of property.
3. **Unauthorized Entry.** Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College building.
4. **Trademark.** Unauthorized use (including misuse) of Bucks or organizational names and images.
5. **Damage and Destruction.** Intentional, reckless, and/or unauthorized damage to or destruction of College property or the personal property of another.
6. **IT and Responsible Use.** Violating Bucks [Guide to Responsible Use of Electronic Communication](#).
7. **Illegal Gambling.** Gambling as prohibited by the laws of the Commonwealth of Pennsylvania.

8. **Weapons.** Possession, unauthorized use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on Bucks property. See also the College policy regarding [Weapons on Campus](#).
9. **Tobacco.** Smoking, tobacco use, use of electronic cigarettes (“e-cigarettes”) and/or vaping devices are prohibited. See [Tobacco Free Campus Policy](#).
10. **Drunken, Controlled Substance, and/or Disorderly Conduct.** Drunk and/or disorderly conduct on campus or at a College-sponsored off-campus event. See [Drug and Alcohol Policy](#).
11. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 1. Intentionally or recklessly causing a fire which damages Bucks or personal property, or which causes injury;
 2. Failure to evacuate a Bucks-controlled building during a fire alarm;
 3. Improper use of Bucks fire safety equipment; or
 4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Bucks property. Such action may result in a local fine in addition to College sanctions.
12. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the College.
13. **Animals.** Animals, with the exception of animals that provide assistance (e.g., service animals), are not permitted on campus except as permitted by law. See [Service Animals](#) policy.
14. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted inside Bucks buildings or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to Bucks property caused by these activities. Wheeled devices such as electronic and manual wheelchairs, power-operated vehicles/scooters, or electric scooters used by students, staff or visitors as accommodations for disabilities are permitted on campus and in buildings.
- 15.

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing College community. They understand and appreciate how their decisions and actions impact others and are

just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

1. **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, gender identity or LGBTQIA+ identity, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities. Behavior that meets the definition of sexual harassment or discrimination under the Title IX 2020 Regulations will be handled through the [Title IX](#) sexual misconduct policy and not through this policy. See also [Americans with Disabilities Act \(ADA\) policy](#).

1. **Harassment.** Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in the [Title IX policy](#) or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be formally dismissed and referred by the Title IX Coordinator to the College's respective Judicial Affairs Officer for investigation and adjudication under the Student Conduct Code. For purposes of this policy, Harassment means Any [unwelcome conduct](#) based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, gender identity or LGBTQIA+ identity, or other protected status that Such conduct has the purpose or effect of substantially interfering with an individual's academic performance and/or within the campus community.

2. **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) or objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College's educational or employment program or activities.

Behavior that meets the definition of Title IX sexual harassment or discrimination and meets the Title IX regulation's jurisdictional requirements, will be handled through the Title IX sexual misconduct policy and not through this policy.

1. **Retaliation.** Any adverse action taken by an individual (either directly or through a proxy), absent legitimate nondiscriminatory purposes, against a participant in a civil rights grievance or when engaged in a protected activity under this Code.
2. **Failure to Report.**
 1. Complicity with or failure of any student to report observed conduct or conduct reported to them that may violate the Code or any other Bucks policy; or a failure to address known violations of the Code or law; or
 2. Complicity with or failure of any organized group to report observed conduct or conduct reported to them that may violate the Code or any other Bucks policy.
3. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity, including, but not limited to:
 1. Falsification, distortion, or misrepresentation of information;
 2. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
 3. Attempting to discourage an individual's proper participation in, or use of, the College conduct system;
 4. Harassment (verbal or physical) and/or intimidation of a member of a College conduct body prior to, during, and/or following a College conduct proceeding;
 5. Failure to comply with the sanction(s) imposed by the College conduct system;
 6. Influencing, or attempting to influence, another person to commit an abuse of the College conduct system.
 7. engaging in retaliation against someone who is participating in a protected activity, such as seeking redress for alleged violations of Bucks policy or acting as a witness in such process.

Respect: Bucks students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

1. **Harm to Persons.**
Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
2. **Threatening Behaviors:**

1. **Threat.** Written or verbal conduct (either directly or through a proxy) that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
2. **Intimidation.** Implied threats or acts (either directly or through a proxy) that cause a reasonable fear of harm in another.
3. **Disruptive Behavior in Classroom.** Behaviors that impact an instructor's ability to conduct a class session, either in-person or online.
4. **Bullying and Cyberbullying.** Repeated and/or severe aggressive behaviors that (either directly or through a proxy) intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
5. **Assault.** Assault upon another person or the threat thereof while on campus or at a College-sponsored off-campus event.
6. **Hazing.** An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. See the Bucks [Anti-Hazing Policy](#) for more information.
7. **Intimate Partner/Relationship Violence.** Violence or abuse by a student in an intimate relationship with another person. The Code will address conduct not addressed by the Title IX Sexual Misconduct policy.
8. **Stalking.** A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear. The Code will address conduct not addressed by the Title IX Sexual Misconduct policy.
9. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non- consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. The Code will address conduct not addressed by the Title IX Sexual Misconduct policy.
10. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: Bucks students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to:

1. **Alcohol.** Use, possession, sale, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law or where Bucks has expressly authorized the conduct.

2. **Drugs.** Use, possession, sale, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law.
3. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
4. **Failure to Comply.** Failure to comply with the reasonable directives of Bucks officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so (e.g., failure to provide proper identification when requested by a College official).
5. **Failure to Respond.** Failure to respond to official correspondence and/or communications from the College.
6. **Other Policies.** Violating other published Bucks policies or rules.
7. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).
8. **Violations of Law.** Evidence of violation of local, state, or federal laws, when substantiated through the College's conduct process.

Section 7: The Student Conduct Process

Step One: Preliminary Inquiry

The College will begin the investigation process by conducting a preliminary inquiry into the nature of the incident and the allegations being made. The preliminary inquiry will be conducted by the Chief Judicial Affairs Officer or assigned to a Judicial Affairs Officer or designee. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the *Code* (e.g., for reasons such as mistaken identity or allegations of behavior that falls outside the *Code*); or
2. A more comprehensive investigation, when it is clear more information must be gathered.

Step Two: Investigation

If, at the end of the preliminary inquiry, an investigation is warranted, the Chief Judicial Affairs Officer, Judicial Affairs Officer or designee, will investigate the matter. Within seventy-two (72) hours, a written Notice of Allegations letter will be issued, and the investigation will begin.

The determination to either dismiss the complaint or open a more comprehensive investigation shall be communicated to the Complainant in writing; the JAO or designee shall maintain a copy of this written determination.

Notice of Allegations and Investigation

1. The Notice of Allegations letter sent to the Respondent will also be sent to the Complainant. The Notice of Allegation should specify that the investigation will be done to determine, under the preponderance of the evidence standard, if a violation of the policy has taken place. The Notice of Allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the investigators.
2. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place.
3. If during the investigation additional allegations are presented or if allegations outlined in the original Notice of Allegations have been retracted, the Respondent must receive an amended Notice of Allegations and shall be allowed to address the new allegations.

The Investigation Process

1. At the beginning of the investigation interview, the investigators will review with the party being interviewed:
 - the Student Conduct Code,
 - the investigation process,
 - how determinations are made,
 - possible sanction/s,
 - the prohibition against retaliation,
 - and appeal options.
2. Students are expected to comply with requests and directives issued by the investigators performing duties connected to an investigation. Should a student choose to not participate in the conduct process, the investigator will proceed with the investigation and make determinations without gaining input from the non-participating student.
3. After the Respondent's initial interview, the Respondent will be given up to five (5) days to reflect upon and respond to the allegations(s) in writing. Any written response should be delivered to the investigators within the five (5) day reflection and response time period. Likewise, all other interviewees (including the Complainant) will be given up to five (5) days to reflect upon and respond

to the information presented and outlined during the investigative interview. Any written response provided by the Complainant or an interviewee should be delivered to the investigators within the five (5) day reflection and response time period.

4. A student can have an advisor present in all conduct proceedings, but the advisor cannot speak on the student's behalf.
5. Involved parties can identify witnesses who have information relevant to the investigation. These witnesses will be contacted by the investigators who will assess the relevance of the witnesses and conduct interviews, as appropriate.
6. Complainants and Respondents will be notified in writing when an investigation has concluded and the investigative report has been completed, which will encompass all information except for a final determination.

Step Three: Determinations

1. The investigators will determine whether it is more likely than not that a student and/or student organization violated the Student Conduct Code and will submit a written investigative report to the Judicial Affairs Officer or designee.
2. The Judicial Affairs Officer or designee will consider any mitigating or aggravating factors and determine the appropriate sanctions.
3. Within five (5) business days of the determination being made, the Judicial Affairs Officer or designee] will provide the Complainant and Respondent a written determination. The written determination will indicate whether or not the charge(s) was substantiated and, if the charge(s) was/were substantiated, will outline the remedial action(s) taken, including sanctions if applicable, to be issued by the College. The determination letter will outline the investigation and the determination made regarding the allegations outlined in the complaint, as well as state any issued sanction/s based on a finding of responsibility.
4. The parties will be informed of the right to appeal the determination and will be given instructions on how to do so in the decision letter.

Step Four: Appeals

I. Filing An Appeal

1. The appealing party must submit a written appeal request to the Vice President of Student Affairs, no later than five (5) days from the date of the written determination.

2. If no appeal is filed within the five (5) day window, the determination regarding responsibility for a violation under this policy and sanctions is closed and final.
3. Pending the filing of a timely appeal request, the decision by the Vice President of Student Affairs, will delay the effective date of the disciplinary sanction.
4. The grounds for an appeal are restricted to the following:
 1. Procedural irregularity that affected the outcome of the matter, and
 2. New evidence that was not reasonably available at the time determinations regarding responsibility or was made, that could affect the outcome of the matter.
5. The Vice President of Student Affairs will notify the involved parties of a decision regarding the appeal within five (5) days of receiving the appeal request. Both parties to the original investigation will be notified of the appeal decision.
 1. If the appeal is denied, the original decision and sanction(s) shall be considered final and binding upon all concerned.
 2. If the appeal is granted, the rationale for the decision will be outlined in the decision letter as will the next steps in the process.
 - a. The appellate body has discretion upon granting an appeal to refer the matter back to the investigators for re-consideration or alter the sanction/s only (including issuing more severe sanctions).

II. Conflict Resolution Options

The Judicial Affairs Officer has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing under this policy; however, at no time will complaints of physical sexual misconduct or violence (not addressed through the Title IX process) be mediated as the sole institutional response. The Judicial Affairs Officer may also suggest that complaints that do not involve a violation of the Code be referred for mediation or other appropriate conflict resolution.

III. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Student groups or organizations follow the same general 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 and the organization.

IV. Amnesty

1. **For Victims**

Bucks provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result. Determination regarding Amnesty will be made by the Judicial Affairs Officer.

2. **For Those Who Offer Assistance**

To encourage students to offer help and assistance to others, Bucks pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Judicial Affairs Officer, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3. **For Those Who Report Serious Violations**

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Determination regarding Amnesty will be made by the Judicial Affairs Officer. Abuse of amnesty requests can result in a decision by the Judicial Affairs Officer not to repeatedly extend amnesty to the same person.

V. Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the *Code*:

1. *Warning:* An official written notice that the student has violated Bucks policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Bucks.
2. *Restitution:* Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. *Community or College Service Requirements:* For a student or organization to complete a specific supervised community or College service.
4. *Confiscation of Prohibited Property:* Items whose presence is in violation of Bucks policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Judicial Affairs Officer and/or the Office of Security & Safety.
5. *Behavioral Requirement:* This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
6. *Educational Program:* Requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
7. *College Probation:* The student is put on official notice that, should further violations of Bucks policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
8. *Loss of Privileges and/or Eligibility Restriction:* The student will be denied specified privileges for a designated period of time. The student may also be deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the judicial affairs officer and terms of this conduct sanction may include, but are not limited to, the following:
 1. Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
 2. Ineligibility to represent Bucks to anyone outside the College community in any way including: participating in study abroad programs, attending conferences, or representing the College at an official function, event, or intercollegiate competition as a player, manager or student coach, etc.

9. *College Suspension:* Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the judicial affairs officer. During the suspension period, the student is banned from Bucks property, functions, events, and activities without prior written approval from the judicial affairs officer. This sanction may be enforced with a trespass action as necessary. This sanction may be noted as a Conduct Suspension on the student's official academic transcript and will be indicated in the student's official disciplinary file.

10. *College Expulsion:* Permanent separation from the College. The student is banned from Bucks property and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript and their official disciplinary file.

11. *Other Sanctions:* Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the judicial affairs officer or designee. Examples of such other appropriate sanctions include, but are not limited to:

1. Written letters of reprimand;
2. Restrictions upon participation in specified College activities;
3. Requirement of formal apologies; or
4. Removal from a specific course/class.

VI. Parental Notification

Bucks reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Bucks may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

VII. Notifications of Outcomes

The outcome of a conduct investigation is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or

forcible or non-forcible sex offense, Bucks will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student's/responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where Bucks determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. The Clery Act defines "crimes of violence" to include:

1. Criminal Homicide
 1. Murder & Non negligent manslaughter
 2. Negligent manslaughter
2. Sex Offenses
 1. forcible
 2. non-forcible
3. Robbery
4. Aggravated Assault
5. Burglary, where:
 1. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
 2. Unlawful entry must be a structure- having four walls, a roof, and a door
 3. There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson

VIII. Failure to Complete Conduct Sanctions

All students, as members of the Bucks community, are expected to comply with conduct sanctions within the timeframe specified by the Judicial Affairs Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension or expulsion from the College. In such situations, students will be required to vacate Bucks property within 24 hours of notification by the Chief Judicial Affairs Officer, Judicial Affairs Officer, or other College Administrator/Staff though this

deadline may be extended at the discretion of the Judicial Affairs Officer. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Judicial Affairs Officer. If a student is expelled, they can no longer attend Bucks County Community College.

IX. Disciplinary Records

All conduct records are maintained by the College indefinitely.

X. Interpretation and Revision

This policy will be updated annually, if needed, under the direction of the Judicial Affairs Officer with a comprehensive revision process being conducted every five (5) years.

XI. Interpretation and Revision

This policy was approved by the Student Affairs Committee on September 12, 2024, and forwarded to Advisory Council for approval. It was implemented on November 26, 2024.

Academic Integrity Policy

3.11 Academic Integrity

I. Purpose

Establish guidelines for adjudicating academic integrity violations.

II. Scope

This policy is applicable to all students.

III. General

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Bucks County Community College requires all students to exhibit academic integrity in all their academic work and conduct across all modalities, including but not limited to in-person, remote, and online learning.

A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. This premise assumes that all work will be done by the person who purports to do it, without unauthorized aids. In addition, when making use of language and ideas not their own, whether quoting them directly or paraphrasing into their own words, students must attribute the source of the material in some standard form, such as naming the source in the text, offering a citation, or other form of acknowledgment appropriate to the discipline. Students are expected to accurately and truthfully represent such sources when incorporating them into their work.

All course syllabi should contain the College's full Academic Integrity policy and its penalties.

Definitions

Violations of academic integrity include, but are not limited to:

1. **Cheating:** Using or attempting to use unauthorized material, information, electronic devices, or study aids in any test or on any assignment without the instructor's permission. Getting unauthorized assistance on a test, quiz, in-class essay, etc., including use of electronic resources. Helping a student to commit an act of academic dishonesty or assuming another individual's identity.

1. Examples of cheating include but are not limited to:

- Using a "cheat sheet" not approved by an instructor for a test or in-class essay
- Having a friend help with a test or write a paper for a class
- Submitting another student's paper, assignment, lab,
- Using such electronic resources, such as Chegg® or ChatGPT®, to solve a math problem for a test or assignment for a class
- Using translation software to translate a phrase or text into another language and submit for an assignment
- Using other students' code from a course or taking files from students without their permission
- Posing as another student to take a test
- Buying or obtaining essays, tests, labs, or other assignments online or from another student

2. **Plagiarizing:** The unacknowledged adoption or reproduction of ideas, words, data, or statements from other people or sources—for instance, fellow

students, published materials, online sources, translator or paraphrase programs, or text-generating software, such as ChatGPT® or other artificial intelligence software.

1. Examples of plagiarism include but are not limited to:
 - Claiming another person's ideas and/or words as one's own
 - Paraphrasing wording from a source without proper citation
 - Improperly paraphrasing a source so that wording and/or sentence structure too closely resembles the original
 - Taking words, information, or illustrations from a print or online source without using quote marks and/or proper citation
 - Using background information from a source without including the source on the reference page
 - Using text-generating software, such as ChatGPT®, to generate a first draft of the paper and then doing your own revisions.

3. **Fabricating or falsifying:** The unauthorized alteration or invention of any data, information, or citation in an academic exercise; misrepresentation of oneself or information.

1. Examples of Fabricating or Falsifying include but are not limited to:
 - Changing correct data or creating illegitimate data on a chart
 - Submitting a fabricated write-up of a field experience
 - Altering or changing a grade

For determination of the use of unauthorized technological aids, the "[Technology Guidelines for Academic Integrity](#)" document will be followed.

IV. Procedures

Reporting & Monitoring

- The Provost's Office maintains a central record and monitors all policy violations. Individual instructors are responsible for completing the Academic Integrity Reporting Form within fourteen (14) calendar days of discovering an offense. The instructor must complete the Academic Integrity Reporting Form using the appropriate reporting tool, which

reports the incident to the Provost's Office for a charge. The incident will be recorded, and a notice from the Provost's Office will be sent to the student.

- The Provost will also notify the student's Academic Dean or Area Head and the Vice Provost, Academic Affairs.
- Instructors should always complete the Academic Integrity Reporting Form as a First Recorded Offense. The Provost's Office will notify instructors of a Second or Third Recorded Offense.
 - Instructors may not file a second or third charge until the fourteen (14) calendar-day appeal window from a previous charge from the same course has closed. Additional Academic Integrity infractions that occur for the same course during the timeframe for the initial charge may be combined and addressed collectively. The determination to collapse charges into one case is fact based.
 - Instructors may withdraw Academic Integrity charges.
- For Academic Integrity infractions that are not related to a student's specific behavior in a course, the process outlined in the Student Code of Conduct will be followed and the infraction will be forwarded to the College's Judicial Affairs Officer for review.

Penalties for Violations

1. FIRST RECORDED OFFENSE

1. If the instructor deems the offense to be relatively minor and/or based on student misunderstanding or error, the instructor may hold a meeting with the student. In this meeting, the student will be given an opportunity to explain what occurred. The instructor may require requiring the student to demonstrate increased facility with academic integrity practice and provide replacement coursework penalized to extents not precluding the student's ability to complete the assignment or course successfully. Such interventions should be reported as a Level 1 offense.
2. If the instructor deems the offense to be more willful/less minor (the student submits another student's paper, for instance), the instructor can file a charge with the Provost's Office (Level 2 or 3). In filing this charge, the instructor will determine whether the violation is Level 2 or Level 3. The instructor should provide the student with information about the charge and schedule a meeting to discuss it.
3. The instructor will:

1. **Level 1** – issue a warning requiring that the offending portions of the work be revised and file the Academic Integrity Reporting Form with an internal warning (not listed on College academic record). The student must acknowledge the warning in writing and meet with the instructor within five (5) business days to discuss the revision. The student must complete the Academic Integrity tutorial and schedule an appointment with a tutor at the Academic Success Center or follow their department-specific process within the timeframe given by the instructor. The instructor does not have to accept the revision if the student does not complete the above steps.
 2. **Level 2** – Issue a warning requiring that the offending portions of the work be revised and file the Academic Integrity Reporting Form selecting a formal offense. The student must acknowledge the warning in writing and meet with the instructor within five (5) business days to discuss the revision. The student must complete the Academic Integrity tutorial and schedule an appointment with a tutor at the Academic Success Center or follow their department-specific process within the timeframe given by the instructor.
 3. **Level 3** – Issue an automatic failing grade (F), worth zero points, for the work in question, e.g., quiz, essay, or examination, and file the Academic Integrity Reporting Form selecting a formal offense. The student must acknowledge the charge in writing and meet with the instructor within five (5) business days to discuss the charge. The student must complete the Academic Integrity tutorial and attend an appointment with a tutor at the Academic Success Center or follow their department-specific process within fourteen (14) calendar days.
 4. In the event the student has previously recorded charges on file from other courses, the instructor will receive notification from the Office of the Provost for the next steps.
 5. After two internal warnings, the student will automatically receive a First Recorded Offense. The instructor must then determine whether the offense is Level 2 or 3, and the student must complete the above mentioned steps.
 6. “Clean Slate” Opportunity – Expungement of 1st Formal Charge
- Students will have their first recorded formal offense removed from their record if they meet the following criteria and follow the procedures for expungement (removal) of the charge.

1. Criteria:
 - First recorded formal offense with no prior academic integrity violations

- Not awaiting other sanctions, such as probation, suspension, or expulsion
- Willing to accept responsibility for the actions and follow procedures
- 2. Process for Expungement:
 - Attend the Academic Integrity Workshop conducted by the Academic Success Center (or other department-specific process).
 - Create a plan of action to avoid future academic integrity issues and develop academic skills to successfully complete assignments, coursework, field work, etc. as authorized and assigned.
 - Follow through on plan of action without any additional charges. If a second recorded offense is filed, it will result in the reinstatement of the initially absolved charge.

2. SECOND RECORDED OFFENSE

1. The instructor will:
 1. File the Academic Integrity Reporting Form as listed above. After the first formal recorded offense or a maximum of three internal warnings, the Provost's Office will notify the instructor to issue a failing grade (F) for the course.
 2. The Provost's Office will notify the student of the recorded offense, of course failure, and of the following procedures:
 - a. The student remains enrolled in the course and is allowed to attend class and have access to the learning management system (i.e. Canvas®). The student must acknowledge the charge in writing and meet with the instructor within five (5) business days to discuss the charge.
 - b. The instructor will not continue grading the student's assignments and will assign a grade of "F" at the end of the semester.
 - If the student is appealing, the instructor will continue grading assignments until the appeal is resolved.
 - If a student withdraws from the course and the charge is upheld, the grade will be changed from a "W" to an "F".
 - c. The student must complete the Academic Integrity tutorial and attend an appointment with a tutor at the Academic

Success Center or follow their department-specific process before re-enrolling in the course in the subsequent semester or session.

- If the student does not meet with the instructor and complete the Academic Integrity tutorial or follow their department-specific process, a registration block will be applied to their account, and they will not be permitted to register until after meeting with the Academic Success Coordinator.

3. THIRD RECORDED OFFENSE

1. The instructor will:
 1. File the Academic Integrity Reporting Form as noted above. Upon notification by the Office of the Provost that this is a third formal recorded offense, the instructor will issue a failing grade (F) for the course.
 2. The student must acknowledge the charge in writing and meet with the instructor within five (5) business days to discuss the charge. The student must complete the Academic Integrity tutorial and attend an appointment with a tutor at the Academic Success Center or follow their department-specific process before re-enrolling in the subsequent semester or session.
2. The Provost will:
 1. Issue a one-semester suspension from the college and so notify the This suspension will occur in the next semester.
 - If the charge occurs in the fall semester, the suspension will be for the duration of the winter session and spring semester.
 - If the charge occurs in the winter session, the suspension will be the entirety of the spring semester.
 - If the charge occurs in the spring semester, the suspension will be the entirety of the summer sessions.
 - If the charge occurs in the summer sessions, the suspension will be for the fall semester.
 2. Notify the Offices of Student Affairs, Student Accounts, and the Registrar of the one-semester suspension for the upcoming semester. If the student is already registered for courses in the upcoming semester, the Registrar's Office should drop the student from those courses and issue a full refund.

3. If the student does not meet with the instructor and complete the Academic Integrity tutorial or follow their department-specific process, a registration block will be applied to their account and they will not be permitted to register until after meeting with the Academic Success Coordinator.

Appeals

- Appeals to all rulings must meet the grounds for an appeal and be made in writing within fourteen (14) calendar days of the disciplinary action.
 - Appeals pertaining to Penalties for Violations of Academic Integrity should be directed to the Provost's Office.
 - For an appeal to be considered, it must meet the Grounds for an Appeal Criteria.
 - The written appeal must specify the date and exact nature of the academic-integrity violation and the penalty issued, including all appropriate documentation.
1. Grounds for an appeal:
 1. Information regarding the appeal was not available at the time of the infraction that would have changed the decision.
 2. A procedural irregularity occurred.
 3. A conflict of interest or bias occurred that adversely affected the outcome.
 2. Review Board
 1. The Academic Integrity Review Board will consist of at least three College administrative staff and/or faculty members assigned by the Provost's Office. The Review Board will review appeals and may add an ad-hoc subject-matter expert to their panel to assist in making the determination. The Review board will determine whether:
 - a. The offense happened as reported and the charge is upheld.
 - b. The offense happened with context and the charge should be reduced to a Level 1.
 - c. The offense did not happen as reported and the charge is overturned.
 2. The Review Board will notify the student of the hearing date, time, and place.
 3. The Review Board may ask students for additional information and students are expected to respond and submit in a timely manner.

4. The Review Board will provide a decision within fourteen (14) calendar days of the filed appeal date). College holidays and closures not included within the fourteen (14) calendar-day window.

V. Approval

President - August 2015; revised February 2017; revised November 2017; Reviewed December 2023; Revisions Approved by Board of Trustees – March 14, 2024 ; Approved by Board of Trustees – May 9, 2024

This policy shall be in effect from the date of Board of Trustees approval through June 30, 2026.

The Committee shall commence the review of the policy no later than January 15, 2026.

VI. Responsibility

Provost

Electronic Communications Policy

The Policy Manual of Bucks County Community College contains language that applies to student use of electronic resources. References to “policy” refer to Information Technology Policy 5.0.

Access to the electronic resources of Bucks County Community College is a privilege granted to students, faculty, and staff of the College. The College strives to provide the best possible information systems, services and equipment to members of the campus community. The aim of this policy is to define the responsibilities of all authorized users and providers of electronic information systems and services. All users with system access, either temporary or permanent, are bound by this policy.

This policy applies to all electronic information systems and services provided by Bucks County Community College. Included are all forms of electronically stored information: documents, files, emails, text messages, instant messages, blogs and all other forms of internet-based communication. The policy also applies to all equipment including, but not limited to, college-owned personal computers, cellular or desktop telephones, fax machines, photocopiers, printers, cameras, system user accounts, and other network access devices and services.

Appropriate Use

Electronic means of information creation, access, storage, and exchange are to be used only for the purposes for which they are assigned. Appropriate uses fall within the College priorities on instruction, research, and other educationally and business-related communication. The

The College recognizes that there may be occasions for incidental personal use; however, these instances should be limited and infrequent. Frequent personal use of College computer equipment may have tax implications for the user.

Following are the expectations for appropriate use and examples of inappropriate use.

Appropriate Use

- Use resources for College instructional, research, and business purposes only.
- Safeguard password and physical system access to prevent unauthorized use.
- Change password frequently incorporating unique character combinations.
- Share password with ITS staff for troubleshooting or support purposes.
- Communicate using professional and personal courtesy.
- Protect the integrity and confidentiality of College information and data.
- Practice good stewardship of College equipment.
- Adhere to copyright and file sharing laws.

Examples of Inappropriate Use

- Use resources for personal activities on a regular or frequent basis.
- Unauthorized use of the password of another user.
- Gain unauthorized access to resources or data or attempt to do so.
- Circumvent or disable system/network security measures or attempt to do so.
- Engage in any activity potentially damaging to the College network.
- Use, download, share, transfer or store any unauthorized software, copyrighted or entertainment material.
- Download or store media resulting in excessive consumption of network resources.
- Install unauthorized software on a College computer.
- Use computer programs to decode passwords or access control information.

- Use the network for unlawful, commercial or for-profit purposes, product advertisement or political lobbying.
- Use or display pornographic images in violation of existing law or College policy.
- Duplicate software or related documentation.

Monitoring and Confidentiality

Pursuant to the Electronic Communications Privacy Act of 1986, notice is given to users that no guarantee of privacy or confidentiality is provided when utilizing the electronic systems and services provided by Bucks County Community College. The College complies with state and federal law regarding certain legally protected confidential information but makes no representation that any other uses of this system will be private or confidential.

The College has the right and responsibility to monitor activity on its systems, including but not limited to all email and network traffic, as well as Internet access obtained through use of College resources. System administrators have access to all user history and will conduct routine audits and monitoring of system activity. User desktop audits will be conducted with the participation of Internal Audit staff. Users should also be aware that backup copies of messages and documents may exist, despite end-user deletion. The goal of backup and archiving procedures is to ensure system reliability and prevent business data loss.

If Bucks County Community College determines that activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity. Triggers for record review may include but are not limited to, investigation of a confidential complaint, investigation of unusual network or server activity, or legal subpoena.

In legal matters which involve electronically stored information, the College will follow appropriate federal and state guidelines.

Account Activation/Termination

Student account activation is based on credit course enrollment at the College, as well as enrollment in certain non-credit courses and programs, and through the online application and registration process. Access to student email service and campus computer facilities will terminate during periods of non-enrollment or may occur as a result of inappropriate use as outlined in College procedures. During

periods of non-enrollment students have continued access to online registration systems.

Plagiarism

Plagiarism and other forms of academic cheating are unacceptable and are considered as major infractions of the Student Code of Conduct and College Policy. The College policy regarding cheating and plagiarism applies to electronic forms of information and communication as well as to more traditional formats. Penalties for cheating and plagiarism, along with the College policy, are published in the College Catalog.

Reporting Misuse

Student users should report misuse or abuse to the Director, Information Technology Security at 215-968-8418.

Consequences of Failure to Comply with Guidelines for Responsible Use

Abuse of access privileges to electronic information and communication by students is subject to disciplinary action as specified in the Student Code of Conduct, published in the College Catalog, and according to College Policy.

Disclaimer

Bucks County Community College assumes no liability for direct and/or indirect damages arising from the use of its electronic communication systems by authorized users. Users are solely responsible for the content they disseminate. Bucks County Community College is not responsible for any third-party claim, demand, or damages arising out of use of the Bucks County Community College's electronic communication systems or services. Bucks County Community College will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, or service interruptions caused by College negligence or user errors or omissions. Use of any information obtained is at the risk of the user.

The College reserves the right to discard incoming mass mailings without notifying the sender or intended recipient and to block all internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave users of the College network unable to communicate with those sites. The College makes no warranties, expressed or implied, with respect to the content of any advice or information received by a user or cost/charges associated with such

information and any cost, liability or damages caused by the way the user chooses to utilize network access.

Email User Responsibilities

Your BucksMail account is the official communication channel for the College. This means that we will use this account to communicate essential enrollment and academic information. The following procedures apply to your student email account provided by Bucks County Community College. These procedures support the College's policies related to [Electronic Communication](#). Failure to adhere to the following procedures may put your systems at risk.

Procedures for Appropriate College Email Account Management

1. Check BucksMail frequently
2. Your email account is for your use only.
3. Use a secure password and do not share it.
4. If you use a mobile device, keep your communications private by using a password lock.
5. Use email for lawful purposes only.

For tutorials and assistance in completing the above procedures, view the Helpdesk website: bucks.libguides.com/HelpDeskHome.

Best Practices for Using Your College Email

1. Be courteous.
2. Do not include any sensitive or personally identifiable information (PII). Examples of PII include social security number, and combinations of two or more of the following: username, password, ID number and date of birth.
3. Open email attachments or click links only within emails from known, trusted sources.
4. Even though you might not realize it, email, even BucksMail, is insecure. Do not include any information in an email that you would not want to be published.

Report email misuse to Help Desk at 215-968-8191.

Transfer Services

Bucks County Community College offers a clear, affordable, and academically strong path to earning a bachelor's degree. By completing an associate degree at Bucks, students can fulfill the requirements of the first two years of a four-year program and transfer their credits to a partner institution—with ease—through established dual admission and transfer agreements.

To support a seamless transfer experience, early planning is essential. Students are encouraged to meet with Transfer Specialists during their first semester to develop a course schedule that aligns with both their associate degree and [future bachelor's degree goals](#). Transfer Fairs are held throughout the academic year, providing opportunities to meet with representatives from a wide range of four-year institutions.

Transfer Agreements

Bucks courses are widely transferable, even without formal agreements. However, many colleges and universities have established clear transfer pathways that make the process even smoother:

- **Core-to-Core Agreements:** Completing an associate degree at Bucks fulfills the general education (core) requirements at the transfer institution.
- **Transfer Intent (Dual Admission) Agreements:** These agreements guarantee admission to a partner institution or specific program upon completion of a Bucks degree and other stated requirements.
- **Program-to-Program Agreements:** These outline exactly which courses a student should complete as part of their associate degree to transfer at the junior level into a specific major.
- **Course Equivalency Lists:** Many institutions provide course equivalency guides to show how Bucks courses transfer into their programs.

Some institutions maintain more than one type of agreement with Bucks. Full details, including agreement documents and transfer planning tools, are available on the [Transfer Services website](#), or by contacting Transfer Services at 215-968-8183 or transfer@bucks.edu.

IMPORTANT CONSIDERATIONS

Students should be aware that developmental (non-credit) coursework typically does not transfer, and some occupational programs are designed for immediate employment rather than further academic study. Courses with a grade of D or courses concentrated in a single area may not meet transfer requirements. Additionally, transfer credit limits and program-specific requirements vary by institution. Early engagement with Transfer Services can help students navigate these variables and ensure a smooth transition to a four-year institution.

Pennsylvania State System of Higher Education (PASSHE)

There are transfer advantages for Pennsylvania community college students who transfer to one of the universities of the Pennsylvania State System of Higher Education ([PASSHE](#)). The PASSHE system includes the following institutions: Cheyney University, Commonwealth University of Pennsylvania (Bloomsburg, Lock Haven, and Mansfield campuses), East Stroudsburg University, Indiana University of Pennsylvania, Kutztown University, Millersville University, Pennsylvania Western University (California, Clarion, and Edinboro campuses), Shippensburg University, Slippery Rock University, and West Chester University.

The PA Transfer Credit Framework was developed among these universities and PA community colleges. This Framework allows students to transfer up to 30 credits of foundation courses from Bucks County Community College to any of the PASSHE universities or other PA community colleges and have those courses count toward graduation. The Framework includes courses in English, public speaking, math, science, art, humanities, history and the behavioral and social sciences.

Additionally, there are Statewide P2P Articulation Agreements that allow students who graduate with specific associate degrees to transfer as juniors into a bachelor's degrees in similar fields of study at Pennsylvania Transfer and Articulation Center ([PA TRAC](#)) colleges.

Tuition/Expenses

- [Expenses Per Semester](#)
- [Tuition and Fees](#)
- [Tuition Refund Policy](#)
- [Indebtedness to the College](#)
- [Payments of Tuition and Fees](#)
- [Tax Credits](#)
- [Tuition, Fees and Expenses](#)

Expenses Per Semester

Tuition and fees are subject to change by action of the Board of Trustees of Bucks County Community College.

In addition to the tuition and fees listed below, some courses or majors require additional expenditures for travel, supplies, materials, performance tickets, and the like. Additional expenses are shown with the course description where applicable.

All tuition and fees are due by the posted deadline for each semester. For registrations occurring after the deadline, payment will be due immediately.

Out-of-county residents who receive permission and county financial support to attend the College do so at the resident tuition rate.

All full-time students who register for more than eighteen credits must have the approval of their academic advisor.

Some courses are billed at a different rate than the credits awarded. Such courses are noted in the course descriptions listing.

SAMPLE COST ILLUSTRATION

12 semester hour credits @ \$170 each credit	\$2040
Activity Fee (\$4 per credit hour)	\$48
Capital Fee (Bucks County Resident)	\$0

College Service Fee (\$21 per credit hour)	\$252
Technology Support Fee (\$37 per credit hour)	\$444
Illustrative Total (per semester)	\$2,784

Other Fees/Costs	
New Student Fee	\$75
Virtual Support Fee	\$5 per credit hour
Payment Plan Admin Fee	\$30
Returned Payment Fee	\$25
Payment Plan Late Payment Fee	\$25

Tuition and Fees

TUITION

This is the basic charge for full-time and part-time students. Tuition costs for In-County residents are reasonable because they are subsidized by the Commonwealth of Pennsylvania and the County of Bucks. Tuition for Out-of County and Out-of-State residents, and International students will vary due to the absence of this subsidy.

ACTIVITY FEE (PER CREDIT)

This fee is assessed to all students, dependent upon the number of credits taken. It supports all student activities and organizations such as the campus newspaper and athletic events.

CAPITAL FEE (PER CREDIT)

This fee is assessed to out-of-county and out-of-state students as a contribution to the costs of land, buildings, and equipment furnished by the Commonwealth of Pennsylvania and the County of Bucks.

COURSE FEES

Certain courses incur additional expenses which are added to the course in the form of "course fees". The course fee is used to defray the additional cost associated with these course offerings.

CREDIT BY EXAMINATION FOR NURSING

This charge is assessed for each course for which a student wishes to test competency. The charge covers the cost of the special examination and grading of the examination.

TRANSCRIPT

This charge covers the handling and printing of transcripts for students. \$7 fee.

COLLEGE SERVICES FEE (PER CREDIT)

A general services fee covering registration, parking decal, etc.

TECHNOLOGY SUPPORT FEE (PER CREDIT)

This fee is assessed to cover the cost of technology resources. It supports such things as computers, Internet access, network infrastructure, and other technical services and resources.

VIRTUAL SUPPORT FEE (PER CREDIT)

This fee is assessed to eLearning courses to support virtual access to College resources and services.

Tuition Refund Policy

Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds will be processed under the following official policy of the College:

- Official withdrawal or drop of courses is effective upon receipt of written notice from the student in the Office of Admissions, Records and Registration.
- Official drop from courses **prior** to the end of the 100% add/drop period.
 - 100% refund of tuition, capital fee, activities fee and technology support fee. *Note: The College service fee, new*

student fee, and payment plan administrative fee is non-refundable.

- Official Drop from courses **following** the 100% add/drop period.
 - Refunds are based on the actual drop date.
 - Refunds Tiers are based on percent completion of a term, and will vary.
 - Refunds will be processed according to the following semester Refund Schedule(s)
 - Summer Refund Schedule
 - Fall Refund Schedule
 - Winter Refund Schedule
 - Spring Refund Schedule
- *To determine your refund:
 - Find the corresponding start and end date for your course(s) on the semester chart.
 - Find the official date of your withdrawal or drop within the date ranges of the refund tiers.
- Refunds will be processed after the drop/add period ends for the term. Refunds may be processed earlier than the end of the drop/add period upon receipt of a written request from the student.
- Refund checks will be sent via postal mail. Direct deposit is available for those who sign up within Self-Service. Refund checks may not be picked up in person.
- Official Drop period ends with the last day of the available refund. Following this date official Withdrawal period begins. Withdrawing from a course does not result in an tuition or fee reduction for the course.

All Title IV aid recipients, who totally withdraw from classes at or before the 60% point in the semester, will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the percentage completed. Total disbursed aid is then multiplied by this percentage completed to determine earned aid. If earned aid is less than disbursed aid, we must perform another calculation to determine how much of the unearned aid has to be returned by Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:

- Unsubsidized Federal Direct Loans

- Subsidized Federal Direct Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal PELL Grant Program
- FSEOG Program
- LEAP (if known Title IV)

Military Duty Tuition Refund

A student unable to complete any semester by virtue of being called to Military Reserve Duty, other than a training obligation scheduled prior to the beginning of the semester, shall be granted, at his/her option, a complete drop or complete withdrawal or an incomplete for all courses in that semester. A student dropping all courses will receive a 100% refund, including fees. A student withdrawing will receive no refund. A student electing incompletes will be expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

Tuition Appeals

No refunds will be made after the first week of the semester (or equivalent during summer sessions or modular courses).

The tuition appeal policy is applicable to all students enrolled in credit courses.

The College recognizes that there may be extenuating circumstances that can prevent a student from dropping classes by the refund date. An appeal for tuition refund may be filed if a student was unable to attend courses registered in the current semester due to medical, personal, or employment-related situations that were beyond the student's control.

The Tuition Appeal form must be completed in its entirety and submitted to the Office of Enrollment Services. The deadline to submit the form is the last day of the semester in which the course enrollment is being appealed.

The Tuition Appeal form must be completed in its entirety and submitted to the Office of Enrollment Services. The deadline to submit the form is the last day of the semester in which the course enrollment is being appealed.

Related form and procedures are available on the [**Student Records and Forms**](#) page.

Indebtedness to the College

The College uses a standard collection process for unpaid indebtedness to the College. In addition, student transcripts are withheld and the College will deny registration and readmission to students who:

1. are indebted to the College.
2. have failed to return books or equipment loaned to them.

Payments of Tuition and Fees

Students are expected to pay all tuition and fees due at the designated time(s) before classes begin each semester. Failure to pay tuition and fees on time will result in courses being dropped. Failure to attend class does not cancel registration nor reduce the tuition and fees for the course. Registration adjustments should be completed in [Workday](#) and tuition and fee adjustments will be made in accordance with the academic calendar. For assistance with course registration or drops and withdrawals, students should contact the [Registrar's Office](#).

Students may pay via cash, check, or credit card at the [Student Accounts office](#), located in the Links Pavilion, during regular business hours. Additionally, students may pay via credit card or electronic bank transfer (from a checking account only) within their Workday account.

Students may also remit payment via check via the postal system to:

Bucks County Community College
Attn: Student Accounts
275 Swamp Road
Newtown, PA 18940

Students mailing in payment should ensure that the payment is received prior to the designated payment due date for the term.

Any payment returned to the College as declined for any reason will be assessed a returned payment fee in the amount of \$25.

Tax Credits

American Opportunity Credit

For students in their first four years of higher education. Maximum annual credit is \$2,500 for qualifying educational expenses.

For more information, consult a tax professional or visit <https://www.irs.gov/credits-deductions/individuals/aotc>

Lifetime Learning Credit

For students enrolled in courses to get a degree or other recognized education credential or to get or improve job skills. Maximum annual credit is \$2000 for qualifying tuition and fees.

For more information, consult a tax professional or visit www.irs.gov/credits-deductions/individuals/lc.

Tuition, Fees and Expenses for Current and Upcoming Academic Years

Payment arrangements must be made at the time of registration.

Tuition/Fees

Academic Year 2025-2026

Tuition and Fees	Bucks County Residents	Out-of-County Residents	Out-of-State Residents	Non-Sponsored*	International
Tuition per	\$170	\$340	\$250	\$195	\$495

Tuition and Fees	Bucks County Residents	Out-of-County Residents	Out-of-State Residents	Non-Sponsored*	International
semester credit hour					
Activity Fee per semester credit hour	4	4	4	4	4
Capital Fee per semester credit hour	0	10	20	10	20
College Services Fee per semester credit hour	21	21	21	21	21
Technology Support Fee per semester credit hour	37	37	37	37	37
Virtual Support Fee*** per semester credit hour	5	5	5	5	5
New Student Fee**	75	75	75	75	75
Returned Payment Fee	25	25	25	25	25

Intersession 2024, Spring 2025, Summer 2025

Tuition and Fees	Bucks County Residents	Out-of-County Residents	Out-of-State Residents	Non-Sponsored*	International
Tuition per semester credit hour	\$170	\$340	\$250	\$195	\$495
Activity Fee per semester credit hour	4	4	4	4	4
Capital Fee per semester credit hour	0	10	20	10	20
College Services Fee per semester credit hour	21	21	21	21	21
Technology Support Fee per semester credit hour	37	37	37	37	37
Virtual Support Fee*** per semester credit hour	5	5	5	5	5
New Student Fee**	75	75	75	75	75

Tuition and Fees	Bucks County Residents	Out-of-County Residents	Out-of-State Residents	Non-Sponsored*	International
Returned Payment Fee	25	25	25	25	25

***Non-Sponsored Counties:** Bedford, Bradford, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Forest, Franklin, Fulton, Greene, Juniata, Lycoming, McKean, Mifflin, Montour, Perry, Pike, Potter, Snyder, Tioga, Union, Venango, Warren, Wyoming

****New Student Fee:** Billed during the first term of enrollment in credit coursework only

*****Virtual Support Fee** (Per Credit): This fee is assessed to eLearning courses to support virtual access to college resources and services. Tuition refunds will be processed per the official [College Policy](#).

Additional Fees and Expenses

Books and Supplies

(Not applicable at registration) Allow an average of \$100 per course

Online (Distance Education) Courses

Some courses may require proctored testing. Fees (ranging from \$9 to \$30) are the responsibility of the student.

Returned Payment Fee

Students whose payment is returned to the College for any reason will be assessed a returned payment fee of \$25 for each occurrence.

Payment Plan Fees

Enrollment Fee of \$30 per term for fall and spring and \$15 per term for winter and summer. A \$25 late payment fee will be assessed for each late installment payment.

Course Fees (by Department)

Culinary Arts Courses

Students enrolled in certain culinary arts courses will incur [additional expenses](#).

Health Sciences Courses

Students enrolled in certain Health Sciences courses will incur additional expenses.

- [Diagnostic Medical Sonography \(DMS\)](#)
- [Health Information Technology](#)
- [Kinesiology](#)
- [Medical Assistant](#)
- [Medical Laboratory](#)
- [Nursing](#)
- [Patient Care Technician](#)
- [Radiography](#)

Historic Preservation Courses

Students enrolled in certain historic preservation courses will incur [additional expenses](#).

Music Instruction & Studio Art Courses

Students enrolled in certain music and art courses will incur [additional expenses](#).

STEM Courses

Students enrolled in certain STEM courses will incur [additional expenses](#).

Business, Innovation, and Legal Studies

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Fire Science Course	2024-2025 Course Fee	2025-2026 Course Fee
FRSC-206	\$100	\$100
FRSC-216	\$100	\$100

Culinary Arts Course Fees

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Course	2024-2025 Course Fee	2025-2026 Course Fee
CULN 101, 102, 103, 104, 158	\$45	\$45
CULN 110, 111, 112, 113, 114, 115	\$180	\$180
CULN 130	\$135	\$135
CULN 138, 139, 151, 152, 156, 160, 165, 285	\$90	\$90

Health Sciences

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

Course	2024-2025 Lab Fee	2025-2026 Lab Fee
DXMS-100	\$58	\$58
DXMS-201	\$65	\$329
DXMS-202, 211	\$63	\$327
DXMS-210	\$115	\$115

HEALTH INFORMATION TECHNOLOGY

Course	2024-2025 Lab Fee	2025-2026 Lab Fee
HITT-280	\$225	\$225
HITT-285	\$125	\$125

KINESIOLOGY

Course	2024-2025 Course Fee	2025-2026 Course Fee
EXSC-200	\$40	\$40
HLTH-110	\$30	\$40
KINS-106, 110, 116, 124, 126, 129, 130, 133, 134, 170	\$17	\$17
KINS-141	\$42	\$42
KINS-145	\$127	\$127
KINS-150, 154	\$77	\$77
KINS-155	\$174	\$181
KINS-175, 176, 178, 179, 188	\$68	\$68
KINS-189	\$102	\$102

MEDICAL ASSISTANT

Course	2024-2025 Lab Fee	2025-2026 Lab Fee
MEDA-200, 201, 203, 220, 280, 287	\$50	\$50
MEDA-204	\$115	\$115

MEDICAL LABORATORY

Course	2024-2025 Lab Fee	2025-2026 Lab Fee
MDLB-101	\$198	\$198
MDLB-201	\$168	\$168
MDLB-205	\$285	\$285
MDLB-210	\$246	\$246
MDLB-215	\$138	\$138

Course	2024-2025 Lab Fee	2025-2026 Lab Fee
MDLB-220	\$264	\$264
MDLB-230	\$75	\$75

NURSING

Course	24/25 & 25/26 Course Fee	24/25 & 25/26 Lab Fee	24/25 & 25/26 Testing Fee
ADRN-111	\$1,090	\$50	\$395
ADRN-112	\$1,090	\$35	\$395
ADRN-113		\$35	\$395
ADRN-210, 212	\$1,090		\$395

PATIENT CARE TECHNICIAN

Course	2024-2025 Course Fee	2025-2026 Course Fee
HSCI 130	\$55	\$55
HSCI 200	\$55	\$55

RADIOGRAPHY

Course	2024-2025 Course Fee	2025-2026 Course Fee
RADI-100	\$25	\$25
RADI-105, 125, 205	\$127	\$127
RADI-120, 200	\$135	\$135
RADI-220, 310, 311	\$100	\$100

Historic Preservation

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Course	2024-2025 Fee	2025-2026 Course Fee
HIST-206, HIST-207	\$100	\$100

Music Instruction/Studio Art Supplies

Students enrolled in the following courses will incur an additional expense. Any expenses not listed will be the responsibility of the individual student.

- Fine Arts Course Fee.
- Lesson Fee: a charge for individual music lessons for music majors only.

Course	24/25 Fine Arts Course Fee	25/26 Fine Arts Course Fee	2024- 2025 Lesson Fee	2025- 2026 Lesson Fee
DANC 100		\$200		
		\$66		
MUSE 100	\$100	\$100		
MUSE 115	\$140	\$140		
MUSE 155, 201	\$50	\$50		
MUSL 100, 101			\$600	\$600
MUSL 111, 112, 211, 212			\$1,000	\$1,000
VACV 135, 137, 145, 231, 238	\$175	\$175		
VACV 140, 230	\$100	\$100		
VAFA 100, 111, 250	\$100	\$100		
VAFA 101	\$120	\$120		
VAFA 102	\$175	\$175		

Course	24/25 Fine Arts Course Fee	25/26 Fine Arts Course Fee	2024- 2025 Lesson Fee	2025- 2026 Lesson Fee
VAFA 103	\$150	\$150		
VAFA 104	\$130	\$130		
VAFA 105	\$205	\$205		
VAFA 107, 108	\$245	\$245		
VAFA 141	\$235	\$235		
VAFA 147, 148	\$975	\$975		
VAFA 160	\$290	\$290		
VAFA 161	\$305	\$305		
VAFA 171, 271	\$265	\$125		
VAFA 181	\$300	\$300		
VAFA 200, 202	\$215	\$215		
VAFA 246	\$475	\$475		
VAFA 260	\$255	\$255		
VAFA 282	\$325	\$325		
VAFW 100,133,136,137,138,140,145,180,181	\$225	\$225		
VAGD 101,102,201	\$100	\$100		
VAMM 100,110,130,209,230	\$100	\$100		
VAPH 110	\$180	\$180		
VAPH 151	\$310	\$310		
VAPH 157, 210, 211, 257	\$340	\$340		

STEM

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Course	2024-2025 Course Fee	2025-2026 Course Fee	
BIOL-101	\$88	\$88	
BIOL-102	\$96	\$96	
BIOL-121	\$236	\$236	
BIOL-122	\$253	\$253	
BIOL-181	\$251	\$251	
BIOL-182	\$244	\$244	
BIOL-220	\$216	\$216	
BIOL-228	\$267	\$267	
BIOL-260		\$240	
BIOT-105	\$72	\$72	
BIOT-125	\$286	\$286	
BIOT- 225	\$295	\$295	
BRFS-201	\$50	\$50	
CHEM-100, 101	\$102	\$102	
CHEM-102, 121, 122	\$246	\$246	
CHEM-221, 222	\$209	\$209	
CHEM-242	\$30	\$30	
CISC-110	\$72	\$72	
CISC-113	\$72	\$72	
ENGR-112	\$110	\$110	
ENGR-240	\$216	\$216	

Course	2024-2025 Course Fee	2025-2026 Course Fee	
ENGT-240	\$216	\$216	
NEUR-121	\$216	\$216	
PHYS-106, 107, 121, 122	\$216	\$216	
SCIE-103, 105	\$72	\$72	

Payment Options

All tuition and fees are due and payable at time of registration.

[VIEW PAYMENT OPTIONS](#)