



# BOSTON COLLEGE

JAMES A. WOODS, S.J., COLLEGE OF ADVANCING STUDIES

## 2017 - 2018 Undergraduate Student Handbook



Release date: October 1, 2015

The Woods College of Advancing Studies Student Handbook contains information current as of the date of its release; however, such information is not intended to be, and should not be regarded as contractual, and is subject to change at the discretion of Boston College.

This document contains links to many resources for additional information and support. It is best viewed online.

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## A Welcome Message to Students

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The motto of Boston College, “Ever to Excel,” is as much a commitment to our students as it is a tribute to our history. We all profit when learning allows new perceptions to widen our horizons, make our lives more enjoyable, and allows us to excel in our personal and professional lives. How much we profit from the learning process depends largely on the quality of our educational experience.

Strengthened by a century and a half of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and scholarship while seeking to promote a just society. It seeks both to advance its place among the nation’s finest universities and to bring the Catholic intellectual tradition to the educational enterprise. The Boston College experience offers to contemporary society the richness of dialogue between religious faith and academic inquiry.

Boston College draws inspiration for its mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a worldview that seeks to encounter God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn, and in the call to live justly together. In this spirit, Boston College fosters in its students rigorous intellectual development coupled with religious, ethical, and personal formation in order to prepare them for citizenship, service, and leadership in a global society.

Within this Boston College environment, faculty and students of the Woods College of Advancing Studies expand the mission by engaging in significant scholarship that enriches the culture and addresses important societal needs. As such, the Woods College of Advancing Studies seeks to promote care and attention to the human person that is the hallmark of Jesuit education. In particular, the Woods College of Advancing Studies recognizes the important contributions a diverse student body, faculty, and staff can offer, and is firmly committed to academic freedom. Father James A. Woods, S.J., for whom the college is named, brought this vision together in a unique and successful way during his tenure of over forty years as Dean. We continue to build upon the firm foundation he laid, so that every student who comes to Boston College through the Woods College of Advancing Studies can become a proud graduate. This is one of the reasons the College has such loyal supporters, among them Kate and Bob Devlin who provided the naming gift for the college in April 2002.

So whether you plan to take an undergraduate course or two, register in a certificate program, or enroll in an undergraduate or graduate degree program, the Woods College of Advancing Studies at Boston College welcomes you.

Fr. James P. Burns, IVD, ABPP

Dean, Woods College of Advancing Studies & Summer Session

## About Woods College

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Boston College offers its students rigorous intellectual development coupled with religious, ethical, and personal growth in order to prepare them for citizenship, service and leadership in a global environment.

In service of this mission, the James A. Woods, S.J., College of Advancing Studies offers full-time and part-time undergraduate and graduate programs for students from a wide variety of backgrounds and educational experiences who seek to master the skills needed to advance their futures. The professional staff at Woods College will help you create a realistic program of study that balances work and life responsibilities with your educational goals.

### History

Boston College was founded by the Society of Jesus in 1863 and, with three teachers and 22 students, opened its doors on September 5, 1864. Through its first seven decades, it remained a small undergraduate institution, offering the sons of the Irish working class a rigorous education in theology and philosophy, classical languages, rhetoric, math and science. In 1929, Woods College (then called the Evening College) opened as the fourth constituent school at BC, providing opportunities for working students to attend classes part-time in the evening. Woods College proudly continues this tradition today as the home of continuing and professional education at BC.

### Mission

The Woods College of Advancing Studies at Boston College provides flexible, academically rigorous, ethics-focused undergraduate, graduate, and certificate programs for non-traditional students. In keeping with the Jesuit educational tradition of Boston College, the Woods College seeks to prepare students for citizenship, service, and leadership in a global society.

## Woods College Staff

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### **Fr. James Burns**

Dean, Woods College of Advancing Studies and Summer Session

### **David Goodman**

Assoc. Dean of Academic Affairs & Advising

### **Neal Couture**

Assoc. Dean of Finance & Administration

### **Aleksandar (Sasha) Tomic**

Assoc. Dean of Strategy, Innovation &  
Technology  
Program Director, Applied Economics

### **Claudia Pouravelis**

Associate Dean of Enrollment Management

### **Anne Severo**

Assistant Dean of Financial Planning and  
Operations

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### **Katie Lyle**

Administrative Assistant to the Dean

### **Michael Paul**

Academic Advisor, Faculty

### **Emily Raviola**

Interim Program Director, MHA  
Program Operations Manager, MHA

### **Cacky Mellor**

Academic Advisor

### **Jessica Hand**

Online IT Operations Manager, MHA

### **Moira Houlihan**

Systems and Business Analyst

### **Kevin Powers**

Program Director, Cybersecurity Policy &  
Governance

### **Marisol Godinez Reyes**

Communications & Events Specialist

### **Dee Masiello**

Program Director, Summer Session and  
Boston College Experience

### **Sarah Piepgrass**

Academic & Student Services Specialist

### **Elisabeth Hiles**

Associate Program Director, Leadership and  
Administration

### **Matthew Williams**

Academic & Student Services Assistant

### **Bill Boozang**

Associate Program Director, Certificates

### **David Atwereboanda**

Admissions Assistant

### **Colin Connors**

Academic Advisor, Recruiter

### **Caitlin Schlehuber**

Programs Assistant

### **Karen Smith**

Clerical Assistant

### **Ben Arcangeli**

Academic Advisor, Project Specialist

## Getting Started

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### Your Eagle Number and BC ID

Every Boston College student is assigned an Eagle ID number, which is used for all university transactions, including registration, add/drop/withdraw, course approval, etc. It's important that you know this number.

The Eagle-One Card, or BC ID, is the official Boston College ID. It allows you access to facilities and services all over campus including computer labs, libraries and the recreational complex. Once admitted, you can obtain your BC ID card from the Office of Student Services on campus.

### Your Boston College Email

Boston College provides a BC Gmail address for all students, faculty and staff. Using this email requires a BC [username](#) and [password](#), which you receive from us when you are accepted to a degree program at Woods College. If you need assistance with these credentials, visit the [Walk-In Help Desk](#) in O'Neill 316 or contact the Help Center at [help.center@bc.edu](mailto:help.center@bc.edu) or 617-552-HELP (4357).

It is important that you check your BC email regularly. All official communication from Woods College will be sent to you at this address. If you prefer, you can forward your BC email to another email account. Find instructions for Gmail forwarding [here](#).

### The Agora Portal

The [Agora Portal](#) is the central location at Boston College for a wide variety of information and services. The information that is viewable to you in the Agora Portal is based on your role at BC (e.g. student, faculty, staff) and the portal can be customized to allow you to select and organize content you use frequently.

[Course Information & Schedule](#) is accessed through the "My Services" tab in the Agora Portal, and provides course descriptions and meeting times, faculty information and room assignments.

### Orientation

Woods College holds an orientation event each semester to welcome new students. Newly accepted students receive invitations to these events after being admitted. Information about orientation events is also available on our [website](#).

## Registering for Courses

There are three steps to the registration process at Woods College:

- View course offerings on [Course Information & Schedule](#) through the “My Services” tab in the Agora Portal. Course Information & Schedule provides course descriptions and meeting times, faculty information and room assignments.
- Make an appointment to meet with your academic advisor. Woods College degree students are required to meet with an academic advisor prior to registering for courses each semester. Schedule your in-person or phone appointment by visiting the Woods College website at [www.bc.edu/woodscollege](http://www.bc.edu/woodscollege) and clicking the “Meet with an Advisor” link.
- If you are a new Woods College student, please submit a very brief non-degree application, which can be accessed [online](#). Continuing Woods College students register online using the [University Information System \(UIS\)](#). Students can access UIS from any BC computer or download the program to a personal computer. For assistance downloading or using UIS, contact [Information Technology Services](#) at 617-552-HELP.

Students of other schools at Boston College can register for Woods College courses starting the first day of each semester in the Woods College office. Seek your department’s approval before registering if you hope to take Woods College courses for credit toward your degree program in another school at BC.

## Parking & Transportation

Visit the [Department of Transportation and Parking](#) website for directions to campus, [parking maps](#) and [permit rates](#), as well as shuttle bus [schedules](#). Paid visitor parking is available in several of our garages, and some on-street parking is available on Beacon Street and Commonwealth Avenue.

## Health Insurance

All Boston College students enrolled in a degree program - and all non-degree students registered for 9 or more credits - are automatically enrolled in and billed for the Student Health Insurance Plan. Students who are enrolled in a health plan that is comparable to the Student Plan may waive BC coverage via the [Agora Portal](#). Such a waiver must be completed every year. All waivers must be submitted Fall deadline (see [Office of Student Services](#) for deadlines and further information).

## **Immunization**

Massachusetts State Law requires full-time students - including Woods College students registered for three or more courses - to show proof of required immunizations. Contact [University Health Services](#) for more information on this requirement.

## **Student Conduct System**

The Boston College [Student Conduct System](#) exists to support an environment that fosters the intellectual, personal, ethical, psychological, social, and spiritual potential of all BC students. The Office of the Dean of Students coordinates the Student Conduct System and all matters relative to the conduct and behavior of Boston College students in order to maintain a community conducive to the overall mission of Boston College.

## Finances

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### Tuition

Tuition for Woods College undergraduate programs is assessed on a per-course basis. Find [current tuition rates](#) on the [Woods College website](#) and at the [Office of Student Services](#). Tuition charges are usually assessed to a student's account within 48 hours of registration. Students should plan to pay tuition before classes start each semester.

### Paying Your Tuition

Student billing takes place online through the [Agora Portal](#). Generally, the first bill is posted within 48 hours of registration. Make your payment by clicking the "My Bill" link in Agora and using a debit or credit card to complete the transaction through BC's secure payment site. For additional information about billing and payment options, contact the [Office of Student Services](#).

### Tuition Refunds

Tuition for Woods College courses may be refunded when a student withdraws from a course according to the refund schedule outlined in the [Woods College Academic Calendar](#). A completed withdrawal form must be submitted to Woods College by the deadline to trigger a refund to the student's account. Students who do not wish to leave the resulting credit in their accounts for later use should request a refund from the [Office of Student Services](#).

Fees are not refunded, and tuition paid to audit a course is non-refundable.

### Tuition Remission

Full-time, benefits-eligible employees, as well as their spouses and dependent children, are eligible for the Boston College tuition remission benefit. This benefit applies to tuition charges only, and all fees must be paid by the student. Find more information about the tuition remission benefit in the [Boston College Employee Handbook](#).

### Financial Aid

Eligible Woods College students can apply for Federal Student Aid by completing the [Free Application for Federal Student Aid \(FAFSA\)](#). To be eligible, students must be enrolled in a degree program and register for two or more courses each semester during the academic year. Federal aid is awarded on the basis of financial need. The federal government works directly with students to make awards to eligible applicants after performing a needs analysis based on financial information submitted. Find out more about federal student aid eligibility and options at the [Office of Student Services](#).

## Scholarships

Please see the Scholarship portion of the [website](#) for information regarding Woods College-specific scholarship funding. For students applying for Summer 2017 or later, scholarship funding is now administered through the Woods College.

- Scholarship funding is awarded on an as available basis and is limited. Consideration for scholarships for all undergraduate and previously funded students begins with submission of the Boston College Application for Financial Aid and the [Woods College Scholarship Application](#). The deadline to apply is August 15th. (Please include name and Eagle # on separate scholarship essay).
- Funding for scholarships for new graduate students is not available.
- International students are not eligible for scholarships.

Any questions you may have can be discussed with your advisor, program director or submitted via email to [wcasscholarship@bc.edu](mailto:wcasscholarship@bc.edu). Emails should have the word SCHOLARSHIP in the subject line.

# Academic Policies and Procedures

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## Academic Advising

Woods College provides academic advising for all students, to enhance the educational experience. Advisors assist students in registering for courses each semester, keeping students informed about university policies, and guiding them toward graduation. Advisors are also able to answer unique, individual questions and provide encouragement and direction should students experience difficulty with coursework. To make an appointment with your advisor, visit the Woods College website at [www.bc.edu/woodscollege](http://www.bc.edu/woodscollege) and click the “Meet with an Advisor” link.

## Registration

Registration for Fall 2017 and Spring 2018 courses abide by the Woods College’s academic calendar. Click [here](#) for the most up-to-date version.

Students in other Boston College schools are allowed to register in a Woods College course during the add/drop period. Any students who have not registered for a course by the end of the add/drop period are not allowed to attend class.

## Course Load

Woods College undergraduate students enrolled in three Woods College courses are considered full-time for the purposes of financial aid, and students enrolled in two or fewer courses per semester are considered part-time. The maximum allowed course load is three courses per semester for students in the Woods College B.A. program. A maximum of three courses over the duration of the two summer sessions may be taken.

Course overloads (one additional course) will be considered on a case by case basis, pending an evaluation of academic performance. To request a course overload, make an appointment with your academic advisor. Advisor approval is required to process a registration for a course overload.

## Adding or Dropping a Course

Students can add or drop courses until the add/drop deadline each semester, outlined in the [Woods College Academic Calendar](#). 100% of tuition will be refunded for all courses dropped before the add/drop deadline.

## Withdrawing From a Course

After the add/drop deadline passes, students can withdraw from a course by submitting a withdrawal form to the college. When a student withdraws from a course, a grade of “W” is assigned and no academic credit is granted for the course. Tuition may be partially refunded when a student withdraws (see refund schedule in the [academic calendar](#)), but the student is responsible for paying all tuition due until the withdrawal is submitted. The following do not

constitute a withdrawal from a Woods College course:

- Not attending classes
- Informing a professor of intent to withdraw without submitting a withdrawal to the college
- Failing to pay tuition due

Find the withdrawal form [here](#), or visit the Woods College offices at St. Mary's Hall South. Students may not withdraw from courses after the withdrawal deadline and will receive a final grade for all registered courses. □ Find withdrawal deadlines on the [academic calendar](#).

### **Withdrawing from a Woods College Program**

Students can voluntarily withdraw from a degree program by withdrawing from all courses (see above, “**Withdrawing From a Course**”). We strongly recommend that you consult with your academic advisor before withdrawing from your program. A student who withdraws from all courses will be considered withdrawn from the university unless an academic advisor indicates otherwise.

A student who is not actively enrolled in a degree program for a period of five years will be considered inactive and may have to reapply to continue in the program. Students who reapply after being inactive will be responsible for completing any new program requirements and will follow all policies and procedures in effect at the time of readmission.

### **Transfer Credits and Residency Requirement**

A minimum of sixty credits must be completed at Boston College to satisfy residency requirements, and a maximum of sixty credits from regionally accredited institutions may be transferred into a student's program. Courses with a grade of C or better may be accepted for transfer credits; courses transferred from schools within Boston College may be accepted for transfer credit with grades of C- or better. Only courses with a minimum of three credits will be considered for transfer to satisfy a Woods College program requirement.

If transferring to the Woods College from another school at Boston College, a minimum of 12 credits (equivalent to one full-time semester of study) is required to satisfy residency requirements. Additionally, the Woods College liberal arts core and major requirements must be fulfilled in order to be eligible for graduation.

### **Transferring Within the University**

The schools within Boston College operate under the jurisdiction of their respective deans. Approval for transfer within Boston College from one school to another is governed by the admission and degree requirements of the college to which the student seeks to transfer. Students interested in transferring within BC should speak with an academic advisor.

## **Taking Courses at other Institutions**

Students enrolled in the Woods College as degree students must follow the curriculum prescribed by the college. Once a student matriculates, courses may not be taken at other institutions for credit in a Boston College degree program without the prior approval from the Dean.

## **Class Attendance and Participation**

Attending class is an important component of learning, and Woods College students are expected to attend the entirety of all classes. If circumstances prevent a student from attending class, the student is still responsible for completing all assignments and meeting all deadlines associated with the course. Many instructors grade for participation in class; if you miss class, you cannot make up participation points associated with that class meeting. Types of absences that are not typically excused include weddings, showers, vacations, birthday parties, graduations, etc.

Consistent with BC's commitment to creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations. Students are responsible for reviewing course syllabi as soon as possible and consulting the instructor promptly regarding any possible conflicts between class meetings and observed religious holidays. Students are responsible for completing course requirements for classes missed due to religious holidays.

## **Accommodation**

Students seeking accommodation for learning or other disabilities should contact the [Connors Family Learning Center](#) or [Disability Services Office](#) prior to the start of class so that an appropriate plan for accommodation can be created. Students with documented disabilities or functional limitations are held to the same academic standards as other students. With the support of the Connors Family Learning Center or Disability Services Office and appropriate accommodation, these students should be able to maintain satisfactory academic progress for financial aid eligibility purposes.

## **Grades**

The undergraduate grading system for Woods College is as follows:

- A (4.00), A- (3.67)
- B+ (3.33), B (3.00), B- (2.67)
- C+ (2.33), C (2.00), C- (1.67)
- D+ (1.33), D (1.00), D- (.67)
- F (.00)

Students who withdraw from a course after the add/drop period will receive a grade of W. The grade of W is not included in the calculation of the grade point average (GPA). Grades are available through the [Agora Portal](#) at the end of each semester.

### **Grade Point Average (GPA)**

Your GPA is calculated for each semester and cumulatively, at the end of each semester after grades are posted. Your GPA will always appear on your transcript.

### **Incompletes**

All required work in a course must be completed by the date set for the final exam. In cases of extenuating circumstances, with appropriate documentation, the instructor may use his or her discretion to issue a temporary grade of Incomplete (I). When this dispensation is used, a formal contract with outstanding work and deadlines is needed and must be sent to the Associate Dean for Academic Affairs. Unresolved Incompletes will automatically be changed to F ten weeks after the conclusion of the term in question.

### **Appealing a Grade**

All students have the right to be graded fairly and equitably in a course, to understand how a course grade is calculated, and to understand why an instructor has evaluated course work as she or he has. It is, however, the instructor's right and responsibility to set the grading standards for a course and to use his or her own best judgment in evaluating and grading individual students' work.

Grading by its nature involves judgment. The grade received may not always be directly related to the amount of effort a student has expended. An instructor and a student may legitimately disagree on the quality of a piece of work, in which case the instructor's judgment prevails. Thus, such disagreements may not be the sole basis of an appeal.

However, for students who feel that their final course grades have been determined inaccurately or unfairly, there is a formal appeal policy which may be found [on the Woods College website](#). Students are urged to contact the Woods College office for further information.

### **Academic Standing**

Woods College's policies concerning academic standing are intended to ensure that students are making reasonable progress toward the completion of their degree programs.

### **Satisfactory Academic Progress (SAP)**

Federal regulations (Sections 668.16(e).668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made at least once a year and before the financial aid office disburses any federal aid funds for the subsequent semester. At Boston College, students are

reviewed annually, at the end of each spring semester, for compliance with the Satisfactory Academic Progress requirements.

Failure to make adequate progress or to maintain good academic standing may adversely affect a student's eligibility to receive financial aid and may render the student ineligible to graduate.

### **Good Standing**

To remain in good academic standing, a Woods College student must maintain a minimum cumulative GPA of 2.0.

### **Academic Warning, Probation and Dismissal**

An undergraduate student is placed on academic warning for low academic performance if their cumulative GPA falls to 2.0 following any semester. At this point, the student is strongly encouraged to consult with her/his assigned academic advisor to develop an action plan to improve her/his academic standing.

An undergraduate student is placed on academic probation under the following circumstances:

- Cumulative GPA is below 1.67 following any semester
- Earning a GPA of 0.00 in any single semester
- Receiving an F, I or W for 2 consecutive terms

The term of probation lasts for a minimum of one active academic year. The student's academic advisor will monitor the student's performance during the period of probation and recommend an appropriate plan for degree progress. During the academic probation period, a hold is placed on the student's account which prevents him/her from registering for courses without advisor assistance. A student on academic probation must work with his/her advisor to select courses and register.

Students on probation are at risk of dismissal at any time. A student is eligible to come off of probation after a minimum of one active academic year, if they meet all of the requirements set out in by the advisor in the probation plan. Students who are unable to achieve a 2.0 semester GPA at the end of the second semester of academic probation will be reviewed for possible dismissal from the college.

### **Dean's List**

The Woods College Dean's List honors undergraduate students for superior academic performance. The Dean's List is published at the end of each semester. To be eligible for the Dean's List, students must maintain a minimum cumulative GPA of 3.5.

### **Transcripts**

Woods College students and alumni can request an academic transcript through the [Agora Portal](#). For the most part, transcripts are provided free of charge. For more information on

transcript requests, please visit the [Office of Student Services](#). Transcript requests will not be honored for any student with an outstanding financial obligation to the university.

## **Confidentiality of Student Records**

Boston College is committed to protecting the confidential interests of its students and to maintaining the privacy of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Find out more about your rights under FERPA by visiting the [Office of Student Services](#).

## **Graduation and Commencement**

Boston College awards degrees in May, August, and December of each year and holds commencement exercises each year in May. Students who have completed all degree requirements are eligible to receive a diploma at the next university graduation. Students who graduate in December or August may elect to participate in commencement exercises the following May.

### **Intent To Graduate Form**

After registering for their final semester of courses, students who believe they have satisfied their degree program requirements should complete the Intent to Graduate form. This form, and all relevant information, is available [here](#). The intent form states that the student intends to graduate and/or walk in the next commencement.

If a student's course schedule changes in any way after they have submitted the intent form, he/she **must submit the form again** with those changes reflected. **Students must submit an Intent to Graduate form by the deadline to be considered for graduation.**

Once the intent is submitted, the student will receive confirmation that Woods College has received the form and that the review process has begun. The academic team will audit the student's academic record to determine if the student meets the requirements to graduate. The student will be contacted by email with a determination.

Students may elect to "walk" in upcoming commencement exercises (without receiving a diploma) when they have no more than two courses remaining to take in their program of study upon successful completion of the courses for which they are currently registered. Students who walk in commencement under these conditions are expected to complete their final courses during the semester immediately following commencement. Degrees are awarded officially upon completion of a student's final courses. These students should fill out the Intent to Graduate form. The same procedure and deadlines (above) apply for these students.

## Graduating with Honors

Woods College awards Bachelor of Arts degrees with three different honors:

- Highest Honors (*summa cum laude*): top 4.5% of graduating class
- High Honors (*magna cum laude*): the next 9.5% of graduating class
- Honors (*cum laude*): the next 15% of graduating class

These percentages are calculated using students' cumulative GPAs.

## Graduation Awards

Woods College recognizes several graduates each year for distinguished achievement, special accomplishments in certain academic fields, and qualities of outstanding character and leadership.

**The Richard Lombard Award** is presented to the graduate with the highest cumulative GPA through the semester prior to commencement. Through this student's achievement, he or she embodies the spirit of lifelong learning.

**The Michael Harding, S.J. Award** recognizes outstanding achievement in Corporate Systems, the Bachelor of Arts major with the largest number of enrolled students. Students in this discipline are challenged to interweave theory, practice and an interest in management with a broad liberal arts education and a focus on social responsibility. The Harding Award honoree meets this challenge while also excelling personally and academically.

**The George A. Morgan, S.J. Award** is given to a graduating student who embodies post-traditional education through demonstrated excellence, personally, professionally, and academically. Post-traditional students are confronted with a broad array of challenges, and the recipient of this award has faced these challenges while maintaining a high level of excellence.

**The Harry Doyle Award** is presented to a student for outstanding achievement and a commitment to excellence in the fine arts or humanities. Through personal dedication and academic engagement with a subject such as literature, theater, film or a similar field, this honoree demonstrates dedication to personal growth, self-expression and creativity.

**The Dean's Award** recognizes a graduate who demonstrates strong character and exhibits the qualities of honor, courage, leadership, scholarship and service. This award is presented to someone who has persevered through significant difficulties to complete his or her education.

**The Jeremiah O'Connor, S.J. Award** is presented to a graduate who has demonstrated leadership and engagement with his or her community and professional field, and/or through personal commitments. This individual exemplifies the Jesuit ideal of "men and

women for others” and has lived the Jesuit vision of servant-leadership through community engagement.

**The Joseph McGuinness Award** is presented for outstanding achievement in and a commitment to excellence in the field of psychology or the social sciences. Through his or her dedication to this field, this honoree has pursued rigorous intellectual inquiry and has sought to better understand society, the human mind and behavior.

**The Commencement Awards** are presented to two bachelor’s degree students and two master’s degree graduating chosen by the Dean, who best represent the Woods College commitment to leadership and service. Recipients have the honor of carrying the school banner and leading their fellow graduate into the University Commencement ceremony.

### **Academic Integrity**

The pursuit of knowledge proceeds only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the university and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others’ work as one’s own is not only intellectual dishonesty, but also undermines the educational process.

Standards: Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
- fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
- falsification of papers, official records, or reports;
- copying from another student’s work;
- actions that destroy or alter the work of another student;
- unauthorized cooperation in completing assignments or during an examination;
- the use of purchased essays or term papers, or of purchased preparatory research for such papers;
- submission of the same written work in more than one course without prior written approval from the instructors involved;
- dishonesty in requests for late registrations, make-up exams, for extensions of deadlines for submitting papers, and in any other matter relating to a course.

Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

Other breaches of academic integrity include:

- the misrepresentation of one's own or another's identity for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities;
- the sale of papers, essays, or research for fraudulent use;
- the alteration or falsification of official University records;
- the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
- the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
- the expropriation and/or inappropriate dissemination of personally-identifying human subject data;
- the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers.

Collusion is defined as assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development.

Collaboration at acceptable levels varies in different courses. Students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

### **Student Roles in Maintaining Academic Integrity**

Students have a responsibility to maintain high standards of academic integrity in their own work, and thereby to maintain the integrity of their degree. It is their responsibility to be familiar with, and understand, the policy on academic integrity.

Students who become aware of a violation of academic integrity by a fellow student should respond in one of the following ways:

Students may discuss their concerns with the student whom they suspect of a violation. Direct contact by another student may be the best means of resolving the problem. Repeated demonstration of student concern for academic integrity will in the long run build a peer-regulated community.

If the incident is a major violation or part of a repeated pattern of violations, students should bring their concerns to the attention of the instructor or to the dean. Suspected violations by students reported to members of the faculty or to the dean will be handled according to the procedures set forth below.

Students who have serious concern that a faculty member is not living up to his or her responsibility to safeguard and promote academic integrity should speak with the faculty member directly, or should bring their concern to the dean.

### **Positive Learning Environments**

Students are required to refrain from any type of cruel or hurtful behavior toward anyone that creates a risk to the individual or group's physical and/or mental health and safety.

### **STUDENT APPEALS: Grievance Policy**

#### *Procedures for Grievances*

Situations where the student is in disagreement with faculty evaluation and/or program planning or assesses a violation of rights should be approached in the following manner:

1. Student shall arrange to meet with the faculty member involved and attempt to resolve the differences/difficulty. If this does not lead to an appropriate resolution, then...
2. Student shall notify the advisor and instructor/faculty member of a continuing difference/difficulty. If this does not lead to an appropriate resolution, then...
3. Student advisor shall discuss the situations with the student and with the instructor/faculty member and shall try to assist in resolving the difference/difficulty. If this does not lead to an appropriate resolution, then...
4. The student shall write a formal description of the situation and attempts at resolution and submit the narrative to the Associate Dean for Academic Affairs and Advising (or, if appropriate, the Dean); If this does not lead to an appropriate resolution, then...
5. The student shall request the Associate Dean for Academic Affairs (or Dean) submit the student's written narrative and faculty's written narrative to the Education Policy Committee (EPC) for formal review and decision. Upon recommendation of the EPC, the Dean shall make a determination. This determination will be the final resolution of the grievance.

#### *Timeline for Grievances*

Any student who believes he or she has been aggrieved should communicate with the faculty member involved as soon as possible after the action in question, but no later than the close of the semester after which the action giving rise to the complaint occurred (for Spring semester, no later than the end of Summer Session I). A grade grievance beyond a year is not considered.

During the academic year the faculty member should communicate within two weeks of the

student's request to discuss the grievance. If the matter cannot be resolved, the student should notify the advisor in writing of the grievance specifying the nature of the complaint and the remedy requested. Within two weeks of receiving the complaint, the student's advisor shall discuss the situation with the student and with the instructor and shall try to assist in resolving the difference/difficulty. If a mutually acceptable solution cannot be reached, the student shall notify the Associate Dean for Academic Affairs (or Dean) in writing if additional input into resolving the difference/difficulty is sought or if attempts at resolution are unsatisfactory.

If the situation leads to an EPC review, the EPC shall meet within one month of a written request (except during summer months which grievance shall be deliberated by September 30th).

#### *Conflict of Interest*

If a member of the WCAS administration or EPC has a conflict of interest, he or she will recuse themselves from consideration of the matter under review.

#### *Decision*

During deliberations that reach the EPC, only members of EPC shall be present. The EPC shall determine the seriousness and/or validity of the student's difficulties and/or grievances. After considering any recommendations made by the Dean, the advisor, the student and/or relevant others, the EPC must recommend to the Dean a course of action to be followed. Their recommendation may include no action, probation, dismissal, program modification or action as seems warranted regarding a grade grievance. When the difficulty or disagreement appears to be amenable to remedy, a specific time period shall be established for overcoming the issue under deliberation. At the end of this period, the EPC shall again review the situation and recommend appropriate action. The Associate Dean for Academic Affairs (or Dean) shall notify the student of the final decision in writing.

## Resources, Services and Facilities

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### [Boston College Bookstore](#)

The Boston College Bookstore is a one stop shop for course materials, supplies and Boston College gear. The bookstore is located on the first floor of McElroy Commons and at Hillside Shop, offering a smaller selection, on the first floor of Maloney Hall . For current hours and directions, or to search for textbooks you need for class, visit the [Boston College Bookstore website](#).

### [Boston College Campus Recreation \(BC Rec\)](#)

The Flynn Recreation Complex (the Plex) is the focal point for BC Rec on campus. The plex offers state of the art facilities for aerobic and resistance equipment, a 1/8 mile track, tennis, basketball and volleyball courts, as well as a wide variety of athletic programs and training. Woods College degree students currently enrolled in courses can purchase a membership to the Plex using their Eagle ID.

Find more information about membership rates, hours and directions [here](#).

### [Campus Ministry Office](#)

The BC Campus Ministry Office attends to the sacramental and pastoral needs of the Boston College community, offering campus-wide masses, retreats, faith communities, spiritual direction, and service programs. Find a full liturgy schedule [here](#).

As a Jesuit parish community, [St. Ignatius Parish](#) welcomes all to share in the joy of the Gospel and to come to "know, love and serve" God and one another.

### [Career Center](#)

The Boston College Career Center assists BC students in discovering their unique gifts and talents, offering a range of services to help students identify their interests and integrate them into meaningful careers and lives. The BCCC offers one on one sessions with a career advisor, as well as workshops and other events. Woods sophomores may also be eligible to take part in the Endeavor Career Exploration 3 day Retreat offered through the Career Center.

## **Connors Family Learning Center**

The mission of the Connors Family Learning Center (CFLC) is to enhance the quality of learning at Boston College. The CFLC offers instructional support to faculty and graduate students, special services to students with learning disabilities, and tutoring and skills workshops to all Boston College students.

## **Dining Services**

Boston College has a variety of dining options available on campus for your convenience, including:

McElroy Commons:

[Carney's](#) - Hot and cold food stations with a large variety

[Eagles Nest](#) - Deli sandwiches, salads, soups

Stokes Hall:

[The Chocolate Bar](#) - Coffee and tea drinks, pastries, gelato

Lyons Hall:

[Welch Dining Room](#) - Fresh made and name brand grab-and-go items

Fulton Hall:

[The Bean Counter](#) - Hot and cold beverages, pre-made sandwiches

Maloney Hall:

[Hillside Cafe](#) - Specialty sandwiches and paninis, full service coffee bar

Corcoran Commons:

[Lower Live](#) - Hot and cold food stations with a large variety

[The Loft](#) - Organic, local, and artisan products and foods

[Corcoran Plaza](#) - Outdoor dining, seasonal

Dining services at BC is proud to offer [vegetarian & vegan](#) and [allergy-friendly](#) options at every location on campus. Please visit [Dining Services](#) for current hours and menus.

## **Disability Services Office**

The mission of the Disability Services Office is to assist students with disabilities at Boston College in achieving their educational, career, and personal goals through a full range of institutional and community resources. The office ensures that students with disabilities receive support services and accommodations that permit equal access to all Boston College programs and the opportunity to realize their potential and develop effective self-advocacy skills.

## [Information Technology Services](#)

Information Technology Services (ITS) provides a wide variety of resources and support for using technology on campus.

**Call: 617-552-HELP (4357)**

**Email: [help.center@bc.edu](mailto:help.center@bc.edu)**

**Walk in: O'Neill 316**

## [Libraries](#)

Boston College is home to several world-class libraries, including:

The [Thomas P. O'Neill Library](#) is the primary library resource center at BC. O'Neill offers study space, special programs and enormous academic and popular collections, accessible to BC students using an Eagle ID.

The [Bapst Art Library](#), named for the first president of Boston College, served as the original Library from 1925 until the opening of the Thomas P. O'Neill Library in 1984. In 1993, Bapst was designated as the Art Library and continues to support the increasingly interdisciplinary teaching and research needs in the areas of Art, Architecture, Museum Studies and Photography throughout the University.

The University's special collections, including the [University's Archives](#), are housed in the Honorable [John J. Burns Library](#).

## [Lost and Found](#)

A Lost and Found is maintained at the Boston College Police Station, located on the ground floor of Maloney Hall. Articles such as clothing, books, notebooks, keys, wallets, jewelry, etc., are turned in and held until the end of each semester. Every effort is made to restore lost items to their rightful owners, however, it is the owner's responsibility to report and/or claim lost articles. For more information call BCPD at (617) 552-4440.

## [Office of Institutional Diversity](#)

The mission of the Office for Institutional Diversity (OID) is to facilitate efforts to advance and sustain an organizational culture and climate that fully welcomes diversity and inclusiveness for all members of the Boston College community. OID offers programs, workshops and other events during the academic year that are open to all in the BC community. See the full university policy of nondiscrimination [here](#).

## **[University Health Services](#)**

University Health Services (UHS) aims to enhance the physical and psychological well being of Boston College students by providing multifaceted health care services in the Jesuit tradition of cura personalis (care for the entire person). The UHS in-patient unit in 2150 Commonwealth Ave is open 24 hours during the academic year for urgent evaluations. In case of a medical emergency on campus, please contact the Boston College Police Department (BCPD) immediately at 617-552-4444.

## **[Veteran Services](#)**

Woods College extends a warm welcome and immense thanks to veterans who have joined the Boston College family as students. We provide several resources to enhance the student veteran experience:

### **Student Veteran Advisor**

[Cacky Mellor](#) serves as the Student Veteran Advisor for Woods College. In addition to academic advising services, Cacky provides assistance to student veterans with:

- Career resources
- Connors Family Learning Center
- ACE credits
- Woods College veterans focused events

### **Veteran Certifying Official**

[Linda Malenfant](#) serves as the Veteran Certifying Official for Boston College and handles GI Bill issues and student veteran billing.

The [U.S. Veterans Education Benefits](#) page provides answers to common questions surrounding student enrollment and student financial aid.

[Boston College Women's Center](#)

[LGBTQ Resources](#)

[SANet](#), BC Sexual Assault Network (including hotline)

## Safety

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[BC Campus Safety](#) has established programs, policies and procedures to ensure the safety and security of our community and guests. All Woods College students are expected to familiarize themselves with the Boston College [Emergency Reference Guide](#) and to adhere to these policies.

Instructions provided by university and emergency personnel at the time of an incident may conflict with those listed here and in the Emergency Reference Guide. Always follow the instructions of university and emergency personnel.

### **Boston College Police Department (BCPD)**

For all on-campus emergencies requiring emergency services (police, fire, ambulance), contact the BCPD by dialing 2-4444 from any campus phone. To report a fire, call 911. When reporting an emergency, please note:

- You may hear multiple rings - stay on the line until your call is answered
- Stay calm and carefully describe the problem and location in as much detail as possible
- **Do not** hang up until told to do so
- Follow any instructions you are given
- Send someone to direct responders to your location, if possible.

### **Emergency Notifications**

In the event of severe weather or other emergency situations, the university will communicate with the community through the Boston College website, emails to bc.edu accounts, text alerts and other channels warranted by the situation. It is important that you become familiar with these notification tools and ensure your contact information is kept up to date.

Please do not call BCPD for information on an emergency unless you are reporting an incident or requesting assistance. Requests for information in an emergency can overwhelm dispatchers and hinder emergency response.