

Boston College Experience Program Student Handbook



Summer 2024

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Section I: Important Note to Participants and Custodial Parents/Guardians

Participants and guardians are required to review this handbook and become familiar with the content. This handbook provides Boston College Experience (BCE) participants and their custodial parents/guardians information regarding program policies, campus resources, and life on campus. A signed form acknowledging that this handbook has been read is required for participation in BCE. Admitted students and custodial parents/guardians can locate the handbook acknowledgment form in the student portal and parent portal.

If you have any questions, please contact us at 617-552-3800 or bce@bc.edu.

BCE: Boston College Experience Program; may also be noted as “the program” or “BCE”

RPM: Residential Program Manager

PC: Program Coordinator

PA: Program Assistant

S1, S2, S3: Session 1, 2, and 3

The terms “students” and “participants” are used interchangeably throughout this handbook.

Boston College reserves the right to make changes to its written policies, rules, and regulations at any time, with or without prior notice.

Section II: Ensuring a Successful Summer at BCE

OVERVIEW OF BOSTON COLLEGE EXPERIENCE (BCE)

Founded on the promise of providing motivated high school students with an opportunity to live and learn at Boston College, Boston College Experience (BCE) exposes high school students to rich and rewarding college experiences through non-credit coursework, extracurricular activities, and college and life planning opportunities during the summer.

BCE is a two-week program that offers students an opportunity to experience BC as a residential student, a commuter student, or an online student.

ENCOURAGE INDEPENDENCE

The Boston College Experience (BCE) is an opportunity for young adults to begin the journey of exploring methods of communication. Parents and guardians, please allow your child to voice their issues or concerns. Participants, remember that you are always encouraged to speak with an instructor or a member of the residential staff.

ATTENDANCE AND PARTICIPATION

BCE is an immersive non-credit academic program requiring an intense and focused commitment from participants. Attendance and participation are fundamental for success.

As such, commuter and residential student attendance is required for the full length of the program; this includes attendance in class, workshops, weekend excursions, etc. **Students should not have concurrent obligations or commitments during the BCE program dates.**

For students taking an online asynchronous BCE course, participation is equally as important. Students are expected to log in to the course in the Canvas learning management system daily to engage in planned learning activities and discussion boards by the deadlines.

ACCEPT IMPERFECTION

“Success is often the result of taking a misstep in the right direction.” Al Bernstein
BCE will introduce students to new and challenging methods of learning. Participating in this program is about learning from mentors, peers, instructors, and one’s self. Our intention is to stimulate growth so that students become their best selves.

“I don’t believe in failure. It is not failure if you enjoyed the process.” Oprah Winfrey

THE CODE OF CONDUCT, GUIDELINES, AND POLICIES

The code of conduct, guidelines, and policies are in place to ensure the safety of participants and to provide a safe and comfortable learning and residential environment. Students are expected to abide by all program and Boston College policies and guidelines, including the student code of conduct while participating in the program.

EXPECTATIONS & RESPONSIBILITIES

It is the responsibility of the residential or commuter student to:

1. Fill out all forms according to instructions, honestly, and accurately and provide signatures on each form when indicated.
2. Ensure all forms are submitted and received by BCE before the deadlines. All students (online, residential and commuter) will not be permitted to participate if forms are not completed by the deadline.
3. Adhere to all BCE policies and guidelines as well as all Boston College policies.
4. Remain in their assigned room during the residential program. No switching rooms or roommates.
5. Wear casual attire* appropriate for an academic environment.
6. Attend all classes and notify the Assistant Director of Pre-College Programs and the Resident Program Manager of any planned absences or lateness. Please refer to Attendance policy on page 19.
7. When feeling unwell, notify the BCE staff right away. They will make an appointment at University Health Services for you. You must be accompanied by BCE staff to/from an appointment with University Health Services.
8. Respectfully engage with the instructors, classmates, BCE staff and all members of the Boston College community at all times.
9. Utilize Campus Dining services-
10. Review, regularly monitor, and respond to communications in your BC email account within 24 hours.
11. Utilize the Canvas learning management system to locate course materials and submit assignments.
12. Adhere to course assignment deadlines.
13. Reach out to the instructor if you are struggling to keep up with course deadlines or need additional support.
14. Respectfully care for and safeguard their room key, BCE ID card, and meal card. Participants should not give out or share their room key, meal card, or BCE ID card. Fines will be assessed to replace lost or stolen room keys, ID cards, or meal cards.
15. Respectfully care for, safeguard, and keep clean university property including residential rooms, furniture, etc. Students are responsible for adhering to the Code of Conduct and other policies outlined in the Handbook. Violation of university property and or the Code

of Conduct and other policies outlined in the Handbook will result in fines and may include dismissal from the program.

It is the responsibility of the online student to...

1. Fill out all forms according to instructions, honestly, and accurately and provide signatures on each form when indicated. Signatures should never be forged.
2. Ensure all forms are submitted and received by BCE before the deadlines. All students (online, residential and commuter) will not be permitted to participate if forms are not completed by the deadline.
3. Adhere to all BCE policies and guidelines as well as all Boston College policies.
4. Attend two live classes. Please notify the instructor and the Assistant Director of Pre-College Programs if you are unable to attend. Please refer to Attendance policy on page 19.
5. Respectfully engage with the instructors, classmates, BCE staff and all members of the Boston College community at all times.
6. Review, regularly monitor, and respond to communications in your BC email account within 24 hours.
7. Log in to the course in the Canvas learning management system daily to engage in planned learning activities and discussion boards.
8. Utilize the Canvas learning management system to engage with the instructor, classmates, and course materials as well as submit assignments.
9. Adhere to course assignment deadlines.
10. Keep pace with the course deadlines, assignments, and readings.
11. Reach out to the instructor if you are struggling to keep up with course deadlines or need additional support.

It is the responsibility of the custodial parent/guardian to...

1. Fill out all forms according to instructions, honestly, and accurately and provide signatures on each form when indicated.
2. Ensure all forms are submitted and received by BCE before the deadlines. Residential participants will not be permitted to move-in to the dorm. All students (online, residential and commuter) will not be permitted to participate if forms are not completed by the deadline.
3. Ensure participant/s adheres to all BCE policies and guidelines as well as all Boston College policies, including the Code of Conduct.
4. Ensure participant/s does not have concurrent obligations or commitments during BCE program dates.

5. Create a proactive plan with the participant regarding managing new environmental, social, and academic stressors.
6. Promptly respond to emails and/or phone calls from BCE staff, and when necessary, reply within 24 hours.
7. Communicate with the participant/s as well as BCE main office staff (BCE@bc.edu) about any unplanned/emergency absences and/or program withdrawals.
8. Follow BCE program policies, including move-in, move-out, residence life, and academic policies.
9. Ensure that the residential participant/s is aware of their responsibility to respectfully care for and safeguard their room key, BCE ID card, and meal card.
10. Ensure that the residential participant/s is aware of their responsibility to respectfully care for, safeguard, and keep clean university property including residential rooms, furniture, etc.
11. Promptly pay any fines resulting from damage to university property, the replacement of keys, ID cards, or meal cards. Fines are also assessed when rooms require deep cleaning.
12. For online students: provide adequate and consistent internet access.

***Dress is casual. Students should plan to wear summer clothing AND have a nice outfit for the end of program dance and/or final presentations. Students should plan to bring footwear that allows for comfort while walking due to the urban nature of our campus.**

Section III: Overview of the University

BRIEF HISTORY

Boston College was established in 1863 in the city for the working class as Boston's first Jesuit institution of higher learning. Later, the University shifted six miles outside urban activity to Chestnut Hill to accommodate the growing student population.

UNIVERSITY SCHOOLS AND COLLEGES

Boston College has nine schools and colleges: Carroll School of Management, Connell School of Nursing, Law School, Lynch School of Education, Messina College, Morrissey College of Arts and Sciences, School of Social Work, School of Theology and Ministry, and the Woods College of Advancing Studies.



BC CAMPUSES

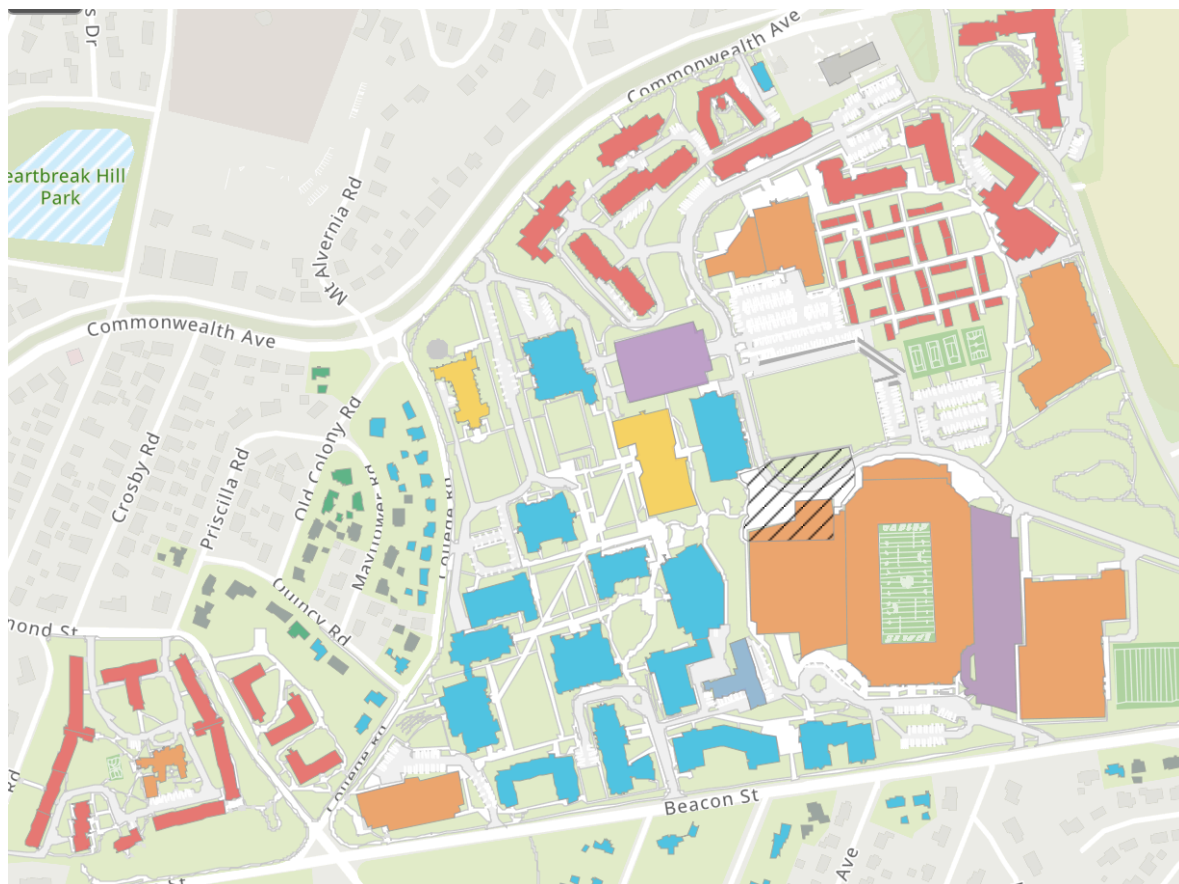
Boston College is made up of four campus locations: the Brighton Campus, Brookline Campus, Chestnut Hill Campus, and Newton Campus. The Chestnut Hill Campus, often referred to as Main Campus, houses the University's oldest building, most of its academic and

residence halls, athletic facilities, and dining locations. The BCE program will take place on the Chestnut Hill Campus.

The Newton Campus is home to the Boston College Law School, athletic fields, and several freshman residence halls. The Brighton Campus, located across Commonwealth Avenue from the Chestnut Hill Campus, is home to the School of Theology and Ministry, the McMullen Museum of Art, administrative offices (Human Resources, University Advancement, Information Technology Services, and University Communications, to name a few), and several new athletics fields. The Brookline Campus is home to Messina College, which includes several residence halls and other academic and athletic facilities.

BCE CAMPUS - CHESTNUT HILL

An interactive map can be found on [the Boston College website](#). Below is an image of the Chestnut Hill campus. In general, blue represents academic buildings, yellow as libraries, red as dormitories, purple as garages, and orange as cafeteria/athletic spaces. The Thomas More Apartments are located at the top right corner.



TRAVEL DIRECTIONS TO BOSTON COLLEGE

[A complete list of campus maps and directions are available on the BC website.](#)

Section IV: Important BCE Dates and Deadlines

PROGRAM FEES AND FORMS DEADLINES

March 5, 2024	1 st Release Decisions Program Fee Due
April 2, 2024	2 nd Release Decisions Program Fee Due
May 7, 2024	3 rd Release Decisions Program Fee Due
May 28, 2024	4 th Release Decisions Program Fee Due
June 3, 2024	Payment & Program Forms Due for Session 1
June 10, 2024	Payment & Program Forms Due for Session 2
June 17, 2024	Payment & Program Forms Due Session 3

REFUND DEADLINE

June 4, 2024	Last Day for 100% refund
June 5-June 18, 2024	50% refund BCE (minus \$500 non-refundable deposit)
June 19, 2024	No refunds

RESIDENTIAL STUDENT MOVE-IN

June 23, 2024	10:00 a.m. - 12:00 p.m. Early check-in is not possible	Session I Move-In & Orientation
July 7, 2024		Session II Move-In & Orientation
July 21, 2024		Session III Move-In & Orientation

STUDENT ORIENTATION

IMPORTANT: Orientation is both for residential and commuter student

June 23, 2024	Session I Orientation at 3 p.m. - 5 p.m.
July 7, 2024	Session II Orientation at 3 p.m. - 5 p.m.
July 21, 2024	Session III Orientation at 3 p.m. - 5 p.m.

END OF PROGRAM CEREMONY & RESIDENTIAL STUDENT MOVE-OUT

IMPORTANT: Students must vacate the dorms and check out of the program no later than 5 .p.m ET. No exceptions.

July 5, 2024	Session I End of Program Ceremony 1 p.m.- 3 p.m. Move-Out by 5 p.m. ET
July 19, 2024	Session II End of Program Ceremony 1 p.m.- 3 p.m. Move-Out by 5 p.m. ET

August 2, 2024	Session III End of Program Ceremony 1 p.m. - 3 p.m. Move-Out by 5 p.m. ET
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BCE SESSION DATES

Session I June 23 - July 5, 2024*	Courses begin Monday, June 24. Courses offered Session I are: <ul style="list-style-type: none"> ● Business & Leadership Institute S1 ● Forensics, Profiling & Crime Scene Analysis ● Writing for College ● Nature, Progress, and the Role of the Global Citizen
Session II July 7 - 19, 2024	Courses begin Monday, July 8. Courses offered Session II are: <ul style="list-style-type: none"> ● Business & Leadership Institute S2 ● Creative Writing Workshop ● Fundamentals of Economics ● Government, Globalism, and World Affairs ● Introduction to Concepts in Psychology Seminar ● Introduction to Design Thinking ● Psychiatry and TikTok (online asynchronous) ● Sports Management Institute
Session III July 21 - August 2, 2024	Courses begin Monday, July 22. Course offered Session III are: <ul style="list-style-type: none"> ● Applied Neuropsychology (online asynchronous) ● Business & Leadership Institute S3 ● Creative Writing Workshop ● Data Analysis ● Politics and Democracy ● Psychology of the Arts ● Sports Management Institute

*Class will not take place on the July 4th holiday. However, instructors will give students an assignment to complete for that day and there will be planned on campus activities for residential students.

RESIDENTIAL AND COMMUTER STUDENT DAILY SCHEDULE

Time	Activity
8:00 a.m.	Wake up, breakfast
9:00 a.m.	Class
12:00 p.m.	Lunch
1:00 p.m. or 1:30 p.m.*	Class
3:00 p.m.	Research Activity/Workshops/Guest Speaker*
5:30 p.m.	Dinner
7:00 p.m.	Organized dorm activity/evening event/free time

*Return time to class will be at the discretion of the instructor

Section V: Academics

COURSES

BCE courses are non-credit. They are two weeks in length and will require students to engage with classmates, the instructor, and/or content on a daily basis.

PROGRAM MODIFICATIONS

By registering for a BCE program at Boston College, you agree that Boston College reserves the right, at its discretion, to modify its educational extracurricular and other programmatic plans at any time, including providing the program remotely. If a program is modified from in-person to remote, the price difference will be refunded. Tuition and mandatory fees will not be refunded in the event of program modification.

CANCELLATION OF COURSES

If for any reason Boston College cancels a course, students will receive a full refund if a) a payment was made, b) the canceled course was the only course for which the student was registered and c) the student decides not to replace the canceled course with another course. No notification of withdrawal is required if a course is canceled by Boston College.

CANVAS LMS

All BCE courses, in person and online, will utilize Canvas, our learning management system, for syllabus and resource distribution, attendance, grading and communication. Students are expected to regularly access Canvas to keep up to date with required information.

SYLLABUS

The syllabus outlines the course objectives and requirements. Instructors will include the policies regarding classroom conduct, use of electronic devices, attendance policies. The syllabus will also outline course specific requirements in regards to student evaluation. Keep and refer to the syllabus during and after the program as it holds key information for each stage of the class.

COURSE MATERIALS

All students (both in-person and online) should have their own laptop or tablet to use during the duration of the course, as well as pens, notebooks, and folders. Additional course materials will be sent via email by the instructor.

HOMEWORK

BCE courses have an intensive curriculum intended to prepare you for the demands of college. Your homework will include course specific research, concept development, and work towards a final project or presentation.. Each student can expect up to 1-2 hours of homework per day.

WORKSHOP AND ENRICHMENT ACTIVITIES

In the afternoon from 3 p.m. to 5 p.m., students will engage in workshops or enrichment opportunities. The activities are designed to provide students with opportunities to continue their learning in areas of interest and/or in preparing for their future college plans. Many of these activities are led by Boston College staff from offices across campus such as Admissions, Wellness, Career Center, Campus Ministry, etc. There will also be opportunities for BCE students to hear from current BC undergraduate students during the “Ask a BC Student” series.

Note: Commuter students are required to attend Workshop/Enrichment Activities and are invited to participate in all non-mandatory activities taking place on-campus outside the residence hall.

WEEKEND EXCURSIONS

During the program, there will be organized weekend activities intended to expand upon participants’ classroom learnings, provide an opportunity to see and experience Boston, and continue to sustain a cohesive BCE community. ***Residential and commuter students are required to participate in the weekend excursion.***

USE OF VISUAL/AUDIO/MOBILE DEVICE POLICY

BCE is committed to providing an environment that is conducive to learning. When attending a course and participating in BCE programming, participants are expected to utilize only course/programming permitted technologies*. Tablets and laptops can be used during class time to take notes and/or complete instructor-led assignments and activities. Students must refrain from using cell phones, headphones, music players, and other electronic devices during class time unless permitted by the instructor.

First-time violators would be verbally warned; Second-time violators’ will have said device confiscated until the end of the day. If you are unsure about whether a device can be used, please ask a staff member or your instructor.

Participants should be respectful of all individuals at all times. Participants should never take photos or videos of others without asking permission. Participants should also receive

permission to share or post media, including photo/s or videos, of others before posting/sharing them.

ATTENDANCE & CLASSROOM CONDUCT

The BCE strives to provide students with an authentic and engaging college-like experience. Attendance is mandatory. Class attendance is taken daily and if a student is absent, the faculty member will contact the Assistant Director of Pre-College Programs. Parents will be contacted with each unexcused absence from class.

Tardiness

Excessive tardiness will result in disciplinary action up to and including removal from the program.

Residential Students

Tardiness will only be excused if a student is delayed by technical issues. The student is responsible for notifying a PC immediately if they will be tardy. The PC will notify your instructor.

Commuter Students

Tardiness will only be excused if you are delayed due to transportation/travel delays (i.e. traffic, public transportation delays). When your travel is delayed, notify bce@bc.edu immediately. The BCE team will then notify your instructor.

Absences

Absences due to Illness

If you are going to be absent from class due to illness, students should notify the PC on duty and the PC will email the instructor.

Excused Absences

Excused absences are absences that have been scheduled in advance and approved by the Assistant Director of Pre-College Programs and Resident Program Manager.

Unexcused Absences

Unexcused absences are absences that have not been scheduled in advance and approved by the Assistant Director of Pre-College Programs and Resident Program Manager.

With each absence, the Custodial Parent/Legal Guardian would be notified. Two unexcused absences would result in disciplinary action up to and including removal from the program.

Family Events/Emergencies

If a family emergency occurs during the program, the custodial parent/guardian must notify bce@bc.edu of the event that a student is expected to attend that coincides with

the program. Arrangements should be made in advance to make up for any work missed. Students may not miss class to attend birthday parties, weddings, and other events such as family vacations, unless these events occur during non-program hours. In the event of a family emergency, please notify bce@bc.edu directly.

Arrangements to make up missed class time and/or missed assignments should be made directly between the student and the instructor.

CLASSROOM CONDUCT

The BCE Program is designed to develop and build community and collaboration. A strong community depends on good judgment and the considerate behavior of its members.

Participants should adhere to the following:

- When attending a course and participating in BCE programming, participants are expected to utilize only course/programming permitted technologies*. First-time violators would be verbally warned; Second-time violators' will have said device confiscated until the end of the day. If you are unsure about whether a device can be used, please ask a nearby staff member or your instructor.
- Program materials and scheduled sessions are intended only for the use and attendance of the program participants and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law. Individuals who are not program participants should not have access to any of the above.
- Give positive constructive criticism that will benefit not only a fellow classmate's work but also your own. Your instructors will help guide you through giving and receiving constructive peer feedback.
- Be respectful of fellow students, instructors, and staff in your words, actions, and deeds. Disrespect or harassment of any student or Boston College employee, whether on or off-campus, will not be tolerated.
- Remain open-minded and welcoming of interaction with people who may have different viewpoints or cultural backgrounds.
- Expect to work hard. The BCE program will require you to complete homework. Assignments are expected to be completed on time.

*Permitted technologies include but are not limited to: cell phones, laptops, and tablets.

ACADEMIC INTEGRITY

What Does Academic Integrity Mean?

We are honest and accurate in creating all academic products and acknowledge the work (words AND ideas) of others in a way which does not leave any doubt as to whose work it is. We do our own work on all assignments and quizzes/exams and only collaborate with others when given permission to do so by faculty. All students will take the responsibility to seek assistance to ensure that these standards are met.

BCE Academic integrity Policy

Honesty, integrity, and personal responsibility are cornerstones of a Boston College education and provide the foundation for scholarly inquiry, intellectual discourse, and an open and welcoming campus community. BCE participants, who are here to gain the Boston College experience are expected to adhere to these standards as well. Students are expected to demonstrate academic honesty in all aspects of their course/s. If students give credit to those whose work they rely on, and submit their best work, they are highly unlikely to commit an act of academic dishonesty. Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

Cheating, the fraudulent or dishonest presentation of work, 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
- 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.

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.

Other forms of academic dishonesty can resemble:

- Misrepresentation of one's own or another's identity for academic purposes
- Misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities
- Sale of papers, essays, or research for fraudulent use
- Alteration or falsification of official University records
- Unauthorized use of University academic facilities or equipment, including computer accounts and files
- Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials
- 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
- Expropriation and/or inappropriate dissemination of personally-identifying human subject data
- Unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers

Where Can You Turn for Help?

If you are ever unsure about any aspect of your academic work:

- Review the academic integrity policy above
- Contact your instructor with questions about academic integrity expectations for this course
- Consult the [Citing with Integrity](#) website for an overview of how to set yourself up for success with academic integrity when organizing and writing a paper (adapted from University of Colorado Denver)

Artificial Intelligence Policy

Instructors may allow the use of ChatGPT, other generative AI tools, or similar technologies in some circumstances as a part of class assignments. However, students must ensure that such

use is permitted before using the technology. Students should refer to each course syllabus for details about if or how AI or similar tools may be used in completing coursework, assignments, etc. In all cases when AI is used, students must acknowledge/disclose the use of generative AI or similar technology tools.

Absent a clear statement from the instructor, use of, or consultation with, generative AI shall be treated as dishonest and a violation of academic integrity. Students who are unsure of policies regarding generative AI tools should consult their instructor/s for clarification.

Section VI: Student Evaluation

BCE students who complete the program will earn a final program evaluation level of either:

- Met All Requirements,
- Met Minimum Requirements, or
- Did Not Meet Requirements

RESIDENTIAL OR COMMUTER PROGRAM

Met All Requirements

This is issued to students enrolled in BCE residential or commuter courses who complete all of the following:

- Attend both morning and afternoon classes and workshops and have less than two absences.
- Participate fully in class and workshops.
- Complete and hand in all assignments related to class and workshops.
- Complete the final project or presentation.

Students who complete all of the above will receive a certificate of completion and may request a letter of recommendation from their course instructor.

Met Minimum Requirements

This is issued to students enrolled in BCE residential or commuter courses who complete the following minimum requirements:

- Attend both morning and afternoon classes and workshops and have less than two absences.
- Participate in class and workshops.
- Complete and hand in most assignments related to class and workshops; failed to hand in two assignments or less.
- Complete the final project or presentation.

Students who complete all of the above will receive a certificate of completion and may request a letter of recommendation from their course instructor.

Did Not Meet Requirements

This is issued to students enrolled in BCE residential or commuter courses who have one or more of the following:

- Missed more than two morning and afternoon classes and/or workshops or had two absences.
- Did not participate in class and workshops.
- Failed to hand in more than two assignments.
- Did not complete the final project and presentation.
- Violation of academic integrity.

Any one of the above indicates that the student did not meet the requirements of the course and therefore does not meet the minimum standard for course completion. Students who receive this evaluation will NOT receive a certificate of completion and may NOT request a letter of recommendation from their course instructor.

ONLINE PROGRAM

Met All Requirements

This is issued to students enrolled in a BCE online course who complete all of the following:

- Attend two live sessions.
- Participate daily in discussion groups.
- Complete and hand in all assignments.
- Complete the final project or presentation.

Students who complete all of the above will receive a certificate of completion and may request a letter of recommendation from their course instructor.

Met Minimum Requirements

This is issued to students enrolled in a BCE online course who complete the following minimum requirements:

- Attend one live session.
- Participate in at least six of the daily discussion groups.
- Complete and hand in all assignments.
- Complete the final project or presentation

Students who complete all of the above will receive a certificate of completion and may request a letter of recommendation from their course instructor.

Did Not Meet Requirements

This is issued to students enrolled in a BCE online course who have one or more of the following:

- Did not attend any live sessions (unexcused absence).

- Did not participate in at least six of the daily discussion groups.
- Failed to hand in more than two assignments.
- Did not complete the final project and presentation.
- Violation of academic integrity.

Any one of the above indicates that the student did not meet the requirements of the course and therefore does not meet the minimum standard for course completion. Students who receive this evaluation will NOT receive a certificate of completion and may NOT request a letter of recommendation from their course instructor.

LETTERS OF RECOMMENDATION

Students who receive a ***Met All Requirements*** or ***Met Minimum Requirements*** are eligible to request a Letter of Recommendation from their instructor. Students should contact the instructor within **three months of the conclusion of the course** to request a letter of recommendation.

If the instructor agrees to supply such a letter, the student must provide the instructor with the name and address of the college or university to which the recommendation will be sent. Recommendations will not be sent directly to the student.

TRANSCRIPTS AND LETTERS OF NON-REGISTRATION

BCE is an academic, non-credit program. The courses in BCE are not credit-bearing. As such, an academic standing or an academic transcript is not recorded as a part of a pre-college academic record. Students who wish to obtain documentation of their participation in BCE should email bce@bc.edu to request a Letter of Non-Registration. Letters of Non-Registration will include the student's name, the title and dates of the course, and the student's earned program evaluation level.

Section VII: BCE Online Program

BCE ONLINE COURSES

This year there are two completely online asynchronous courses offered through BCE:

- Psychiatry & the TikTok Generation (S2)
- Applied Neuropsychology (S3)

ONLINE COURSE DELIVERY

Students are **not expected** to meet in a Zoom space every day at a specific time for a streaming class. The majority of the class will take place in the Canvas learning management system platform in an asynchronous format. However, there will be a select number of live sessions throughout the course. Students are expected to attend at least two of the live courses via Zoom. The time of the two live courses will be outlined in the syllabus.

Students should expect to dedicate 2–3 hours per day to coursework, learning materials, and tasks as assigned by the instructor. Students may also be required to collaborate in group work. Students will have assignments due each day (i.e., required readings, viewings, discussion board participation, etc). Detailed instructions for completion of assignments, including relevant resources and links, will be provided by the instructor in Canvas. Access to Canvas will be provided before the course begins.

Students are expected to log in daily.

BC CREDENTIALS

Students participating in the BCE programs will receive credentials (BC Eagle ID number and BC username) from the BCE Program office shortly after confirmation of intent to enroll and pay the program fee.

SECURITY PRECAUTIONS

All courses are password protected and behind a firewall. Students should never share their BC credentials with anyone for any reason.

CAMPUS ACCESS

Students participating in BCE online are not allowed on the physical campus. However, BCE online students have virtual access to the Boston College Library.

STUDENT RESOURCES

Campus Resources are available to commuter and residential BCE students. Online students are not permitted on campus. Please see the [BCE Online section](#) for details about student support services.

Thomas P. O'Neill, Jr. Library

[Thomas P. O'Neill, Jr. Library](#) contains over a million volumes and nearly 17,000 serial subscriptions. BCE students are encouraged to get to know the library resources quickly.

IT Help Desk and Computing Services

The [Information Technology Services Help Center](#) is located in the O'Neill Library and includes a technology Help Desk in Room 248. Multimedia software and hardware are located in O'Neill 205. Computers with general productivity and research software are on the third floor behind the Reference Desk, and printers are on the first and third floors. All BCE Non-Credit students are provided a BC ID.

Campus Bookstore

The [Boston College Bookstore](#) is the place for textbooks, bestsellers, study aids, stationary, college supplies, gifts, BC clothing and small items such as newspapers and snacks. The bookstore is located on the first floor of McElroy Commons.

Academic Support

The [Connors Family Learning Center](#) offers free tutoring to Boston College students, including BCE, and is located on the second floor of the O'Neill Library. Tutoring is provided by current BC students who have demonstrated excellent skills in a particular academic subject area. For general inquiries, call 617-552-8055. For tutoring inquiries call 617-552-0611.

Disability Services

The [Disability Services Office](#) empowers students with medical, physical, psychological, or temporary disabilities to achieve their educational, career, and personal goals.

INSIDE BC ONLINE

Community

BCE seeks to foster a community of mutual respect and appreciation. Behavior deemed by program staff to be negatively impacting another student's experience at Boston College will not be tolerated and is grounds for further investigation, disciplinary action, involuntary withdrawal from the program, and intervention by local authorities.

Discrimination and Bias

BCE welcomes participants from a multitude of backgrounds. Any report of alleged discrimination and/or bias, whether anonymously or otherwise, will be treated and investigated with the utmost gravity. Behavior deemed by program staff to be negatively impacting another student's experience at Boston College will not be tolerated and is grounds for further investigation, disciplinary action, involuntary withdrawal from the program, and intervention by local authorities.

Violence and Harassment

Violence and harassment will not be tolerated and are considered grounds for expulsion and, if appropriate, civil action.

Sexual Misconduct

Engaging in any form of sexual contact or conduct with another without the person's clear, conscious, and voluntary consent will not be tolerated. Violators will face immediate expulsion and, if appropriate, civil action.

Section VIII: BCE Commuter Program

Living on campus provides that true college experience and the organic friendships that develop as part of dorm life and are difficult for a commuter student to replicate. For this reason, we strongly suggest the residential program. However, we understand that not all circumstances allow for this.

Commuter students are welcome on-campus at any time and may make use of a majority of the services available to residential students. However, **due to security reasons commuter students are NOT allowed in the residence hall at ANY TIME.**

DINING SERVICES

Commuter students may join their classmates in the dining locations for meals by using a debit or credit card. Apple Pay is supported in the dining halls also. Please let the dining aide assisting you know beforehand that you are a commuter student and do not have a meal plan card (they would need to alter the checking out process).

HEALTH SERVICES

BCE residential or commuter students can utilize the [University Health Service Clinic](#) during the program dates. The clinic provides treatment of minor injuries or illnesses and willingly acts as a liaison with community doctors for necessary treatments that the clinic cannot provide. Student participants seeking medical care will be accompanied by program staff to the Boston College University Health Services offices to receive care.

University Health Services is located on the ground level of the Thomas Moore Apartments at 2150 Commonwealth Avenue. During the summer, it is open Monday through Thursday from 8:30 a.m. to 4:30 p.m. and on Fridays from 9 a.m. to 3 p.m.

In the event of an emergency, students will be accompanied to St. Elizabeth's Emergency Room by program staff and Boston College Police.

In all cases where medical attention is sought, the student's custodial parent/guardian or emergency contact will be notified.

PARKING

Students are not permitted to park on campus at any time. Parents/guardians should arrange drop off and pick up times with the student.

STUDENT ID

Each BCE student will receive a BC ID.

INSIDE BC CAMPUS

Community

BCE seeks to foster a community of mutual respect and appreciation. Behavior deemed by program staff to be negatively impacting another student's experience at Boston College will not be tolerated and is grounds for further investigation, disciplinary action, involuntary withdrawal from the program, and intervention by local authorities.

Controlled Substances

BCE has a zero-tolerance policy regarding the use of any drugs and/or alcohol. Violators would be required to show their student ID and government ID and comply with BCPD and/or BPD procedures. Violators would be immediately expelled from the program and asked to leave the BC campus before noon of the next day.

Discrimination and Bias

BCE welcomes participants from a multitude of backgrounds. Any report of alleged discrimination and/or bias, whether anonymously or otherwise, will be treated and investigated with the utmost gravity. Behavior deemed by program staff to be negatively impacting another student's experience at Boston College will not be tolerated and is grounds for further investigation, disciplinary action, involuntary withdrawal from the program, and intervention by local authorities.

Violence and Harassment

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Sexual Misconduct

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Section IX: BCE Residential Program



MOVE-IN AND MOVE-OUT

Standard Move-In

Students move-in between 10:00 a.m. and 12:00 p.m. on Sunday, the first day of the program. Move-in location and specific information will be communicated to students via email leading to the start of the session.

Early/Late Move-In

Early check in is not permitted and cannot be accommodated.

Late check-in after 12 p.m., ensure you've notified staff of your expected time of arrival. You may be asked to arrive at Stayer Hall, 70 St Thomas More Rd, Brighton, MA, 02467.

Move-Out

Students must be checked out of the residence hall between 3:00 p.m. and 5:00 p.m on the last Friday of their program. Specifics will be provided by PAs at the program. Late move-outs are NOT permitted.

Arrival & Departure Form

Please fill out the two forms as provided in the student portal to ensure the participant's successful transition into the program, and for our staff to prepare and welcome students to campus.

NOTE: Boston College does not provide airport pick-up and/or drop-off.

Move-In/Move-Out Guidelines

During check-in and check-out, all students must be accompanied by their custodial parent/guardian indicated on the Move-In and Move-Out form. If the custodial parent/guardian will not be accompanying the student this must be indicated on the form and whether the student will arrive by themselves or accompanied by an adult authorized by the custodial parent/guardian.

If students were to move-in or move-out without their custodial parent/guardian, Students are responsible for cleaning their assigned rooms upon departure, including the trash removal. At check-out, program staff will inspect rooms to ensure appropriate levels of cleanliness.

Students are responsible for replacement costs associated with damaged or lost prosperity such as furniture, access cards, and keys.

PARKING

Students and parents/guardians are not permitted to park on campus at any time. Students are not allowed to bring their cars to campus. Parents/guardians should arrange to drop off and pick up times with the student.

PACKING LIST

Use this checklist to make sure you have everything you need for BCE. To save space, you may consider buying some of these items after you arrive. Do not mail belongings or packages before you arrive, as the mail room is considerably far from the dormitory.

What to Bring	Do Not Bring/Prohibited Items
Twin XL size bed sheets Bed linens, blankets, pillows Towels Shower sandals Bucket/tote for toiletries Personal hygiene supplies Water Bottle Study supplies Weather Appropriate Casual Clothes Business Casual clothes for special occasions	Non-university mattresses Candles, hookahs, incense, and other sources of open flames Air conditioning units Extension cords Barbeque grills Lamps with more than three arms Hoverboards Electric Scooters (E-Scooters) High voltage microwaves (>800W) Full-size refrigerator

Hangers Desk lamp Sportsware Cleaning supplies Enclosed mattress pad Surge protector power strip Laundry basket and detergent Quarters for laundry	Toaster/toaster oven Electric frying pan Sandwich grill/waffle iron Coffee makers Alcohol, drugs, and related paraphernalia <i>For a comprehensive list of policies, visit bc.edu/reslife</i>
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RESIDENTIAL TEAM

Program Assistants (PAs) for BCE are typically current Boston College undergraduate students. They live in the residence halls with BCE students to provide support and guidance throughout the program. Each PA is assigned a small group of BCE students to serve as their mentor, sounding board, and conversation partner. PAs also plan and implement programs that will engage the students and help them to think about what they want out of the program and out of their future college experience.

In addition to PAs, the residential staff also consists of Program Coordinators (PCs) and Residential Program Managers (RPMs). If help is needed, there will always be at least two PAs and one PC on duty in the residence hall 24/7.

HOUSING

Students will be housed in one of BC's residence halls. Many residence halls are suite apartment-style dorms. Bedrooms come furnished with 2 desks, 2 beds, 2 dressers, 2 desk chairs and 2 closets. The living room and dining room have 2 couches, 2 chairs, a coffee table, a dining room table and 4 chairs. The suites are air conditioned with lounges on each floor of the residence hall. **Single occupancy rooms are not available.**

ROOMMATES

Residential students will be paired with a roommate based on how they fill out the Roommate Questionnaire. Any roommate requests should be indicated on the form. Both students **must** mutually indicate their desire to room together in the Roommate Questionnaire in order for a roommate request to be considered at the time assignments are made.

ROOM CHANGES

Due to the brief duration of the program, room changes are not allowed except in cases of severe duress or emergency (as assessed by program staff and assistant director). It is a violation of BCE policy to change rooms without program approval. In cases where a student does change rooms without approval, they will be returned to their original room assignment.

The program reserves the right to change a participant's room assignment at any time and for any reason. Discriminatory behavior toward a new occupant after a room change is unacceptable and may result in the removal from the program.

KEYS AND CARDS

All residential and commuter participants receive a BC ID card upon arrival. Residential participants will also receive keys and meal cards in addition to the BC ID. Students are responsible for managing and safeguarding their room key, BCE ID card, and meal card. Students should not give out or share their room key, meal card, or BCE ID card with anyone ever. Fines will be assessed to replace lost or stolen room keys, ID cards, or meal cards. Failing to return your keys and meal card will result in fines. If a student does lose keys or cards, they must report it to the PA immediately.

DAMAGE AND VANDALISM

Rooms

Participants are responsible for the care of their rooms and are expected to keep them orderly and clean. The assigned occupants of a space are held accountable for the space's condition at all times.

Within three days of moving on-campus, the students must report any found damage to the room or University furniture so it can be documented and addressed. Failure to do so will result in financial accountability for repairs or replacements.

After moving out, if the living area is unclean and/or has damage, each room's occupants would be billed accordingly. See the [Additional Fees section](#).

Suite Common Areas

The assigned occupants of a space are held accountable for the room's condition at all times. Damage to and/or additional required cleaning to these areas will be billed to all the assigned occupants of the suite.

Dormitory Public Areas

Deliberate and malicious vandalism is grounds for immediate investigation, disciplinary action, and involuntary withdrawal from the program.

DORM SAFETY GUIDELINES

Only BCE students and staff are allowed into residence halls. Exterior doors to the building should never be propped open. This is a safety violation. Students may not be on a floor not of their designated gender.

BCE reserves the right to enter residence hall rooms at any time for purposes related to repair, maintenance, health, and safety and/or inspections to ensure compliance with BCE and Residential Life rules, regulations and policies.

GUEST POLICY

BCE students are **not allowed any guests in the residence hall ever**. There are **no exceptions**. **Family and friends ARE NOT allowed in the residence hall**, this includes friends or siblings who are current BC students, staff, and/or faculty. Only BCE residential staff and residential BCE students are allowed in the residence hall.

QUIET HOURS

During quiet hours, students must maintain a considerate and respectable noise level (i.e. avoid talking in groups in the hallways). BCE quiet hours are:

Sunday - Thursday from 10 p.m. – 8 a.m.

Friday - Saturday from 12 a.m. – 8 a.m.

CURFEW

Building Curfew hours: 10 p.m. to 7 a.m.

Room curfew: 12 a.m. (midnight) to 7 a.m.

Students must be in the residence hall and checked in with the Program Assistant on duty by **10 p.m. every day**. Students must be in the building at this time. Students may socialize in the floor's common rooms and practice/study rooms.

All students must be in their assigned rooms **no later than midnight each night**. Any student who leaves their room/suite or is found to have left the residence hall during the hours of curfew and following the attendance check will be involuntarily withdrawn from the Program.

The first time a student fails to check in for curfew, they will be given a warning. The second time, it is a curfew violation. Parents will be given notice of each curfew violation. **Three curfew violations will result in involuntary withdrawal from the Program and no refund will be issued.**

Note: Only students who have been approved to be off campus with a custodial parent/guardian or an adult approved by the custodial parent/guardian, can check in after curfew. Approval must include the time the student will return.

LAUNDRY

Laundry machines are in the basement of each of the residence halls and cost \$1.75 for each wash and dry cycle. Quarters are needed. **Please bring your quarters, if you plan to do laundry.** There are no coin machines in the laundry room.

MAIL

Mail can be sent to students at the following address:

First Name Last Name
Boston College Experience
St. Mary's Hall South
140 Commonwealth Ave
Chestnut Hill, MA 02467

Participants are responsible for determining whether their mail has arrived and subsequently picked up. An email reminding participants to pick up their mail may be sent to their bc.edu email address if the mail has gone uncollected for a prolonged period of time. BCE is not responsible for redirecting mail after the intended participant/student has left campus/the program has ended. Please plan accordingly.

HEALTH SERVICES

BCE residential or commuter students can utilize the [University Health Service Clinic](#) during the program dates. The clinic provides treatment of minor injuries or illnesses and willingly acts as a liaison with community doctors for necessary treatments that the clinic cannot provide. Student participants seeking medical care will be accompanied by program staff to the Boston College University Health Services offices to receive care.

University Health Services is located on the ground level of the Thomas Moore Apartments at 2150 Commonwealth Avenue. During the summer, it is open Monday through Thursday from 8:30 a.m. to 4:30 p.m. and on Fridays from 9 a.m. to 3 p.m.

In the event of an emergency, students will be accompanied to St. Elizabeth's Emergency Room by program staff and Boston College Police.

In all cases where medical attention is sought, the student's custodial parent/guardian or emergency contact will be notified.

INSIDE BC CAMPUS

Community

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Controlled Substances

BCE has a zero-tolerance policy regarding the use of any drugs and/or alcohol. Violators would be required to show their student ID and government ID and comply with BCPD and/or BPD procedures. Violators would be immediately expelled from the program and asked to leave the BC campus before noon of the next day.

Discrimination and Bias

BCE welcomes participants from a multitude of backgrounds. Any report of alleged discrimination and/or bias, whether anonymously or otherwise, will be treated and investigated with the utmost gravity. Behavior deemed by program staff to be negatively impacting another student's experience at Boston College will not be tolerated and is grounds for further investigation, disciplinary action, involuntary withdrawal from the program, and intervention by local authorities.

Violence and Harassment

Violence and harassment will not be tolerated and are considered grounds for expulsion and, if appropriate, civil action.

Sexual Misconduct

Engaging in any form of sexual contact or conduct with another without the person's clear, conscious, and voluntary consent will not be tolerated. Violators will face immediate expulsion and, if appropriate, civil action.

Tobacco and E-Cigarettes

Smoking, vaping, or using any tobacco or plant products is prohibited on all Boston College campuses, including buildings, facilities, grounds, and any other property. This encompasses indoor and outdoor spaces, private offices, academic and administrative buildings, all areas of

residence halls, athletic venues, dining facilities, and vehicles/buses owned or used by the University. (*University Communications | July 2020*)

Violators may receive fines, disciplinary sanctions, and/or be removed from university housing. If the violation occurs in a residence hall, the occupant/s assigned to the room or suite are financially responsible for related charges to clean, replace, and remediate the living space.

LEAVING CAMPUS

Sign Outs that Don't Require Parental Permission

Residential students who would like to go beyond the Boston College Main Campus* must sign out during non-program hours and must be with at least two other residential students enrolled in the pre-college program.

Non program hours:

Monday-Friday: after 5 p.m. to before 10 p.m. curfew

Saturday-Sunday:

After the Weekend Excursion until 10 p.m. in building curfew

Non-Weekend Excursion day after 8 a.m. until 10 p.m. in building curfew.

Sign outs can include a maximum of 6 students. Students must sign out with a Program Assistant in the Residence Hall lobby. They must provide their intended destination and expected return time (sign-outs may not be longer than **four** hours). All three students must sign out and return together.

Sign Outs that Require Custodial Parent/Guardian Permission

1. Residential students signing out with at least two other residential students for **more than four hours**.

The custodial parent/guardian must email bce@bc.edu and state that their student can be signed out longer than four hours, including the names of the other residential students who will be with their student, the intended destination, and estimated time of return. **All three students' custodial parent/guardian must provide these details for the group to be permitted off campus together for more than four hours.** The time of return must be before the 10 p.m. curfew.

2. Residential students to be signed out by a legal adult who is not the custodial parent/guardian. The custodial parent/guardian must email bce@bc.edu and state the date and time their student will be picked up and dropped off. The email should be sent 24 hours in advance and also include the full legal name of the legal-age adult. Students should be picked up in the lobby of the residence hall. At the time of pick-up, the legal-age adult must present a government-issued ID (state ID, driver's license, or passport) to the Resident Program Manager or Program Coordinator on duty.
3. Residential students who would like to go running before (after 7 a.m. must contact PC on duty to let them know) or after program hours. Permissions cannot be given for a self-checkout earlier than 7 a.m and no later than 9 p.m. Permission, given by the custodial parent/guardian, must state that the custodial parent/guardian gives the

student permission to sign-out by themselves. It must also state that the student has permission to run during the duration of their program.

Hours requiring permission for self-checkout to run:

Monday - Sunday: 7 a.m. - 8:30 a.m. (class begins at 9 a.m.)

Monday-Friday: after 5 p.m. to before 10 p.m. curfew

Saturday-Sunday:

After the Weekend Excursion until 10 p.m. in building curfew

Non-Weekend Excursion day after 8 a.m. until 10 p.m. in building curfew

4. Residential students signing out to leave alone during non-program hours.

Hours requiring permission for signing out alone:

Monday-Friday: after 5 p.m. to before 10 p.m. curfew

Saturday-Sunday:

After the Weekend Excursion until 10 p.m. in building curfew

Non-Weekend Excursion day after 8 a.m. until 10 p.m. in building curfew.

Custodial parent/guardian must include time and location and anticipated time of return.

Overnight Sign Outs Away from Campus

The BCE weekend excursion is a required component of the program. As such overnight sign outs are not encouraged the day before the excursion. Any requested nights away that affect the student's class attendance must first be approved by the lead instructor for the student's designated program.

- A student may leave the campus on a weekend overnight visit only with written email permission from that student's custodial parent/guardian. Custodial parent/guardian must email bce@bc.edu by 9 a.m. EST on the Thursday prior to the overnight visit in question.
- The student cannot leave before the end of his/her last class of the week and must return by 10:00 p.m. on the Sunday return date. When custodial parents/guardians grant permission for their child to leave campus overnight, they assume all responsibility for the safety and whereabouts of the child.
- An overnight visit email must include the time of departure, destination, means of transportation, and time of return. It also must be noted who will be picking up/dropping off the student or if the student may leave unaccompanied. If it is NOT noted that the student may leave unaccompanied it will be assumed that they are being picked up and will not be permitted to leave without a parent or guardian signing them out.
- Custodial parents/guardians must note each instance of a student's time away from campus, blanket permissions will not be accepted.
- BCE will not accept telephone messages as a means of granting permission. Students may not hand in or email a permission for overnight visits. All overnight visit requests must be made by the custodial parent/guardian.

Transportation and Off-Campus Travel

Students are NOT permitted to ride in BCE program staff vehicles. Program participants may be shuttled by Eagle Escort as needed and required by program protocol.

BCE may elect to sponsor off-campus field trips and activities. In the event of an off-campus field trip or program, students will be transported by a chartered bus.

Section X: Campus Resources

Campus Resources are available to commuter and residential BCE students. Online students are not permitted on campus. Please see the [BCE Online section](#) for details about student support services.

THOMAS P. O'NEILL, JR. LIBRARY

[Thomas P. O'Neill, Jr. Library](#) contains over a million volumes and nearly 17,000 serial subscriptions. BCE students are encouraged to get to know the library resources quickly.

IT HELP DESK AND COMPUTING SERVICES

The [Information Technology Services Help Center](#) is located in the O'Neill Library and includes a technology Help Desk in Room 248. Multimedia software and hardware are located in O'Neill 205. Computers with general productivity and research software are on the third floor behind the Reference Desk, and printers are on the first and third floors. All BCE Non-Credit students are provided a BC ID.

CAMPUS BOOKSTORE

The [Boston College Bookstore](#) is the place for textbooks, bestsellers, study aids, stationary, college supplies, gifts, BC clothing and small items such as newspapers and snacks. The bookstore is located on the first floor of McElroy Commons.

RECREATION CENTER FACILITIES - NOT AVAILABLE TO BCE STUDENTS

Use of the Connell Recreation Center is subject to rules and regulations pertaining to its use by minors. This makes it unavailable for participants of the program and is indisputable. However, as a part of BCE enrichment programming, select courts have been reserved and rented for the program and will be available to BCE students on designated days and times. Students who wish to exercise outside of the designated days and times may do so by running outdoors on natural routes in/around campus (e.g. Chestnut Hill Reservoir).

DINING FACILITIES

With the BCE ID card and meal plan, residential students will have access to select on-campus dining locations. Commuter students are welcome to join classmates in on-campus dining locations by paying via credit or debit card.

BC Dining Services has at least one location open for breakfast, two for lunch, and one for dinner. Visit [BC Dining Services](#) for hours, locations, and other information. Participants are expected to choose well-balanced meals and to consult the campus dietitian if need be.

ACADEMIC SUPPORT

The [Connors Family Learning Center](#) offers free tutoring to Boston College students, including BCE, and is located on the second floor of the O'Neill Library. Tutoring is provided by current BC students who have demonstrated excellent skills in a particular academic subject area. For general inquiries, call 617-552-8055. For tutoring inquiries call 617-552-0611.

DISABILITY SERVICES

The [Disability Services Office](#) empowers students with medical, physical, psychological, or temporary disabilities to achieve their educational, career, and personal goals.

RELIGIOUS SERVICES

The [Office of Campus Ministry](#) is located in McElroy 215. On their website is a complete listing of the mass, the schedule of local clergy, and detailed information on religious services of many faiths.

PARKING

Students are not permitted to park on campus at any time unless granted prior permission from their sponsoring program. Parents/guardians should arrange drop off and pick up times from campus with their students as their schedule permits. We suggest the main entrance at 140 Commonwealth Avenue as a safe and accessible location, but you may determine another location as appropriate.

Section XI: BCE Code of Conduct

OVERVIEW OF BEHAVIORAL EXPECTATIONS

BCE Students are expected to adhere to standards of honesty and integrity in their academic work and in their personal conduct, including, but not limited to, the standards set forth below and elsewhere in this Handbook.

BCE students shall:

- Show courtesy and respect for their fellow students, for Boston College personnel, and for Boston College visitors.
- Not engage in or facilitate discriminatory harassment of any kind, including, but not limited to conduct that, by reference to the race, color, national origin, sex, religion, disability, age, sexual orientation, or any other legally protected status of a member or members of the Boston College community, abuses, mocks, or disparages a person or persons so as to unreasonably interfere with the person's education or work performance or create an intimidating, hostile, or offensive educational, work, or living environment.
- Demonstrate respect for and take reasonable care with Boston College property and computer networks, including residence halls, dining halls, classrooms, and other Boston College facilities, equipment, computer and technological resources and furnishings (for instance, course materials, computers, street signs, and other structures in outdoor areas).
- Demonstrate respect for the belongings of fellow students. They shall not borrow, use, or disturb items belonging to other students or BCE staff without prior permission.
- Not use, possess, or distribute alcohol, tobacco, electronic cigarettes, or drugs (including marijuana, THC and related products such as edibles), with the exception of prescription and over-the-counter medications approved for use by the student's parent or guardian and BCE Program staff.
- Engage in respectful behavior with, and follow the instructions of, all BCE staff, including residential staff instructional staff, and other Boston College personnel.
- Not commit acts of violence on persons or property, nor shall students threaten to commit any act of violence.
- Not engage in sexual activity, and nor shall students engage in or facilitate any form of sexual assault, sexual harassment or any other form of sexual misconduct.
- Abide by all federal, state, and local laws.

Section XII: Sanctions

DISCIPLINE SANCTIONS

Failure to abide by the Code of Conduct may result in disciplinary actions, including and up to immediate dismissal/involuntary withdrawal from the BCE Program and removal from the Boston College campus, even if it is the student's first offense. In addition, criminal violations may be reported to law enforcement. Parents or guardians will immediately be notified of any violations. Please know that these indicate the minimum actions that will be taken should a policy be broken. All disciplinary measures are at the discretion of the BCE program staff. The disciplinary determinations and sanctions made by BCE program staff are not subject to appeal.

DISCIPLINARY PROBATION

Loss of sign out privileges and/or an earlier building curfew.

DISMISSAL OR INVOLUNTARY WITHDRAWAL

If a student is removed from the BCE Program, the custodial parent/guardian will have 24-hours to pick up the student. Refunds will not be issued.

Boston College reserves the right to amend and supplement the rules and regulations governing participation in the Boston College Experience Program at any time.

Section XIII: Tuition Payment, Refund, and Withdrawals

CONFIRMING ACCEPTANCE

Once a student is admitted, they will have two weeks to confirm their acceptance and pay the program tuition in full via the student portal. Failure to confirm acceptance by the two-week deadline will result in a student losing their seat in their chosen course/s and the vacated seat will go to a student on the waitlist.

FEE BREAKDOWN

Residential Program

The residential program fee includes tuition and fees, a nonrefundable on-campus meal plan (breakfast, lunch, and dinner), on-campus accommodations in a residence hall, access to University Health Services, residential programming activities, mandatory academic activities, technology fees, and access to Boston College's learning management system Canvas. Transportation (i.e., bus and MBTA fare) is provided for students for mandatory academic activities planned by the program. Transportation for non-academic social activities is not included in the program fee nor are off-campus meals.

Commuter Program

The commuter program fee includes tuition and fees, access to University Health Services, mandatory academic activities, technology fees, and access to Boston College's learning management system Canvas. Transportation (i.e., bus and MBTA fare) is provided for students for mandatory academic activities planned by the program. Daily transportation to/from campus is not included. Meal plans are **not** included however, commuter students are welcome to join residential students in the dining facilities and can pay with debit or credit card. **Only residential students are allowed in the residence halls.**

Online Asynchronous

The online asynchronous program fee includes tuition, technology fees, and access to Boston College's learning management system Canvas. There is no in-person component of the online asynchronous program.

PAYMENT DATES

See the [Important Dates section](#) of the handbook.

PAYMENT METHODS

Payment for the BCE program can be made in multiple ways:

Credit Card

To pay by credit card, admitted students should visit the student portal. All major credit cards are accepted.

Wire Transfer

To pay by wire transfer, please contact the BCE office at bce@bc.edu for instructions.

Check

Checks **must** be made out to Boston College. Please note the student's name in the memo section. Once the check is received and processed, the balance in the student portal will be updated. Mail checks to:

Boston College
St. Mary's Hall South
140 Commonwealth Avenue
Chestnut Hill, MA 02140

ADDITIONAL FEES

At the conclusion of the student's BCE program, additional fees may be assessed to replace or repair damaged property or goods. Other fees include:

Room key/s: \$150.00

Meal card: \$150.00

BC ID: \$50.00

Property damage or replacement will vary based on the item.

Additional cleaning services will vary based on the extent of the issue.

REFUND POLICY

In the event that a student must withdraw from their enrolled course prior to their program's start date, refer to the refund deadlines in Section III.

In the event a student is unable to complete the program due to illness/medical emergency, refunds will be provided as follows,

- If less than half of the program has been completed, a full refund will be given.
- If half or more than half of the program has been completed a 50% refund will be given.

In the event that a student is unable to attend due to visa delay/denial, they are not eligible for a refund.

Refund requests must be received in writing. All requests for a refund must be sent to bce@bc.edu with the subject line BCE Refund Request.

WITHDRAWAL POLICY

Notice of a student's intent to withdraw from the program must be sent by the custodial parent/guardian **from the email address on file at Boston College**. This email must be sent to bce@bc.edu and approved by the Assistant Director of Pre-College Programs **24 hours prior to the desired departure time**. The email notice **must** include the following information:

- Date and time of departure
- Departure information (flight information, being picked up, utilizing a rideshare service like Uber)
- The name of the person picking up the student (the custodial parent/guardian, adult (18+) authorized by the custodial parent/guardian, or if the student has permission to leave campus without an adult accompanying them).
- The reason for withdrawing

Note: Students who withdraw from the program cannot return for any portion of the remaining time of the program.

Special withdrawal categories

Emergency overnight withdrawal

In the event of an emergency overnight withdrawal from the program, the participant or custodial parent/guardians must call (617) 552-2092 and send a notice as outlined in the Withdrawal policy to bce@bc.edu.

Visa Delays or Denials

International students assume all responsibility regarding the visa process; it is important to research the amount of time required for a tourist visa. Any delay or denial that results in the student's inability to participate in a program is not a recognized reason for a refund.

Involuntary withdrawal

A participant may be involuntarily withdrawn from the program based on serious or disruptive behavior, excessive absences, consistently being unprepared to engage in academic and/or program activities, persistent illness, or other serious violations of University and program policies and guidelines. Involuntary withdrawals are not eligible for a refund.