Dear Student,

Welcome to Quinsigamond Community College and thank you for choosing QCC for your educational pursuits. We are thrilled that you’re here!

Congratulations on taking the important step of forwarding your education. As you grow in these pursuits, so our College grows as well. We continue to seek new and better ways to serve our most prized asset—you, our students. I encourage you to take advantage of all that QCC has to offer in its academic programs, transfer, and career opportunities, and rest assured that our faculty and staff are dedicated to assisting you in this journey.

My sincere best wishes for your bright and successful future at Quinsigamond—a community of support and a world of possibilities.

Sincerely,

Gail E. Carberry, Ed. D.
President
### Academic Calendar for 2011–2012

**Fall Term, 2011**

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<tr>
<th>Event</th>
<th>Date</th>
<th>(Format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day Holiday</td>
<td>September 5</td>
<td>(Monday)</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 6</td>
<td>(Tuesday)</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>September 6–13</td>
<td>(Tue–Tue)</td>
</tr>
<tr>
<td>Withdrawal Period Begins</td>
<td>September 14</td>
<td>(Wednesday)</td>
</tr>
<tr>
<td>All-College Day</td>
<td>October 4</td>
<td>(Tuesday)</td>
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<tr>
<td>Columbus Day Holiday</td>
<td>October 10</td>
<td>(Monday)</td>
</tr>
<tr>
<td>Veterans Day Holiday</td>
<td>November 11</td>
<td>(Thursday)</td>
</tr>
<tr>
<td>Registration for Returning/</td>
<td>November 7–21</td>
<td>(Mon–Mon)</td>
</tr>
<tr>
<td>Active Students</td>
<td></td>
<td></td>
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<tr>
<td>Last Day to Change a Course</td>
<td>November 18</td>
<td>(Friday)</td>
</tr>
<tr>
<td>to or from Audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw Without</td>
<td>November 18</td>
<td>(Friday)</td>
</tr>
<tr>
<td>Penalty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>November 24–27</td>
<td>(Thu–Sun)</td>
</tr>
<tr>
<td>Last Day of Classes/Exams</td>
<td>December 20</td>
<td>(Tuesday)</td>
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**Interession, 2012**

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>January 3</td>
<td>(Tuesday)</td>
</tr>
<tr>
<td>Last Day of Classes/Exams</td>
<td>January 13</td>
<td>(Friday)</td>
</tr>
<tr>
<td>* (Note: 9 day term, class length increased to 4 hours, 5 minutes.)</td>
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### Spring Term, 2012

<table>
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<tr>
<th>Event</th>
<th>Date</th>
<th>(Format)</th>
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<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>January 16</td>
<td>(Monday)</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 17</td>
<td>(Tuesday)</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>January 17–24</td>
<td>(Tue–Tue)</td>
</tr>
<tr>
<td>Withdrawal Period Begins</td>
<td>January 25</td>
<td>(Wednesday)</td>
</tr>
<tr>
<td>All-College Day</td>
<td>February 7</td>
<td>(Tuesday)</td>
</tr>
<tr>
<td>Presidents Day Holiday</td>
<td>February 20</td>
<td>(Monday)</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>March 11–17</td>
<td>(Sun–Sat)</td>
</tr>
<tr>
<td>Evacuation Day</td>
<td>March 16</td>
<td>(Friday)</td>
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<tr>
<td>Easter Sunday Holiday</td>
<td>April 8</td>
<td>(Sunday)</td>
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<tr>
<td>Patriots Day Holiday</td>
<td>April 16</td>
<td>(Monday)</td>
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<tr>
<td>Last Day of Classes/Exams</td>
<td>May 8</td>
<td>(Tuesday)</td>
</tr>
<tr>
<td>Commencement at 4:00 pm</td>
<td>May 17</td>
<td>(Thursday)</td>
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### Summer I & II, 2012 (TBA)
Driving Directions

TO THE MAIN CAMPUS
670 West Boylston Street, Worcester, MA

From Boston or East of Rt. 495:
Massachusetts Turnpike to Rt. 495 North to Rt. 290 West to Rt. 190 North to Exit 1 West Boylston Street – North 1 mile to campus (on Right).

From Springfield or West:
Massachusetts Turnpike to Rt. 290 East to Rt. 190 North ½ mile to Exit 1 West Boylston Street – North 1 mile to campus (on Right).

From Lowell or North:
Rt. 495 to Rt. 2 West to Rt. 190 South to Exit 4 West Boylston Street, South 1 ½ miles to campus.

TO QCC AT CITY SQUARE
100 Front Street, Worcester, MA

(Students are responsible for parking costs)
Within City Square we are located on the second level above Foothills Theater, which can be reached from Level 5 of the Yellow Parking Garage. From Rt. 290 East or West, take Exit 16. At the traffic light (next to the Post Office), turn Left. Follow the signs to the Worcester Common Outlets to the Rotary. Take a Right, drive along the garage up to a set of light, take a Left onto Commercial Street. Enter the Yellow Parking Garage.

TO QCC SOUTHBRIDGE
5 Optical Drive, Southbridge, MA

From Worcester:
Take I-290 W towards Auburn
Take exit number 8 toward RT-12 S/Webster
Turn Left onto Oxford St N
Turn Right onto Southbridge St/MA-12
Turn slight Right onto US-20/Southbridge Rd.
Turn Left onto US-20/Southbridge Rd.
Turn Left onto MA-169/Southbridge Rd.
Follow approx. 5 miles into Southbridge
Continue to rotary halfway around onto Mechanic Street.
The entrance to QCC is on your Right.

From Springfield:
Take I-291 E. ramp toward US-20 E/Mass Pike/Boston
Merge onto I-291 N
Merge onto I-90 E/Mass Pike via Exit 7
Merge onto I-84 W/Wilbur Cross Hwy via Exit 9 toward Sturbridge/Hartford
After toll, merge onto I-84 West
Take First Right Exit 3B onto Rte. 20 West
Turn Left at first stoplight onto Route 131
Follow Rte. 131 for approx. 4 miles into Southbridge
Continue to rotary halfway around onto Mechanic Street.
The entrance to QCC is on your Right.

From Providence:
Take RI-146 N
Take the US-20 ext toward Auburn/ Northboro/1-90/Boston/Springfield
Take the US-20 W ramp towards Auburn.
Turn Left onto MA-169/Southbridge Rd.
Follow approx. 5 miles into Southbridge
Turn Left onto Mechanic St.
Continue through one stop light, the entrance to QCC is on your Left.

From Hartford:
Start out going East on Schoephoester Rd.
towards Postal Rd.
Turn Right onto CT-75/Turnpike Rd.
Merge onto CT-20 E toward I-91/Hartford/ Springfield
Merge onto I-91 E via Exit 35A toward Manchester
Merge onto I-84 E
Take exit 3B onto Rte. 20 West
Take First Right Exit 3B onto Rte. 20 West
Turn Left at first stoplight onto Rte. 131
Follow Rte. 131 for approx. 4 miles into Southbridge
Continue to rotary halfway around onto Mechanic Street.
The entrance to QCC is on your Right.
TO QCC AT THE SENIOR CENTER
128 Providence Street, Worcester, MA
508.799.1230

From Rt. 290 West:
Take Exit 13, Kelley Square, turn Left at the end of the exit (Vernon St.). At the fork in the road, take the Right (Vernon St.) and then a Left on Spurr St. The senior center is the big brick building on your Right.

From the South, West and East:
Rt. 290 East. Take Exit 13 Kelley Square, turn Right at the end of the exit (Vernon St.) and go up Vernon St. At the fork in the road, take the Right (Vernon St.) and then a Left on Spurr St. The senior center is the big brick building on your Right.

TO QCC AT BLACKSTONE VALLEY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
65 Pleasant Street, Upton, MA

From the North:
Rt. 495 South to Exit 21B. Bear Right onto Hopkinton Road. Follow to end, approximately 5 miles, to set of lights at Rt. 140 intersection. Cross over Rt. 140 to Maple Avenue. Continue to end and turn Left onto Pleasant Street.

From the South:
Rt. 495 North to Exit 21B. Bear Right onto Hopkinton Road. Follow to end, approximately 5 miles, to set of lights at Rt. 140 to Maple Avenue. Continue to end and turn Left onto Pleasant Street.

TO QCC AT NOTRE DAME LONG TERM CARE CENTER
555 Plantation Street, Worcester MA 01605

From Quinsigamond Community College:
Turn Left onto West Boylston St. heading south. Merge onto I-190 S via the ramp on the Left toward I-290 Auburn. Merge onto I-290 E via the exit on the Left toward Shrewsbury/Marlboro. Take the Plantation Street exit-Exit 21 toward Worcester. Turn slight Right onto Plantation Street.

TO QCC AT THE WORCESTER FIRE DEPARTMENT TRAINING FACILITY
141 Grove Street, Worcester, MA

From I-290 East:
Take Exit 17 for Rt. 9 toward Ware/Framingham; Turn Left at Belmont Street; Turn Right at Salisbury Street. Continue to Grove Street.

TO QCC AT WORCESTER TECHNICAL HIGH SCHOOL
1 Skyline Drive, Worcester, MA 01605

From I-290 West:
Take Exit 19 for Rt. 9/Lincoln Street At the light take a Right
At the next light, bear Left for Rt. 9 At next light turn Left onto Rt. 9 East Follow Rt. 9 to top of hill past pond At first light pond take a Left onto Skyline Drive School Entrance is first open gate on the Right.

From I-290 East:
Take Exit 17 for Rt. 9 At the light take a Right Follow Rt. 9 to top of hill past pond At first light pond take a Left onto Skyline Drive School Entrance is first open gate on the Right.

From the North:
Take I-190 S towards Worcester Merge onto I-290 W Take Exit 10, Rt. 12/Hope Ave. Turn slight Right onto Hope Ave. Proceed to 81 Hope Ave.

From the South:
Take I-395 N towards Worcester I-395 N becomes I-290E Take Exit 11 towards College Sq/Federal Sq Turn Left onto College Street Merge onto I-290 W towards Auburn Take Exit 10, Rt. 12/Hope Ave. Turn slight Right onto Hope Ave. Proceed to 81 Hope Ave.

TO QCC AT SEVEN HILLS FOUNDATION
81 Hope Avenue
Worcester, MA 01603

From the North:
Proceed to 81 Hope Ave.
Turn slight Right onto Hope Ave.
Take Exit 10, Rt. 12/Hope Ave.
Merge onto I-290 W Take Exit 11 towards College Sq/Federal Sq Turn Left onto College Street Merge onto I-290 W towards Auburn Take Exit 10, Rt. 12/Hope Ave. Turn slight Right onto Hope Ave. Proceed to 81 Hope Ave.

TO QCC BIOMEDICAL COURSES AT HOAGLUND-PINCUS CONFERENCE CENTER
222 Maple Avenue, Shrewsbury, MA

Take Route 9 East over Lake Quinsigamond. At third set of traffic lights after the bridge, bear left onto Maple Avenue (intersection marked by Fairlawn Shopping Center, Chili’s Restaurant). Follow Maple Avenue up the hill. At the top of the hill turn left at the maroon sign for UMMS Worcester Foundation Campus. The H-P Conference Center is the first building on the right. Parking is available on the left past the Conference Center Building.

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College Programs and Services

A. ADMISSIONS (HLC)
Students planning to change their program of study can secure a Change of Program Application in the Admissions Office. At the Admissions Office, they can obtain informational brochures on all academic programs.

B. ATHLETIC CENTER
School Year Building Hours:
Mon–Fri ............. 7:30 am–9:00 pm
Sat .................. 9:00 am–2:00 pm

Summer Hours, Jun–Aug:
Mon–Thu ............. 6:00 am–7:00 pm
Fri .................. 6:00 am–12:00 pm
Sat .................. 8:00 am–1:00 pm

Intramural and Membership Information:
Program Information . . . . . . . . . . . . . . . . 508.854.4317
Intercollegiate Athletics . . . . . . . . . . . . . . . . 508.854.4582

Programs
Boot Camp * Circuit Training * Fittrek
* Indoor Cycling * Martial Arts * Yoga
Pilates * Zumba * CPR/First Aid * Golf

Intramurals
Intramural Sports:
Indoor Soccer * Basketball * Flag Football
Volleyball * Frisbee Golf

Student ID Required to Access the Athletic Center*

Athletics on Campus
The college fields Men’s and Women’s Basketball, Men’s Baseball, and Women’s Softball. Students are encouraged to try-out for any or all of the teams that interest them. Student Athletes must be enrolled in at least twelve (12) credits and have a 2.0 GPA to play intercollegiate athletics. Students with an interest in any sport are encouraged to speak to the Athletic Director or appropriate coach in the Athletic Center.

C. BOOKSTORE (19A)
Books can be purchased at the Bookstore during regular bookstore hours (8:00 am–4:00 pm Monday through Thursday and 8:00 am–3:00 pm Friday). During the first 2 weeks of the semester, bookstore hours are extended:

FALL TEXTBOOKS WILL BE AVAILABLE IN STORE AND ONLINE, MONDAY, AUGUST 29, 2011.

Summer Bookstore Hours:
Mon–Thu ............. 8:00 am–4:00 pm
Fri .................. 8:00 am–12:00 pm

Regular Bookstore Hours:
Mon–Thu ............. 8:00 am–4:00 pm
Fri .................. 8:00 am–3:00 pm

Fall 2011 EXTENDED HOURS
Mon, Aug 29
Thu, Sep 1 ............. 8:00 am–7:00 pm
Fri, Sep 2 ............. 8:00 am–5:00 pm
Mon, Sep 5 CLOSED - Holiday
Tue, Sep 6
Thu, Sep 8 ............. 8:00 am–7:00 pm
Fri, Sep 9 ............. 8:00 am–5:00 pm
Sat, Sep 10 ........... 8:30 am–11:30 am
Mon, Sep 12
Thu, Sep 15 ............. 8:00 am–7:00 pm

D. STUDENT PAYMENT CENTER (65A)
The staff of the Student Payment Center is happy to assist students with questions or concerns about their bills. The office is open weekdays from 8:00 am to 7:00 pm, Monday through Thursday and 8:00 am to 5:00 pm on Friday. Request for official transcripts are made in the Payment Center. Bills may be paid by cash, check, money order, MasterCard, Visa or Discover Card in room 65A in the Administration Building. Payment on-line is also available through The Q (student portal).

E. STUDENT COPIER/PRINTING ON CAMPUS
There is a coin-operated copier located on the second floor of Harrington Learning Center and in the Surprenant Building lobby.

Students wishing to make copies from a campus printer (Lab) can do by purchasing a print management card on the second floor of Harrington Learning Center or the Harrington Computer Center. Copies are .10 each.

F. CAFETERIA (ADMINISTRATION BUILDING)

CAFE (LEARNING CENTER)
All food service is operated by the College. The cafeteria is located on the lower level of the Administration Building, next to the bookstore, and is open from 7:00 am to 2:30 pm, Monday through Friday.

Vending service is available in the Surprenant Lobby and throughout campus offering limited selections.

Cafe in HLC will also provide food service for the college community. The HLC Cafe is open 7:30 am to 8:30 pm, Monday through Thursday and 7:30 am to 4:00 pm, Friday. Offering expresso, cappachino and latte, as well as limited food choices.

G. CHILDREN’S SCHOOL

Early Childhood
Phone: 508.854.4220
TTY: 508.854.2806
Email: janel@qcc.mass.edu

Philosophy
Quinsigamond Children’s School offers to young children (ages 2 years 9 months to 5 years) a program that fosters appreciation of self, others, and the world around them. It promotes self-motivated learning through discovery
and hands-on involvement with the environment. Emphasis is placed on meeting individual needs while encouraging respect for others.

Each child progresses at his/her own pace through individual, small group, and large group activities. Experiences are designed to help children develop basic skills, to encourage a working understanding of concepts, and to simulate greater facility in language use and communication. Children are challenged to solve simple problems and to practice developing skills in an environment filled with manipulative, creative, and dramatic sensory materials. Behavioral limits are set to provide children with a sense of security; actions are redirected, feelings are discussed, and self-respect is preserved.

The Children’s School combines exploration and discovery, opportunities for making choices, and an atmosphere of order, predictability, warmth, and mutual trust. Most important, children gain feelings of confidence and competence through their interactions with people and materials.

The school is licensed by the Massachusetts Department of Early Education and Care and accredited by the National Association for the Education of Young Children (NAEYC).

Programs

The Children’s School Classroom 1 was established in 1972 as a model training site for students in the Early Childhood Associate Degree Program.

The Children’s School Classroom 2 was established in September 1986 primarily to provide an all-day experience for children of students, faculty and staff at the college. The school provides early care and education for children 2 years 9 months to 5 years of age from the college community and the greater Worcester Area. Administered by the Quinsigamond Community College Child Study faculty, the on campus school provides:

- A rich learning environment for young children,
- Field placement experience for Early Childhood Education Associate Degree students,
- A parent education program.
- A demonstration school setting for observational purposes for students and other community members.

Enrollment Choices

Classroom One

Mon/Wed/Fri*..............7:45 am–5:00 pm
or
Tue/Thu .....................8:30 am–3:30 pm

Classroom Two

Mon–Fri ......................7:15 am–5:15 pm
Mon/Wed/Fri ...............7:15 am–5:15 pm
or
Tue/Thu .....................7:15 am–5:15 pm

Faculty/Lead Teachers, Teacher and three to five student teachers (under the direct supervision of faculty) staff each group of 18–20 children in both classrooms.

Summer I – Classroom 1

Mon/Wed/Fri*..............8:30 am–5:00 pm

Summer I & II – Classroom 2

Mon–Fri*.....................7:45 am–5:00 pm
Mon/Wed/Fri*..............7:45 am–5:00 pm
or
Tue/Thu .....................7:45 am–5:00 pm

*Friday programs end at 12:00 due to college closing.

A full year of high quality care and education is available.

Admission Procedures

Applications for admission are accepted on an on-going basis. Applications are placed on a list according to the date they are received and processed from this list as vacancies occur. QCC students, faculty, and staff members may be given priority. QCC students, faculty, and staff members may be given priority. State vouchers are accepted. Scholarships may be available for students.

For more information or an application contact 508.854.4220 or email janel@qcc.mass.edu

H. CAMPUS MINISTRY

(105S)

The Campus Ministry provides an ecumenical ministry open to all students. In addition to providing religious services and educational programs, the campus ministry staff tries to respond to the everyday needs of the community. Please contact us at 508.854.4300.

I. TECHNOLOGY & COMMUNICATION

QCC provides each student with an official Quinsigamond Community College e-mail address for the College’s Qmail system. This email address is used for important official college communications. Students are expected to check their Qmail accounts on a frequent and consistent basis in order to stay current with College communications such as information regarding course registration, course information, financial aid and messages from administrative offices.

Each student is also issued a user name and password to access information on The Q, the College’s student and faculty portal. Students can obtain information on campus activities, student services, financial services, campus life, as well as their personal biographical, academic, course registration, advising and financial aid information.

The College is committed to providing information technology services and support to prepare students for the demands of today’s world.

The main campus has an open computer lab in the Harrington Computing Center on the third floor of the Administration Building. All computers have Internet access and a variety of software. The Harrington Learning Center and Alden Library building has computers available for library research and for students receiving tutoring. The Harrington Learning Center also has five E-mail
Express stations opposite the second floor Information Desk where students can check their email.

QCC has wireless capability throughout the main campus, enabling students with portable computers and devices to gain Internet access in select open spaces.

Questions about e-mail and The Q accounts are addressed by the Help Desk at 508.854.4427 or by email at help@qcc.mass.edu.

**Other Communication**
The College will also send students letters and information by mail and will call students with important information about their enrollment at QCC. Students are expected to respond promptly to these communications as well as electronic communications.

Students with cell phones can also sign up for the Emergency Notification System to receive emergency alerts, such as school closings, as a text message directly to their cell phone. Students should sign up for this service on The Q. This can be found on the Welcome Page after logging in. Click on the link that says My Emergency Contact Info under the My Personal Info section.

**J. COUNSELING SERVICES (162A)**
The Counseling Service offers students a variety of professional services to meet their personal counseling needs.

Examples of some of these services are: crisis intervention, short-term supportive counseling, relationship counseling, advocacy services, and referral to outside agencies. Depression, anxiety and eating disorder screenings are held annually; individual screenings are available upon request. The Counseling Service also offers workshops and classroom presentations on a variety of mental health issues. Phone: 508.854.4479.

**K. CAMPUS POLICE – ATHLETIC CENTER (136AC)**
The Campus Police Department provides around the clock protective services to the College Community. All Campus Police Officers are sworn special state police officers and have full arrest authority to enforce Massachusetts General Laws in addition to College rules and regulations.

The Campus Police Department’s primary function is to provide the best professional police/safety services including emergency assistance to its’ community members. We encourage community members to contact the Department if you need assistance with a lost item, general safety related information or emergency assistance. We believe Safety at Quinsigamond Community College involves the entire community working together in maintaining an atmosphere that fosters a safe and secure learning environment.

**L. TRAINING AND EDUCATION CENTER (TEC)**
The Training and Education Center offers instructor-led (Worcester and Southbridge) and online courses, workshops, certificate programs and seminars that reflect the current needs of employers in numerous industries. Additionally, we offer personal enrichment classes that cater to a variety of interests and hobbies. Some of our popular courses include: Phlebotomy/EKG Technician, Pharmacy Technician, Nurse Assistant/Home Health Aide, Sterile Surgical Processing, Medical Transcription, Medical Coding and Billing, Personal Care Assistant, TEAS Review Classes, Microsoft Office, Personal Fitness Trainer, Community and Medical Interpreting, Stand-Up Comedy, Reiki I & II, and General and Self-Hypnosis. The Training and Education Center is here to serve the community and we look forward to the opportunity to provide the knowledge and skills that students need. Please call to request a catalog. Location: CitySquare – 100 Front Street, Worcester. Phone: 508.751.7900. Website: cce.qcc.mass.edu.

**M. THE COMMONWEALTH HONORS PROGRAM (270A)**

**Voice: 508.854.2759**
The institutions of public higher education within Massachusetts—the community colleges, state colleges, and university campuses—believe that it is important for each institution to offer its students an opportunity for honors participation. Honors courses and honors programs should provide both challenging and exciting educational opportunities for students (Source: Massachusetts Department of Higher Education, January 27, 1999). The Quinsigamond Community College Honors Program offers highly motivated, achievement-oriented students an opportunity for enhanced success by preparing them to continue their studies at colleges and universities throughout the country. The proposed curriculum includes four classes, over the course of the student’s time at QCC, designated as honors sections, such as ENG 101, PSY 101, ENG 102, SOC 101, among others. To be admitted students must meet at least one of the following criteria:

- Current QCC Students: 3.5 cumulative GPA (progress or final grades) with college level credits.
- New QCC Students: CPT Placement Test: a placement of 11 or 12 on the writing exam, placement into ENG 101, and a recommended placement of MAT 099.
- Transfer Students: in good standing from another Commonwealth Honors Program.
- A student who does not meet one of the above automatic admissions criteria may apply to the Honors Coordinator, providing other evidence...
O. DISABILITY SERVICES (246A)

Voice: 508.854.4471
TTY: 508.854.4524
Fax: 508.852.6943

Email: disabilityservices@qcc.mass.edu

Portal: https://confucius.qcc.mass.edu/ics/Student_Services/Disability_Services.jnz

QCC is committed to access for student with disabilities. Disability Services, located in room 246A, assists students who have documented learning, medical, physical, and/or emotional/psychiatric disabilities. Reasonable accommodations for students are determined on an individual basis. The following are the more frequently requested accommodations:

- Assistive Technology
- Extended Time on Tests
- Interpreters of American Sign Language
- Notetakers

If you are a student with a disability who would like assistance you must schedule an intake/planning appointment with Disability Services and provide appropriate documentation of your disability. Please contact us if you are uncertain whether you have a disability, for any questions regarding documentation, or if you would like further information about disabilities, our office, accommodations and/or services. For more information please contact us at:

P. FINANCIAL AID (165A)

Voice: 508.854.4261
TTY: 508.854.2804
Email: financialaid@qcc.mass.edu

Students interested in financial aid can obtain the Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office or apply online at www.fafsa.gov. The College’s Financial Aid and Scholarship brochure is a good resource on how to apply for aid and what types of aid (grant, work-study, tuition waivers and loans) are available to QCC students. Comprehensive financial aid information is also available on the Financial Aid website (www.qcc.edu/financialaid.html). Students should apply for financial aid each year by April 1, preceding the next academic year. If you have any questions, please email or call our office.

The Financial Aid Office will communicate with students using their campus email. Students are responsible for checking their campus email on a regular basis.

Q. INTERNATIONAL STUDENTS

Information pertaining to International students such as I-20’s, student visas, and continuation of student visa status can be obtained from the Admissions Office. After enrollment, International students should contact the International Student Advisor located in Admissions, at the Harrington Learning Center, for enrollment, registration, work permits, and all other concerns. Contact Admissions.

R. ALDEN LIBRARY

Harrington Learning Center (HLC)

Voice: 508.854.4581
http://www.qcc.mass.edu/library

The Alden Library has books, videos/DVDs, professional journals, and online databases to help you with your coursework. These resources are all related to courses taught at QCC and are intended to supplement your textbooks and enhance your understanding of topics covered in your classes. The Alden Library belongs to the C/WMARS network. QCC students can search the network’s catalog of six million books and request QCC campus delivery of books from 140 central and western Massachusetts member libraries.

Our professional librarians (the original search engines) are on duty during all the 67 hours a week that the library is open. Librarians are eager to help you find the information you need to complete your research assignments. The Alden Library’s website has up-to-date information about hours and polices, as well as directions for how
to access electronic resources from home. We can quickly turn your valid QCC Student ID into a library card at the Circulation Desk. The 3rd floor of the HLC is a bright, clean, quiet and comfortable place to study. Come early in the semester and plan to use the library often. The most successful college students are library users!

S. THE HARRINGTON LEARNING CENTER/ TUTORING CENTERS

HLC 2nd floor
Phone: 508.854.4287
TTY: 508.854.7467

The second floor of The Harrington Learning Center houses the College’s tutoring centers. Each center offers a helpful, inviting atmosphere where students can conveniently access tutors and a wide variety of materials, including videos, audiocassettes, and computer software that complement classroom instruction. In addition, students have access to state-of-the-art computers for use in completing class assignments.

Communications Skills Center
HLC 2nd floor
508.854.7488

The Communication Skills Center is a tutoring and resource center for writing as well as those skills integral to the writing process, including reading comprehension, critical thinking, and planning and organization. The Center offers a variety of services, including individual and group writing tutoring, writing and grammar workshops, English conversation groups, and writing reference guides. Tutors can assist students with writing assignments in any course and can help at any point in the writing process. Sessions focus on concepts such as prewriting and idea development; overall organization and writing themes, such as topic sentences, thesis statements, and introductions/ conclusions; citation and documentation formats, such as APA and MLA; or proofreading and editing strategies. Tutoring is available on a walk-in basis or by appointment. Tutors at the Communication Skills Center recognize students’ ownership of their writing, and the tutors work collaboratively with students to improve their skills and aid them in becoming more competent and confident writers.

Individualized Learning Center
Room 205 HLC
508.854.4279

The Individualized Learning Center provides a place for any QCC student to work with our tutoring staff.

We employ both professional and peer tutors in a number of disciplines. Online tutoring is offered by SMARTTHINKING.COM. Students can log in to the QCC portal for all tutor schedules both in-house and online. Click on the student services tab on The Q. Our computers are available only for those students working with a tutor in one of the subjects we tutor. We have a wide variety of software which supports classroom instruction. Tutoring is free for all QCC students. Appointments are advised.

ILC tutors are available for the following subjects:

- Accounting
- Anatomy & Physiology
- Biology
- Chemistry
- Computer Science
- Dental Hygiene
- Early Childhood
- Economics
- Microbiology
- Nursing
- Physics-solutions available at desk
- Psychology
- Sociology
- Spanish

Students are always welcome to drop in to check the availability of a tutor, but appointments are advised. Our computer terminals are available on a first come first served basis. Computers offer a wide array of software that complements classroom instruction. Tutoring services are free to QCC students. The ILC also provides TV/VCR units for viewing any of the videos in the library’s collection.

The Assistive Technology Center is also located in the HLC. Adaptive computing equipment to support the coursework of disabled students on the campus is housed here. Access to this equipment is scheduled by appointment through the Disabilities Office at 508.854.4471.

Math Center

HLC 2nd floor
Room 206
508.854.7487

The Math Center, the mathematics tutoring center located on the second floor of the Harrington Learning Center, provides free drop-in tutoring on a one-to-one and group basis. The Math Center also provides a variety of math resources for students taking math and related courses at Quinsigamond Community College. The Math Center has a large staff of tutors, including twenty-six desktop and five laptop computers with appropriate software, course textbooks, solutions manuals, CPT review materials, and graphing calculators for students.

Transition Center

Harrington Learning Center Room 222L
Phone: 508.854.7552
Email: transitioncenter@qcc.mass.edu

The primary mission of the Transition Center is to implement a Student Success Plan aimed at increasing persistence in college by helping each student develop transitional skills within tutoring sessions. After attaining these requisite skills, students will be able to successfully utilize the general tutoring centers in the Harrington Learning Center (HLC).

You will work with transition tutors who receive ongoing training aimed at meeting your individual needs. You can schedule one on one tutoring...
appointments and/or utilize drop-in sessions. Tutor sessions take place in a more private, less distracting location. During your sessions, you will develop an individualized student success plan aimed at helping you to transition more smoothly into college. Also, you will learn the process of forming a study group with your classmates.

In the Transition Center you will develop a Student Success Plan. This plan is designed so you will become proficient in at least eight out of eleven transition skills. These skills include:

• Learning Styles
• Time Management
• Notetaking
• Study Skills
• Self Advocacy

Please contact us if you would like more information or if you are interested in the Transition Center. Phone: 508.854.7552.

T. REGISTRAR (152A)
Phone: 508.854.4257

The student is directed to the Registrar’s Office to register for classes, request unofficial transcripts, change his/her address, file for graduation, or to request certification for Veteran’s benefits. Also available are the forms, change his/her address, file for graduation, or to request certification for Veteran’s benefits.Also available are the forms, change his/her address, file for graduation, or to request certification for Veteran’s benefits. Also available are the forms, change his/her address, file for graduation, or to request certification for Veteran’s benefits.

For Veteran students, the Coordinator of Records and Reistration in the Registrar’s Office is a valuable resource. The Coordinator will help students with the preparation, certification, and sub mission of their documents. For more information, call 508.854.4270.

U. STUDENT ID/ PARKING DECAL

A student ID is mandatory for all students. You will be charged $25.00 per year for the ID. Once you obtain your ID you will be able to get your parking sticker, free use of the Athletic Center and access Harrington Learning Center. Your ID will also be needed to purchase tickets in the Office of Student Life, and to pick up your financial aid check in the Student Payment Center. There is a $10.00 charge to replace an ID.

The Student ID/Parking Decal schedule for 2011–2012 is:

• Aug 23–Sep 16
  Second Floor HLC
  Mon–Thu…………….. 8:00 am–7:00 pm
  Fri………………….. 8:00 am–5:00 pm

• After Sep 16, IDs will be available in the Athletic Center. Please look for posted hours.

Parking decals will be available in the Fuller Student Center:

• Mon–Thu…………….. 8:30 am–8:00 pm
  Fri………………….. 8:30 am–4:00 pm

• Jan 9–Jan 28
  Second Floor HLC
  Mon–Thu…………….. 8:00 am–7:00 pm
  Fri………………….. 8:00 am–5:00 pm

• After January 28, IDs will be available in the Athletic Center. Please look for posted hours. Parking decals will be available in the Fuller Student Center:

• Mon–Thu…………….. 8:30 am–8:00 pm
  Fri………………….. 8:30 am–4:00 pm

V. STUDENT LIFE
FULLER STUDENT CENTER

Phone: 508.854.4225

The function of Student Life is to provide a forum for personal growth through a wide variety of educational, recreational, cultural and social experiences. These activities include student clubs, the student newspaper, and a wide variety of extracurricular activities.

Student Life is located in the Fuller Student Center where the focus is casual, stress-free, and enjoyable. Students can watch TV, play board games, or pool with a valid QCC ID. Students may also hold club meetings or study groups in the conference room by making reservations with the office in Student Life; which is located within the Fuller Student Center. Other Fuller Student Center offices include the Open Door Newspaper as well as the Student Senate who serve as representatives of the student body.

W. TECH PREP

The Tech Prep Program is a total educational system that links the high school curriculum and postsecondary transition activities to a community college program.

Quinsigamond Community College has entered into a number of articulation agreements with high schools from this region to grant college credit and advanced placement for students who have completed the Tech Prep 2+2 program. High school students who successfully complete Tech Prep courses in accordance with these articulation agreements will be awarded credit once they attend Quinsigamond Community College. Tech Prep credits are posted on a student’s transcript with a grade of Pass (P). Students must be officially registered in the QCC Tech Prep program to qualify for credit. For more information, contact the Tech Prep office at Quinsigamond Community College at 508.854.2755.

X. DENTAL HYGIENE CLINIC (126A)

We provide dental hygiene services (oral assessment, dental radiographs, dental hygiene treatment, fluoride treatments, oral self care instruction and health promotion). Quinsigamond students, faculty, staff and the general public are invited to call for appointments. Hours of operation are:

Fall Semester
Tue and Thu …….8:00 am and 1:00 pm

Spring Semester
Mon and Wed …….8:00 am and 1:00 pm
Tue and Thu …….8:00 am and 1:00 pm
Friday…………………….1:00 pm

A nominal fee is charged to cover cost of supplies. Call 508.854.4306 for an appointment.

Y. VETERANS SERVICES (152A)

For Veteran students, the Coordinator of Records and Reistration in the Registrar’s Office is a valuable resource. The Coordinator will help students with the preparation, certification, and sub mission of their documents. For more information, call 508.854.4270.
Z. COMMENCEMENT

The College Commencement Ceremony is held once a year at the end of the Spring Term. All students who complete degree of certificate requirements in the summer, fall or spring will be eligible to participate in the Commencement Ceremony. Students who are TWO courses shy of graduation and who will be completing the final courses in the Summer term can petition to participate in the May Commencement Ceremony.

The process is as follows:

• File an Intent To Graduate Form in the Registrar’s Office indicating an August completion on the Intent to Graduate Form.

• Obtain and complete the Request to Participate in Commencement Form, available at the Registrar’s Office, room 152 in the Administration Building, 508.854.4257, registrar@qcc.mass.edu

Commencement

COMMENCEMENT TO-DO LIST

_____ Submit an Intent to Graduate Form, to the Registrar’s Office (152A).

_____ Check the list of graduating students that is posted outside the Registrar’s Office or on The Q to make sure you are on the Commencement list. If you are not on the list, and should be, please contact the Registrar’s Office located in Room 152A, in the Administration Building.

_____ Pick up your Commencement invitations and cap and gown in the Fuller Student Center.

_____ Make arrangements to distribute Commencement invitations and tickets to your guests prior to Commencement Day.

CONGRATULATIONS TO THE GRADUATION CLASS OF 2012!

Notes
Career and Academic Planning Services

QCC is committed to helping students begin their career and academic planning early on by:

- Identifying career field(s) that are best suited to their interests, abilities, and life goals;
- Deciding on a college program of study;
- Choosing the right courses;
- Taking the next steps towards obtaining meaningful employment, transferring to another college, or fulfilling a personal or professional outcome; and
- Building an individualized web-based Career, Academic and Personal Success Plan (CAPS Plan).

Specific Services and Courses for Career and Academic Planning:

A. COURSES

Students are strongly encouraged to take one of the two courses offered at QCC to assist with career and academic planning: ORT or 110, Strategies for College and Career, PSY 115, Self-Assessment and Career Planning. All students enrolled in the General Studies Program are required to take ORT 110 or PSY 115 prior to attaining 20 credits.

Career and Academic Planning by letter shortly after the start of each semester and again right before the advising period begins for the following semester. Students are assigned one of the following: a Faculty Advisor, Health Careers Advisor, or the Advising Center, as their Advisor. Advisor Lists, including faculty office location, e-mail address, phone number, and office hours are located in the Advising Center (Room 61A) and the Registrar’s Office (Room 152A) or by going to The Q (student/faculty portal).

B. CAPS SEMINARS/WORKSHOPS

Throughout the semester Career Planning Now workshops are offered for current QCC students and individuals who are considering enrolling at the college. Topics addressed include: understanding career assessment results, developing strategies and resources for career research, and linking assessment results and research to QCC Degree and Certificate Programs.

(Contact Advising Center—Room 61A for workshop times and locations)

C. ADVISING SERVICES:
   FACULTY ADVISOR, ADVISING CENTER, AND HEALTH CAREERS ADVISING

Advisors assist students in developing and implementing their career and academic planning goals including registering for courses. Students are provided contact information for their

D. FACULTY ADVISORS

Students are encouraged to contact their Faculty Advisor during the semester to discuss topics and questions related to career and academic planning. It is recommended that students make appointments with their Advisor before course registration period begins for the next semester. Faculty Office Hours and contact information are posted outside the faculty office door. If a student’s schedule conflicts with faculty office hours, the student can contact the faculty to arrange another meeting time.

E. ADVISING CENTER (CAREER AND ACADEMIC PLANNING, INCLUDING HEALTH PROGRAM ADVISING) (61A)

Students who have the Advising Center listed as their Advisor are encouraged to contact the Center during the semester to discuss topics and questions related to career and academic planning.

Students who are interested in pursuing any of the College’s health career programs of study receive career and academic planning services from trained health careers advisors. These advisors are available to help students gain a better understanding of health programs and to prepare for entrance into specific health programs of study. It is recommended that students make appointments with a health careers advisor before the course selection period for the next semester begins. It is recommended that students make appointments with the Advising Center before the course registration period for the next semester begins.

Room 61A. Hours: Monday through Thursday 8:00 am–7:00 pm, Friday 8:00 am–5:00 pm. To make an appointment, go to www.qcc.edu/advising.html or call 508.854.4308.

F. CAREER PLACEMENT SERVICES (272A)

Career Placement Services provides up-to-date, pertinent information to students seeking employment. Computers, newspapers, journals and web resources assist students in all phases of the job search, including resume writing, interviewing skills and job sourcing strategies. Students seeking full-time, part-time, co-op, permanent or temporary positions have
Cooperative Education is the opportunity to earn academic credit while gaining valuable experience in the work place. This study option is for students who are already working in their field of study, or who can secure a position related to their field of study. CO-OP students, with assistance from an instructor, develop working/learning goals and outcomes that can be assessed for credit toward their degree. Students seeking credit through this study option pay full registration and tuition fees. Application for CO-OP can be made in Room 272A. Visit The Q for more information.

Walt Disney World (WDW) College Program. Eligible students are encouraged to consider the WDW College Program. If accepted, students spend an academic semester working at one of the WDW Resorts in Florida. This program, specifically designed for college students, enables participants to work, live, and learn at Disney. Students earn credit through Cooperative Education (Co-op) and may opt for additional credit through Experience-Based Education. To be eligible, students must attend a mandatory WDW Presentation, held twice a year on the QCC campus, and successfully interview by phone. In addition, students must be enrolled in a degree or certificate program, have earned at least 24 college level course credits, and have a GPA of at least 2.0. To learn more about the Disney program, come to Room 272A.

G. EXPERIENCE-BASED EDUCATION (272A)
Credit for Prior Learning
Challenge Examinations enable students to earn credit for courses listed in the Quinsigamond Catalog by taking a test developed and administered by a Quinsigamond faculty member. Generally, a student may not apply for a Challenge Examination when other proficiency examinations (CLEP, DANTES) are available, to raise a low grade or to earn credit for a failed course. Students are expected to pay current fees. Application for Challenge Examination can be made in Room 272A. Program restrictions apply.

Credentialing is the process of awarding academic credit for courses, trainings, workshops, and/or examinations taken outside accredited college institutions. Course credit is based on establishing an equivalency between the non-collegiate course and a QCC course. Examples of trainings that may be appropriate for credentialing include: computer certification courses, business-related seminars and workshops, military education, EMT and Massachusetts Firefighting Academy classes. After the credit review, a QCC course number and title are noted on the transcript along with the number of credits and the grade of “P”.

Program restrictions apply. Students are expected to pay current fees.

Portfolio Assessment is the process of earning credit for students who can document their skills and competencies attained through non-collegiate training and/or life experience. The documentation is reviewed and evaluated by a Quinsigamond faculty member who measures demonstrated learning outcomes against established academic standards. Students are expected to pay current fees and program restrictions apply. Guidelines for Portfolio Assessment can be obtained in Room 272A.

Worcester Art Museum
Interested students are eligible to take approved studio classes through the Worcester Art Museum and earn QCC credit through Experience-Based Education. Students register at QCC and the Worcester Art Museum concurrently during the course of the semester, and pay tuition/fees to both locations. All instruction takes place in the Art Museum studio and credit and earned grade are issued through QCC. For more information please come to Room 272A.
The Transfer Office provides valuable assistance to students planning to continue at a four-year college or university. The following services are provided by the Transfer Office:

- **WITS—Walk-In Transfer Sessions**, held each semester, students can drop-in for 5 minutes or stay for 50 to get quick answers to transfer questions and learn how to develop a transfer plan. Attendance at WITS is recommended first step for students seeking transfer information.

- **Transfer Fairs**, held each Fall and Spring semester, with over 25 colleges and universities attending. Students can discover interesting colleges and majors, and learn about admissions requirements and how credits will transfer.

- **Campus Visits**, local and regional colleges visit QCC each semester to meet with students and help with transfer planning.

- **Classroom Presentations**, the QCC Transfer Office makes classroom presentations to introduce transfer resources and help guide students in transfer planning.

- **Student Advising**, individual appointments are available throughout the semester. Students can book appointments online at the Transfer Office website listed above.

The QCC Transfer Office maintains a **Transfer Library**, where students can take advance of a variety of transfer information for local and regional colleges and universities. These resources include:

- Application forms
- College catalogs
- College-specific materials
- Computer/ internet access to research colleges, careers, and scholarships
- Scholarship Binder and information
- Transfer guides
- Transfer magazines

### CAPS Checklist

#### Stage One
0–15 Credits

**Advisor assumes primary responsibility**

The Advisor Guides student toward accomplishing the following Activities:

1. **USE The Q (student portal) for college communication and information**
   - [https://confucius.qcc.mass.edu/ics](https://confucius.qcc.mass.edu/ics)
   - Obtain your Q log on and password at the Registrar’s Office, Room 152A (with Photo ID), if you have not already received this information by mail.
   - Log on The Q daily for the following information: important emails, your student record, grades (please note that QCC does not mail grades, you must view on The Q), correspondence from the college. Check The Q frequently.
   - Change your address and/or phone number (this is important!)

2. **CAREER AND ACADEMIC PLANNING**
   - Do you know what you want to study at QCC?
   - Begin Career and Academic Planning by registering for ORT 110 or PSY 115

3. **ADVISING, CAREER PLANNING AND COURSE REGISTRATION**
   - Prepare for Advising Session. Complete the following before meeting with your assigned Advisor:
     - Know Who your Advisor is.
     - Log onto The Q and look under “biographical.”
     - Make an appointment with your Advisor to discuss career plan and register for courses.

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**CAPS Checklist**

- Attend a CAPS Session to start the career planning process. See [http://www.qcc.edu/images/capsession.pdf](http://www.qcc.edu/images/capsession.pdf)
- Are you in the right program of study? Change your program of study if you’ve changed your mind. Talk with your Advisor. If you’re Undeclared, apply to QCC Degree or Certificate Program.
- Review QCC Programs of Study.
- Do career assessments and career research.
  - Read (on internet about the career of interest)
  - Listen (to someone who has the job you are interested in – informational interviews)
- Complete CAPS Plan.
- Complete the necessary documentation for prior learning, including life and work experience in the form of a portfolio through experienced based education (EBE). – if applicable.

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6. QCC PROCESSES, PROCEDURES AND INFORMATION

Review and Understand the following from the QCC Student Handbook:

- Ask your Advisor to orientate you in electronic communications and resources
- Use The Q or QCCNet to:
  - Address any HOLDS that may not allow you to register for courses
  - View or print out your academic record
  - View or print out your mid semester (Progress Report) and/or final grades
  - Use the Degree Audit to:
    - See what courses you need in your QCC programs of interest, including the “What If” feature
    - Understand the “courses not used” section at the bottom of your degree audit.
  - Review the course offerings for the upcoming semester on The Q
  - Select Courses and formulate a class schedule with a back-up (2nd choice)
  - View and print your course and fee statement (class schedule and bill)
  - Be aware of payment deadlines
  - Set up a payment plan if needed
  - Pay your bill on time
  - Evaluate if on-line course offerings are right for you and discuss with your Advisor
  - Understand the Meaning of Prerequisite, Co-requisite, and Electives. See related items under QCC Processes, #6

5. CAREER PLACEMENT

- Locate Career Placement Office and view services for use in the future
- 4. TRANSFER SERVICES

- Locate Transfer Office
- Visit transfer website: http://www.qcc.mass.edu/transfer/
- Attend walk-in sessions (times/dates are posted outside Transfer Office, on bulletin boards and in the Open Door)
- Attend Transfer Fair(s)
- Identify, Access, and Use as Needed:
  - Admissions Office
  - Registrar’s Office
  - Financial Aid
  - Payment Center
  - Advising Center or Your Faculty Advisor
  - Placement Testing
  - Career Placement Services
  - Experience-Based Education Office
  - Obtain information on possible credits for life and work experience
  - Identify possible credit through competency exams
  - Transfer Office
  - Counseling Office
  - Disabilities Support Services
  - Veteran’s Services
  - Campus Ministry
  - The Alden Library
  - Tutoring Centers
  - Communication Skills
  - Math
  - Individual Learning Center
  - Harrington Academic Computing Center
  - Food Services
  - Public Safety/Police Services

7. QCC SERVICES AND RESOURCES

- More information on The Q
  - Student IDs required every time you enter the center
  - IDs (must have class schedule to obtain one) are issued in the first two weeks of each semester on the 2nd floor of the HLC-after this period IDs available in the Athletic Center (must renew IDs yearly)
  - Parking sticker is issued with IDs (must bring Car registration)
  - Library bar code issued at circulation desk (located by ID Station) following ID issue
  - Lost or stolen IDs can be replaced for $10.00
  - The Open Door Newspaper is located in room 2F in the Fuller Student Center (contributions by students are welcome in this monthly publication – for more information contact Pat Valencia via email: opendoor@qcc.mass.edu
  - Student Senate Office is in 2F
  - Weekly Activities (info posted in the Fuller Student Center)
  - Daily fun things to do (pool table, piano, board games, television and etc.)
  - Clubs for Everyone (join one of the many clubs that meet usually in the Fuller Student Center’s Conference Room
  - Tickets for trips like New York and Boston venues and Red Sox games at reduced prices for students

8. STUDENT LIFE – FULLER STUDENT CENTER

- Student Senate Office is in 2F
- Weekly Activities (info posted in the Fuller Student Center)
- Daily fun things to do (pool table, piano, board games, television and etc.)
- Clubs for Everyone (join one of the many clubs that meet usually in the Fuller Student Center’s Conference Room
- Tickets for trips like New York and Boston venues and Red Sox games at reduced prices for students

- 7. QCC SERVICES AND RESOURCES

- More information on The Q
2. CAREER AND ACADEMIC PLANNING  Do you know what you want to study at QCC?

_____ Begin Career and Academic Planning by registering for ORT 110 or PSY 115

_____ Attend a CAPS Session to start the career planning process. See http://www.qcc.edu/images/capsession.pdf

_____ Are you in the right program of study?? Change your program of study if you’ve changed your mind. Talk with your Advisor. If you're Undeclared, apply to QCC Degree or Certificate Program

_____ Review QCC Programs of Study

_____ Understand actual careers associated with QCC degree and certificate programs

_____ Apply to QCC Program of choice

_____ Do career assessments and career research

_____ Read (on internet about the career of interest)

_____ Listen (to someone who has the job you are interested in – informational interviews)

_____ Complete CAPS Plan

_____ Complete the necessary documentation for prior learning, including life and work experience in the form of a portfolio through experienced based education (EBE), – if applicable.

3. ADVISING, CAREER PLANNING AND COURSE REGISTRATION

Prepare for Advising Session. Complete the following before meeting with your assigned Advisor:

_____ Know who your Advisor is. Log onto The Q and look under “biographical.”

_____ Make an appointment with your Advisor to discuss career plan and register for courses

_____ Use The Q or QCCNet to:

____ Address any HOLDS that may not allow you to register for courses

____ View or print out your academic record

____ View or print out your mid semester (Progress Report) and/or final grades

_____ Use the Degree Audit to:

____ See what courses you need in your QCC programs of interest, including the “What If” feature

____ Understand the “courses not used” section at the bottom of your degree audit.

____ Review the course offerings for the upcoming semester on The Q

____ Select Courses and formulate a class schedule with a back-up (2nd choice)

____ View and print your course and fee statement (class schedule and bill)

_____ Learn how to calculate your GPA (grade point average)

_____ Be aware of payment deadlines

_____ Set up a payment plan if needed

_____ Pay your bill on time

_____ Evaluate if on-line course offerings are right for you and discuss with your Advisor

_____ Understand the Meaning of Prerequisite, Co-requisite, and Electives. See related items under QCC Processes, # 6

_____ Ask your Advisor to orientate you in electronic communications and resources

_____ View your financial aid

4. TRANSFER SERVICES

_____ Locate Transfer Office

_____ Visit transfer website: http://www.qcc.mass.edu/transfer/

_____ Attend walk-in sessions (times/dates are posted outside Transfer Office, on bulletin boards and in the Open Door)

_____ Attend Transfer Fair(s)

_____ Make appointment via web to meet with Transfer Counselor: http://www.qcc.mass.edu/transfer/calendar

Transferring without completing associate degree? BEGIN THE TRANSFER PROCESS NOW

_____ Investigate and select potential transfer institutions

_____ Identify transfer application deadlines
Complete and submit applications all related documents such as letters of recommendation and personal statement/essay
Send official QCC transcripts
Identify and contact appropriate support services (Disability Services, Housing...) at transfer institution
Identify and apply for scholarships
Apply for financial aid – obtain information on policies, procedures and dates
Complete Transfer Planning Form

5. CAREER PLACEMENT

Locate Career Placement Office
Know licensing and board requirements specific to program, i.e. CORI, SORI & Driver background checks (see Faculty Advisor)
Attend workshops on resume writing, job interviewing, and more
Initiate and complete co-op, service learning, or internship if required by program of study and/or to increase future employment opportunities

6. QCC PROCESSES, PROCEDURES AND INFORMATION

Review and Understand the following from the QCC Student Handbook:
College Calendar
Grading System and Policy
Satisfactory Academic Progress
Consequences of Course Withdrawal
Dates for Add/Drop Period

7. QCC SERVICES AND RESOURCES

Identify, Access, and Use as Needed:
Admissions Office
Registrar’s Office
Financial Aid
Payment Center
Advising Center or Your Faculty Advisor
Placement Testing
Career Placement Services
Experience-Based Education Office
Obtain information on possible credits for life and work experience
Identify possible credit through competency exams
Transfer Office
Counseling Office
Disabilities Support Services
Veteran’s Services
Campus Ministry
The Alden Library

8. STUDENT LIFE – FULLER STUDENT CENTER

Student IDs required every time you enter the center
IDs (must have class schedule to obtain one) are issued in the first two weeks of each semester on the 2nd floor of the HLC-after this period IDs available in the Athletic Center (must renew IDs yearly)
Parking sticker is issued with IDs (must bring Car registration)
Library bar code issued at circulation desk (located by ID Station) following ID issue
Lost or stolen IDs can be replaced for $10.00
The Open Door Newspaper is located in room 2F in the Fuller Student Center (contributions by students are welcome in this monthly publication – for more information contact Pat Valencia via email: opendoor@qcc.mass.edu
Student Senate Office is in 2F
Weekly Activities (info posted in the Fuller Student Center)

Stage Three

30–45 Credits

Student begins to assume responsibility, Advisors assists

In this stage students are expected to accomplish the following activities, if applicable.

1. USE The Q (student portal) for college communication and information
https://confucius.qcc.mass.edu/ics

Daily fun things to do (pool table, piano, board games, television and etc.)
Clubs for Everyone (join one of the many clubs that meet usually in the Fuller Student Center’s Conference Room
Tickets for trips like New York and Boston venues and Red Sox games at reduced prices for students
Discounted movie tickets to Showcase Cinemas
Faculty, staff, students, family and friends invited to attend Spring Fling (held every year in April)

 Obtain your Q log on and password at the Registrar’s Office, Room 152A (with Photo ID), if you have not already received this information by mail.
2. CAREER AND ACADEMIC PLANNING

- Continue career research to confirm your choice in program of study
  - See http://www.qcc.edu/career/careerfaqs.htm
  - Listen to interview a professional in the field
  - Do Get an entry-level job or volunteer in the field

- Are you in the right program of study??? Change your program of study if you’ve changed your mind. Talk with your Advisor. If you’re Undeclared, apply to QCC Degree or Certificate Program

- Attend a CAPS Session to help with your career choice. See http://www.qcc.edu/images/capsession.pdf

- Complete the necessary documentation for prior learning, including life and work experience in the form of a portfolio through experienced based education (EBE). – if applicable.

3. ADVISING, CAREER PLANNING AND COURSE REGISTRATION

Prepare for Advising Session.
Complete the following before meeting with your assigned Advisor:

- Know Who your Advisor is.
- Log onto The Q and look under “biographical.”
- Make an appointment with your Advisor to discuss career plan and register for courses
- Ask your Advisor if you qualify to Self-Register for courses. If so obtain clearance from your Advisor to do this.
- Use The Q or QCCNet to:
  - Address any HOLDS that may not allow you to register for courses
  - View or print out your academic record; calculate your GPA
  - View or print out your mid semester (Progress Report) and/or final grades
  - Register for courses
  - Use the Degree Audit to:
    - See what courses you need in your QCC programs of interest, including the "What If" feature
    - Understand the "courses not used" section at the bottom of your degree audit.
    - Review the course offerings for the upcoming semester on The Q

- Select Courses and formulate a class schedule with a back-up (2nd choice)
- View and print your course and fee statement (class schedule and bill)
- Be aware of payment deadlines
- Set up a payment plan if needed
- Pay your bill on time
- Evaluate if on-line course offerings are right for you and discuss with your Advisor
- Understand the Meaning of Prerequisite, Co-requisite, and Electives. See related items under QCC Processes, # 6
- Ask your Advisor to orientate you in electronic communications and resources
- View your financial aid

4. TRANSFER SERVICES

- Locate Transfer Office
- Visit transfer website: http://www.qcc.mass.edu/transfer/
- Attend walk-in sessions (times/dates are posted outside Transfer Office, on bulletin boards and in the Open Door)
- Attend Transfer Fair(s)
- Make appointment via web to meet with Transfer Counselor: http://www.qcc.mass.edu/transfer/calendar

Transferring without completing associate degree? BEGIN THE TRANSFER PROCESS NOW
- Investigate and select potential transfer institutions
- Identify transfer application deadlines
- Complete and submit applications all related documents such as letters of recommendation and personal statement/essay
- Send official QCC transcripts
- Identify and contact appropriate support services (Disability Services, Housing...) at transfer institution
- Identify and apply for scholarships
- Apply for financial aid; obtain information on policies, procedures and dates
- Complete Transfer Planning Form

5. CAREER PLACEMENT

- Locate Career Placement Office
- Know licensing and board requirements specific to program, i.e. CORI, SORI & Driver background checks (see Faculty Advisor)
- Attend workshops on resume writing, job interviewing, and more
- Initiate and complete co-op, service learning, or internship if required by program of study and/or to increase future employment opportunities
- Understand job specific and transferable skills
- Document skills and accomplishments effectively with the completion of a professional resume and/or portfolio which has been reviewed by Career Placement Services and/or Faculty member
- Attend Career Fairs
6. QCC PROCESSES, PROCEDURES AND INFORMATION

Review and Understand the following from the QCC Student Handbook:

- College Calendar
- Grading System and Policy
- Satisfactory Academic Progress
- Consequences of Course Withdrawal
- Dates for Add/Drop Period
- Student Discipline

Understand the differences between:

- adding a class
- dropping a class
- withdrawing from a course
- withdrawing from the college

7. QCC SERVICES AND RESOURCES

More information on The Q

Identify, Access, and Use as Needed:

- Admissions Office
- Registrar’s Office
- Financial Aid
- Payment Center
- Advising Center or Your Faculty Advisor
- Placement Testing
- Career Placement Services
- Experience-Based Education Office

- Obtain information on possible credits for life and work experience

8. STUDENT LIFE – FULLER STUDENT CENTER

Student IDs required every time you enter the center

- IDs (must have class schedule to obtain one) are issued in the first two weeks of each semester on the 2nd floor of the HLC after this period IDs available in the Athletic Center (must renew IDs yearly)
- Parking sticker is issued with IDs (must bring Car registration)
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- The Open Door Newspaper is located in room 2F in the Fuller Student Center

Fuller Student Center (contributions by students are welcome in this monthly publication – for more information contact Pat Valencia via email: opendoor@qcc.mass.edu

- Student Senate Office is in 2F
- Weekly Activities (info posted in the Fuller Student Center)
- Daily fun things to do (pool table, piano, board games, television and etc.)
- Clubs for Everyone (join one of the many clubs that meet usually in the Fuller Student Center’s Conference Room
- Tickets for trips like New York and Boston venues and Red Sox games at reduced prices for students
- Discounted movie tickets to Showcase Cinemas
- Faculty, staff, students, family and friends invited to attend Spring Fling (held every year in April

1. USE The Q (student portal) for college communication and information https://confucius.qcc.mass.edu/ics

- Obtain your Q log on and password at the Registrar’s Office, Room 152A (with Photo ID), if you have not already received this information by mail.
- Log on The Q daily for the following information: important emails, your student record, grades (please note that QCC does not mail grades, you must view on The Q), correspondence from the college. Check The Q frequently
- Change your address and/or phone number (this is important!)

2. CAREER AND ACADEMIC PLANNING

- Continue career research
- See
- See the job being performed
3. ADVISING, CAREER PLANNING AND COURSE REGISTRATION
Prepare for Advising Session. Complete the following before meeting with your assigned Advisor:

_____ Know Who your Advisor is. Log onto The Q and look under “biographical.”
_____ Make an appointment with your Advisor to discuss career plan and register for courses
_____ Ask your Advisor if you qualify to Self-Register for courses. If so obtain clearance from your Advisor to do this.
_____ Use The Q or QCCNet to:
   _____ Address any HOLDS that may not allow you to register for courses
   _____ View or print out your academic record; calculate your GPA
   _____ View or print out your mid semester (Progress Report) and/or final grades
   _____ Register for courses

_____ Use the Degree Audit to:
   _____ See what courses you need in your QCC programs of interest, including the “What If” feature
   _____ Understand the “courses not used” section at the bottom of your degree audit.
   _____ Review the course offerings for the upcoming semester on The Q
   _____ Select Courses and formulate a class schedule with a back-up (2nd choice)
   _____ View and print your course and fee statement (class schedule and bill)
   _____ Be aware of payment deadlines
       _____ Set up a payment plan if needed
       _____ Pay your bill on time
   _____ Evaluate if on-line course offerings are right for you and discuss with your Advisor
   _____ Review the course offerings for the upcoming semester on The Q

4. TRANSFER SERVICES

_____ Locate Transfer Office
_____ Visit transfer website: http://www.qcc.mass.edu/transfer/
_____ Attend walk-in sessions (times/dates are posted outside Transfer Office, on bulletin boards and in the Open Door)
_____ Attend Transfer Fair(s)
_____ Make appointment via web to meet with Transfer Counselor: http://www.qcc.mass.edu/transfer/calendar

BEGIN THE TRANSFER PROCESS NOW

_____ Investgate and select potential transfer institutions
_____ Identify transfer application deadlines
_____ Complete and submit applications all related documents such as letters of recommendation and personal statement/essay
_____ Send official QCC transcripts
_____ Identify and contact appropriate support services (Disability Services, Housing...)
_____ Investigate and select potential transfer institutions
_____ Visit transfer website: http://www.qcc.mass.edu/transfer/calendar

4. TRANSFER SERVICES

_____ Attend workshops on resume writing, job interviewing, and more
_____ Initiate and complete co-op, service learning, or internship if required by program of study and/or to increase future employment opportunities
_____ Understand job specific and transferrable skills
_____ Document skills and accomplishments effectively with the completion of a professional resume and/or portfolio which has been reviewed by Career Placement Services and/or a Faculty member
_____ Demonstrate the elements of successful interviewing
_____ Perfect job readiness skills including written and verbal communication abilities
_____ Conduct an organized and effective job search
_____ Obtain letters of recommendation
_____ Attend workshops on resume writing, job interviewing, and more
_____ Initiate and complete co-op, service learning, or internship if required by program of study and/or to increase future employment opportunities
_____ Understand job specific and transferrable skills
_____ Document skills and accomplishments effectively with the completion of a professional resume and/or portfolio which has been reviewed by Career Placement Services and/or a Faculty member

5. CAREER PLACEMENT

_____ Perfect job readiness skills
_____ Demonstrate the elements of successful interviewing
_____ Obtain letters of recommendation

6. GRADUATION

_____ Complete intent to graduate form and return to Registrar’s office
_____ If you will be attending the graduation ceremony read the 2 letters letter from Registrar’s Office regarding cap and gown instructions and the ceremony

5. CAREER PLACEMENT

_____ Attend workshops on resume writing, job interviewing, and more
_____ Initiate and complete co-op, service learning, or internship if required by program of study and/or to increase future employment opportunities
_____ Understand job specific and transferrable skills
_____ Document skills and accomplishments effectively with the completion of a professional resume and/or portfolio which has been reviewed by Career Placement Services and/or a Faculty member
_____ Attend workshops on resume writing, job interviewing, and more
_____ Initiate and complete co-op, service learning, or internship if required by program of study and/or to increase future employment opportunities
_____ Understand job specific and transferrable skills
_____ Document skills and accomplishments effectively with the completion of a professional resume and/or portfolio which has been reviewed by Career Placement Services and/or a Faculty member
7. ALUMNI OPPORTUNITIES –
Stay Connected with QCC

_____ Complete follow-up surveys

_____ Consider Serving on the QCC Alumni Advisory Board or program advisory boards

_____ Read information about Alumni upcoming events. See Alumni link on The Q or visit the Alumni Relations Office located on the first floor in the administration Building, Room 119A

_____ Assist QCC students with career development activities (informational interviews, co-ops, internships)

_____ Participate in QCC Alumni sponsored events

_____ Represent QCC and program of study/completion to prospective student

_____ Make a donation to the QCC Foundation

_____ Keep QCC Alumni Office informed of change of address and email
Student Organizations

A number of student organizations offer you a chance to get involved with the College and with fellow students. If your interests are not represented within the already existing clubs, or if you have an idea for an activity or program that you think would interest other students, you may consider forming a club. Copies of the procedures are available in Student Life. Student Life, in the Fuller Student Center, provides the opportunity for you to create and participate in a program of cultural, educational, recreational and social activities.

The College recognizes that much of the students’ real education takes place outside of the classroom and provides the students, through, with the opportunity to use their skills and interests to enrich themselves and the college community.

STUDENT PARTICIPATION

The regulations governing student participation in extracurricular activities are as follows:

a. Students must be in good academic standing.

b. The eligibility status of students who apply to participate in student activities must be checked.

c. Students may petition for reinstatement based on extenuating circumstances.

d. Dean of Students will provide opportunity for counseling services to ineligible students.

A. ACTIVITY PROGRAMMING COMMITTEE

The Student Senate’s Programming Committee will assist the Director of Student Life & Leadership in the planning and implementation of all ongoing social, cultural, and recreational activities at Quinsigamond Community College. Each proposed event must be approved by the Senate and the Director of Student Life & Leadership.

B. ACT PROHIBITING THE PRACTICE OF HAZING

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An official of each such group or organization, and each individual receiving a copy of sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, shall forward report to the attorney general any such institutions which fails to make such report.

Section 17. Whoever is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

C. HONORS & AWARDS

Once each year in the month of May the College Community gathers to honor graduating students who have made significant contributions to QCC. Some of the awards given are as follows:

- Who’s Who Among Students in American Junior Colleges
- Distinguished Service Awards
- Special Recognition Awards
- Departmental Awards
- Outstanding Student Awards

Early in the spring, award nomination forms are distributed to staff and faculty so that they may nominate the student who they feel is deserving of an award.

D. THE “OPEN DOOR” NEWSPAPER

The Open Door is QCC’s newspaper and is published monthly. Look to the Open Door for important updates from various student offices, educational departments, as well as general campus news and happenings. Readers can expect to find helpful information on many aspects of the college as well as sports and
entertainment news. It is a student run publication supervised by staff and the editor. All students are encouraged to contribute on a free-lance basis or make a commitment to be a staff member. We welcome photographs, drawings, poetry, creative writing, opinion pieces, other contributions, and suggestions. Deadlines and submission information can be found on the inside page of the paper. Contact us at opendoor@qcc.mass.edu, or stop by the office in the Fuller Student Center.

E. STUDENT GOVERNMENT CONSTITUTION

ARTICLE I – NAME
The name of this deliberative body shall be the Quinsigamond Community College Student Association.

ARTICLE II – PURPOSE
This Student Constitution is an effort to establish a viable system of government for the students within Quinsigamond Community College. This constitution will work to promote the rights of students, involvement in College affairs, student input in educational matters and communications among students, faculty, and the administration of Quinsigamond Community College.

ARTICLE III – MEMBERSHIP
All students of Quinsigamond Community College shall be members of the Student Association.

ARTICLE IV – GOVERNING BODY
The representative governing body of the Student Association shall be the Student Senate. The Senate shall consist of elected representatives and their officers.

A. Purpose:
The purpose of the Student Senate shall be to represent the interests and wishes of the student body, to promote and develop ideas and interests for the benefit of Quinsigamond Community College, and to provide a suitable medium through which responsibility, cooperation, and a general awareness may be shared among all student members of the Quinsigamond Community College community.

B. Representation:
There shall be fourteen (14) Senators, including Officers: seven (7) shall be first-year students, and seven (7) second-year students). Second-year students shall be defined as students who have completed at least twenty-four (24) college credit hours. Those with exactly twenty-four (24) credit hours can serve as a first-year student or second-year student, depending on available seats.

C. Officers:
The Officers of the Student Senate shall be the President, Vice-President, Secretary, Treasurer, and Parliamentarian.

D. Eligibility:
All Senate members, except first semester Freshmen, must have a minimum of a 2.0 QPA at the time of election, and maintain good academic standing while in office. In addition, the President either must have successfully completed at least twenty-four (24) semester hours at Quinsigamond Community College at the time of the election to office, or must have successfully completed twelve (12) credits, and served one (1) full semester on the Student Senate.

ARTICLE V – POWERS AND RESPONSIBILITIES OF THE SENATE
A. The Senate is a legislative, representative, and informative body of the Association, which together with the College Governance system, represents student interests.

B. The Senate shall give input to proposed College policy changes suggested by the Faculty and the Administration.

C. The Senate shall recommend cooperative relationships with organizations of higher learning and with the Community, consistent with the statement of its purpose.

D. The Senate shall, after careful consideration, recommend students to each of the College Governance Committees.

E. The Senate shall have jurisdiction over Student Clubs according to guidelines developed and monitored jointly by the Director of Student Life & Leadership or designees and the Student Senate.

ARTICLE VI – DUTIES OF OFFICERS AND STUDENT SENATORS

A. President – The President shall:
1. be responsible for communicating with the student members of College standing committees.
2. be responsible for developing an agenda prior to Senate meetings.
3. preside over meetings of the Student Senate and Executive Committee, so as to assure the running of a fair and orderly meeting.
4. represent the Student Senate, when required, at appropriate College functions on and off-campus.
5. coordinate all Senate activities.
6. give assignments to Student Senators according to the Student Government Constitution.
7. assist in the development of the Student Activities Budget with the Executive Committee and the Director of Student Life & Leadership or designee.
8. serve on the Activities Programming Committee.

B. Vice-President – The Vice-President shall:
1. assume the responsibilities and duties of the President in his/her absence.
2. assist in the development of the Student Activities Budget with the Executive Committee of the Senate and the Director...
of Student Life & Leadership or designee.
3. chair the Election Committee.
4. chair the Activities Programming Committee.

C. Secretary – The Secretary shall:
1. post regular and special meetings, as described in VII.-D.
2. record and maintain the minutes of the meetings of the Student Senate and Executive Committee.
3. post the minutes of the meeting in a conspicuous place on campus and on the Student Senate bulletin board, within (3) class days following these meetings.
4. prepare and distribute official communications of the organization.
5. post the agenda for Student Senate meetings on the Student Senate bulletin board.
6. maintain a file for the presentation of all communication of the organization. Copies shall be submitted to and maintained by the Student Life Office.
7. report the attendance of the Senators at regular meetings of the Senate.

D. Treasurer – The Treasurer shall:
1. assist in the development of the Student Activities budget with the Executive Committee of the Student Senate and the Director of Student Life & Leadership. The Treasurer will chair this Committee.
2. distribute and collect budget request forms from all clubs and organizations, on or before March 30th.
3. submit a budget proposal to the Student Senate, on or before April 15th.
4. present a monthly Financial Report to the Senate.
5. monitor Student Activities funds according to the approved budget.

E. Parliamentarian – The Parliamentarian shall:
1. ensure that Roberts’ Rules of Order of small meetings are followed during all regular and special meetings.
2. provide the Senators with copies of Roberts’ Rules of Order.

ARTICLE VII – STUDENT SENATE MEETINGS

A. Regular Meetings
There shall be a regular meeting of the Student Senate on campus at least every two weeks during the academic semester, and at least two regular meetings during the summer vacation.

B. Special Meetings:
Special meetings of the Student Senate may be called by the Executive Committee or by a majority vote of the Student Senate.

C. Quorum:
A quorum shall consist of no less than 51% of the voting Student Senate.

D. Notice of Meetings:
1. Regular Meetings:
   On the Monday of the first full week of the Semester, a schedule of all meetings shall be developed by the Director of Student Life & Leadership and the Student Senate President, indicating the time and place of the meetings. Notice of the time, place, and agenda of the regular meeting of the Student Senate shall be posted twenty-four (24) hours prior to the meeting in a conspicuous place on campus.
2. Special Meetings:
   Notice of the time and place of the special meetings of the Student Senate shall be posted at least twenty-four (24) hours prior to the meeting in a conspicuous place on campus.

E. Conduct of Meetings:
1. Communications between the Senate members during a meeting shall be allowed until such time as it shall cause a disturbance to the meetings. The President shall decide when the communication becomes a disturbance.
2. Attendance:
   a. Attendance of all members of the Student Senate is mandatory. Notification of absence must be given to the Student Senate Secretary or President, within twenty-four (24) hours before, or after the meeting missed (the status of the absence will be voted upon by the Student Senate).
   b. Members of the Student Association are welcome to attend and to participate in meetings of the Student Senate in a non-voting capacity and as recognized by the presiding officer.

ARTICLE VIII – ELECTION OF MEMBERS OF THE STUDENT SENATE

A. Nomination Requirement:
Candidates for election are required to submit complete nomination papers to the Election Committee no later than ten (10) class days prior to election day. Nomination papers shall bear fifty (50) signatures, in ink, of members of the Student Association.
B. Senators:
Senators shall be elected according to the criteria described in Article IV. Students shall vote for candidates from both classes. Those with the most votes from each class shall be the Senators to represent that class. If there are insufficient nominees, those with the most votes shall become Senators.

C. Senate Officers:
1. Officers of the Student Senate shall be elected by the majority vote of the voting members of Student Senate at the second meeting in the Fall Semester and will take office in the Semester for the term of one (1) year, not to exceed two (2) terms.
2. Elections of student officers will not occur unless 2/3 of voting members are present.

D. Time of Election, Installation and Term of Office:
1. Elections for all Sophomore and returning Freshman positions, that are currently on the Senate, shall be held during the last full week of April.
2. Elections for all unfilled Freshman and Sophomore positions shall be held during the first full week of October.
3. Senators elected in the April election shall serve in a non-voting position until the last day of class in Spring semester and assume their official senatorial seats at that time.
4. Senators elected in the fall take office within seven (7) days of the date of the new election and shall remain in office until a new elected Senate is seated.
5. In addition, all Senators must take part in a Leadership Training Program.
6. No Senator may serve more than two (2) academic years, or four (4) semesters and will be deemed ineligible after that time. By agreement between the Student Senate Executive Committee and the Vice President of Enrollment and Student Services, exceptions may be granted.
7. In case an office shall be vacated for any reason, the following method for refilling that office shall pertain:
   a. For Senators: Replacements shall be sought first from the list of candidates from the October election in order of votes received. After this list has been exhausted, replacements shall then be required to attend and participate as a non-voting member in two consecutive Senate meetings, after which the Senate will vote on whether or not to make the candidate a Senator. A majority vote is required by the Senate (a quorum must be present).
   b. For Student Senate Officers: Replacements will be selected by the Senate from its membership.

ARTICLE IX – PROCEDURES FOR REMOVAL FROM OFFICE
1. At least 48 hours before an official meeting, the person(s) accused must be informed with a written copy of the charges.
2. At least two (2) members of the Student Association must bring written charges and factual evidence to a formal meeting of the Senate.
3. The Student Senate, by majority, must vote to hold a hearing on the charges.
4. A hearing will be held at a formal Student Senate meeting, and all evidence will be presented at this time.
5. At least 2/3 of the voting senators must vote in favor of the removal from office in order for it to be passed.

VOTING BY-LAWS
1. All elections shall be held in an official, designated voting area.
2. All elections shall be conducted by secret ballot, and ballots shall be marked in the presence of an official election attendant.
3. All elections shall be held for six (6) hours on two (2) successive days [twelve (12) hours total].
4. Election dates shall be announced two (2) weeks prior to those elections in the College newspaper and through other media (official bulletin boards, etc.).
5. All special elections shall be announced two (2) weeks in advance through the Quinsigamond Community College media.
6. Any Quinsigamond Community student who wishes to vote shall present some personal identification, driver’s license, or some other identification.
7. An eligible voter is any current Quinsigamond Community College student who has paid a student fee and is currently registered in courses.
8. If a voter’s name does not appear on the official voter eligibility sheet, that person’s vote shall be placed in a sealed envelope. The voter must sign the envelope, and his/her vote shall be validated at the conclusion of the election.
9. The voter shall vote only once, and his/her name must be recorded by the official election attendant.
10. An official election attendant shall not discuss any candidate’s qualifications, nor any other matters of the campaign, nor the candidates, when handing a voter a ballot and while performing his/her official duties.
11. The official election attendant may not suggest, discuss, persuade, or advise a voter during an election.
12. No member of the Election Committee, nor any other official who plays a role in conducting and governing student elections shall publicly declare his/her support, or
non-support, for any candidate(s) for office during, or before, an election.

**BALLOTS**
1. All candidates’ names shall appear on the ballot in an order determined by lot.
2. Ballots shall be placed by voters in an official voting box, which has an opening large enough to place a ballot inside, but is otherwise sealed.
3. The number of ballots cast shall equal the number of voters who voted and were recorded on the official registration sheet.
4. At the conclusion of all elections, the ballots shall be tallied by the Election Committee. Any defaced or improperly marked ballots will be destroyed. Any questionable ballots shall either be tallied or be destroyed, according to the unanimous decision of the Election Committee.
5. A candidate shall be elected to office by obtaining a simple majority of votes cast.

**CAMPAIGNS**
1. All candidates shall be given equal opportunity and equal time to express their thoughts and opinions in the College newspaper or other Quinsigamond Community College media.
2. Campaign material provided by Student Life shall be available to all candidates.
3. Campaign material of a slanderous nature shall be deemed inappropriate, and a demand for its removal from the campus shall be made by the Elections Committee.
4. No candidate, his/her supporters, or campaign literature (signs, buttons, etc.) shall be placed within thirty (30) feet of the designated voting area.
5. No candidate shall place campaign signs, cards, etc., in such a location, or position, as to cause harm, or present a possible hazard.
6. No candidates shall mark, destroy, or otherwise deface another candidate’s campaign materials.

**ELECTION RESULTS**
1. A written account of the election results shall be publicly announced (College Newspaper, official bulletin board, other Quinsigamond Community College media) within one (1) week after an election.
2. All election results (ballots and voter registration sheet) shall be open to any candidate’s or student’s inspection for two (2) weeks following an election.

**ACTIVITY PROGRAMMING COMMITTEE**
Members of the Activity Programming Committee shall assist the Director of Student Life & Leadership or designee in the planning and implementation of all on-going social, cultural, and recreational activities at Quinsigamond Community College.

_The Committee shall:_
1. Be made up of no less than seven (7), nor more than fifteen (15) students who are currently enrolled and in good academic standing at Quinsigamond Community College, two (2) of whom are members of the Student Senate.

2. The Committee shall be chaired by the Vice-President of the Student Senate.

**ARTICLE X – AMENDMENTS TO THE CONSTITUTION**
A. The Senate shall form a Sub-Committee (the Constitution Revision Committee) to discuss and recommend proposal amendments.

B. The Committee shall take its recommendations to the Senate, where a two-thirds vote of the total fourteen (14) Senators shall be required for passage.

C. If passed by the Senate, the proposed changes must be published in the student newspaper, or an equivalent communication source, and sent to the President of the College for his/her approval.

D. The Student Senate shall conduct one (1) open meeting for the purpose of encouraging discussion by interested students.

E. Following the open meeting, a Referendum shall be conducted by the Elections Committee. Sixty (60) percent of those voting in the Referendum must approve each item in order for it to pass. (Referendum must have a minimum of 20% of the membership of the Student Association voting in order to be valid.)

**F. STUDENT SENATE**
Student Senate is a representative body of the day students enrolled on campus. Its purpose is to act as a sounding board for the other organizations, to represent the student voice on various college-wide committees, and to set and meet goals aimed towards student interests. Elections are held in the first full week in October, upon returning in January, and the last full week in April.

The Senate works as a team to promote the rights of students and listens to their needs. It is involved in college affairs and facilitates communication among students, faculty, and the administration of Quinsigamond Community College.

If you’re interested in running for Student Senate, information can be obtained in Student Life, Fuller Student Center.

**G. STUDENT TRUSTEE**
What is a Student Trustee? A Student Trustee is a member of the Board of Trustees which consists of 11 members, and acts as the governing body of the institution. The Student Trustee provides student representation on the Board. By representing the voice of the students about various campus concerns, as well as broader issues in public higher education.

If a Student Trustee ceases to be a full-time undergraduate student, his or her office is deemed vacant. Any such vacancy occurring before the one-year term expires shall be filled only for the remaining portion of the term and in the same manner as election to full term. A vacancy in the office of Student Trustee does not exist unless...
the student elected ceases to be a full-time undergraduate student or resigns.

Information regarding the election of the Student Trustee is obtained in Student Life (Fuller Student Center).

Nomination papers will be made available in Student Life, Fuller Student Center. If you have any questions, contact the Director of Student Life & Leadership or drop by the Fuller Student Center.

H. QCC CLUBS

All QCC clubs and organizations are supervised by the Director of Student Life & Leadership or designee. The mission of clubs is to provide students with activities that will enrich and complement their academic development and total learning process. Leadership and participation in clubs are looked upon favorably by future employers, and give students who participate enjoyment, satisfaction, and a sense of accomplishment. The Student Senate charters all clubs and organizations and has general supervision of the distribution of student activities money to recognized clubs. Each club has a faculty advisor and a president. In addition, each club meets at least twice monthly. The procedures for chartering a new club may be found in The QCC Clubs Organizations Manual which is available in the Fuller Student Center. Each Fall and Spring, Club Advisors and the Executive Committee attend a training session that is led by the Director of Student Life & Leadership. This session is designed to review procedures for sponsoring events, and how to develop a budget and financial guidelines for the purchasing of goods and services.

Animé Club
Watch, discuss and share a love of animé. Meet other students with similar interests.

Black Student Union
To promote humanitarian activities, learn and promote African American culture and foster goodwill throughout the campus.

Business and Entrepreneurship Club
The purpose of the Business and Entrepreneurship Club is to create the opportunity for all QCC students to expand their knowledge of business and entrepreneurship.

Cheerleading Club
The QCC Cheerleading club consists of QCC students who cheer for sports teams during home games. The purpose is to bring forth school spirit and get the campus community involved in supporting student athletes.

Chess Club
All students may be members of the Chess Club. They should have an interest in chess no matter what their level of knowledge. Members must remain in good academic standing with a QPA of 2.0 better.

Dental Hygiene Club
The Student American Dental Hygiene Association is composed of the College's First and Second Year Dental Hygiene students. The Association’s purpose is to promote professionalism and maintain active participation in the American Dental Hygiene Association. Dental Assisting Students maintain active participation in the American Dental Assisting Association.

The Dental Clubs are dedicated to promoting Dental Health Education and service in the community. The Dental Clubs are open to students registered in the Dental Programs and are comprised of three clubs:
1. First Year Dental Hygiene Club
2. Second Year Dental Hygiene Club
3. Dental Assisting Club

Early Childhood Education Club
The Early Childhood Education Club offers students enrolled in the Early Childhood Program an opportunity to support their profession, families, and children in this community. Students plan and participate in field trips to enhance their professional knowledge and raise funds for families in need through a holiday toy drive. Also as members of the Worcester Association for the Education of the Young Child, students participate with the community in celebrating the Week of The Young Child.

Engineering Club
Discuss environmental, technological, and safety issues and their affects on the community and society.

Future Leaders Club
Work off campus to help better the Worcester Community.

Human Service Club
The purpose of this club is to promote an interest in Human Service activities among students. Students are involved in advocacy, outreach, and fund raising, which support student efforts to participate in activities such as meetings and conferences throughout the state and the nation.

Music Club
Music Club is an all out, highly strung, beat bashing club, that’s all about the music. Anyone can join. There are three factions to Music Club: performing, appreciation, and learning. For anyone who has always wanted to sing, or play an instrument in front of a crowd, music club offers many opportunities to do so. Or if you like music, but are not interested in performing or learning, a group within Music Club meets weekly to discuss music, whether your taste are current, older, or classical. All discussions are welcome. And then there are those who only wish to learn. If you have ever thought of learning an instrument but never gave it a try, Music Club is a great place to learn. We hold weekly lessons, at no cost, for anyone that is interested. No matter what genre you’re into music club does it all! If you have the passion we have the music.

Nursing Club
This club is designed to provide its members with an opportunity to identify with the nursing profession and to foster intellectual, educational and social activities related to nursing. The club’s outstanding event of the year is the candlelight pinning ceremony.

OASIS
The Older than Average Students In School club membership is open to enrolled older students in the QCC community. As often as you can, come and join the fun and create some of your
own. Activities and meetings are planned by members. Experience friendship, community service, social events, and lectures to enhance your college experience. There is always room for sharing and caring and each semester is a new experience. Come and open your creative horizons.

**Occupational Therapy Club**

The objective of this club is to encourage a better understanding and a deeper knowledge of Occupational Therapy within the community and the College. Club members sponsor educational as well as social activities, work with handicapped students, and provide other students with information about the program and the profession.

**Outdoors Club**

Group activities including – but not be limited to-hiking, walking and rafting.

**Phi Theta Kappa**

Phi Theta Kappa is the International Honor Society for Community and Junior Colleges. The purpose of this scholastic society is to recognize and encourage fellowship, scholarship, leadership, and service among two-year college students. In pursuit of these ideals, its members enter into an intellectual and cultural fellowship that extends beyond a particular campus to regional and national networks.

Through the achievement of high academic standards, recognized qualities of good citizenship, leadership, and service, Phi Theta Kappa members enrich not only themselves but their colleges, their communities, and their society.

For eligibility, Quinsigmond students are required to be enrolled in an associate degree program or certificate program, have a 3.5 QPA, have earned at least 26 academic credits, be of good moral character with recognized qualities of citizenship. The on-campus chapter is Alpha Zeta Theta. It is, indeed, an honor for students to be selected to this prestigious organization.

**Pride Alliance**

Membership is open to anyone, regardless of sexual orientation. The purpose of the Alliance is to increase awareness and understanding of gay and lesbian issues on campus and to give members a safe and open forum for discussion. Members share experiences and information about community happenings, and they work together on planning educational programs and social events.

**Psi Beta**

Psi Beta is the honor's extension of the psychology club. Incorporated in 1981, Psi Beta is known as the National Honor Society in Psychology for Community and Junior Colleges. This group is by invitation only and designed for the student that has completed at least one psychology class with a B or better, and has an in-depth interest in pursuing psychology as either an enhancement to their career choice or as a career choice. The cost for a lifetime membership to this organization is $50.00, which includes your wall certificate, wallet card identification, and your honor pin. This society has occasional special activities offered solely for their separate group, yet, participates in many combined activities, and sometimes even share officers and/or board members with the psychology club (see below).

**Psychology Club**

The purpose of this club is to promote an interest in and knowledge of the many topics and on-going issues in the field of psychology. In today's world, applications of psychology abound in many disciplines. Promoting strong critical thinking skills in an effort to create an awareness of where and how psychology is being utilized is the major objective of this club.

The major objective of this club is to promote strong critical thinking skills through exposure to a variety of schools of thought, careers and general psychology experiences, in an effort to create an awareness of where and how psychology is being utilized.

Past years have seen this group involved in multiple activities, both on- and off-campus. They have: invited speakers in major topic areas, such as, eating disorders, couples and community counseling, Alzheimer's and Parkinson's Disease, and sexually transmitted diseases; visited local and more distant colleges and universities from Worcester State and Clark University to Harvard University in Cambridge; visited and been participants at two sleep labs; volunteered as subjects for on-going research as part of a study out of UMASS Worcester; volunteered at a local homeless shelter giving their time, collected items and money; instituted a "5K Walk, Run or Roll Event" for the American Cancer Society; walked in another event for Battered Women in Worcester; designed special fundraising efforts and sent money to Camp Sunshine, in addition to participating in their annual October "Pumpkinfest" in Government Center in Boston; present their yearly rendition of pseudopsychology at QCC's Annual Spring Fling, and have provided general support for other QCC initiatives, such as high school tours, and club fairs.

**Radiologic Technology Club**

The purpose of this club is to provide the College community with a liaison to the profession of Radiologic Technology and, specifically, to the Quinsigmond Radiologic Technology Program. The club serves as a vehicle to introduce its members to local, state, and national Radiologic Technology organizations and provide through social and educational functions, a means of expanding its members' knowledge and appreciation of the profession.

**Respiratory Care Club**

This club provides a vehicle for Respiratory Therapy students to become further integrated into the student body outside the health programs. Its objectives are to promote group cohesiveness and personal growth, promote the respiratory care profession, and sponsor various fund raising events that will support students' efforts to attend educational meetings.

**QCC Theatre Guild**

The QCC Theatre Guild exists to provide students an opportunity to assist in the development of plays for theatrical productions on campus. The theatre group looks to produce a play in the spring along with other events throughout the year. Students are encouraged...
to become involved in all areas of play production from set design to taking the lead. Email: theguild@qcc.mass.edu

Inactive Clubs and Organizations

- American Sign Language Club
- Asian American Student Organization
- Business Administration Club
- Campus Ambassadors
- Computer Technology Club
- Criminal Justice Club
- Dance Club
- Hotel/Restaurant Club
- Latino Student Organization
- Tennis Club

If you are interested in any of these clubs, stop by Student Life for advice and paperwork.

I. NEW CLUBS

Students are encouraged to begin new clubs and organizations at QCC, so if your club idea is not listed, get a group of 15 friends with the same interests. Stop into Student Life, located in the Fuller Student Center, and you will receive all the advice and paperwork you will need to get your club off the ground. As part of the process, you will be required to create a constitution for your club or organization (samples are located in Student Life) as well as find a faculty or staff advisor. When you have completed your group’s application process, you will need to present it to Student Senate for approval of recognition. Once approved, your group will have a provisionary period for one semester, after which you will become a recognized Quinsigamond Community College club or organization.
CONDUCT CODE

DEFINITIONS

Accused Student –
The student who is alleged to have violated the College’s Student Code of Conduct.

Administrative Disposition –
A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer – The College’s Vice President of Student Services or designee.

Code of Conduct Officer (CCO) –
The College Official charged with the responsibility of administering the College’s Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCO.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – An allegation of a violation of the Code of Conduct, which is filed with or by the CCO.

Day – As used in this policy, shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

Judicial Board – Members of the College community selected by the Code of Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Student – Includes all persons taking courses at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered “students.”

DISCIPLINARY OFFENSES

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence or the threat thereof and/or any conduct that threatens or endangers the health or safety of any person.

2. Creating or false reporting of bombs.
Conduct Code

3. Extortion – The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.

4. Unauthorized use of fire alarm or fire equipment.

5. Unauthorized or illegal gambling.

6. Hate Crimes as defined under state or federal law.

7. Hazing as defined under state or federal law.

8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.

9. Conduct resulting in a violation of the College’s Computer/Technology Acceptable Use and/or Email Policies.

10. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties, including failure to identify oneself when requested to do so.

11. Violation of College’s drug and/or alcohol policies.

12. Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.

13. Defacement or destruction of College property.

14. Acting in a manner that interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process.

15. Harassment (verbal or physical) and/or intimidation of a member of the College Community.

16. Acts of dishonesty, including but not limited to the following:
   a. Forger, alteration, or misuse of any College document, record, or instrument of identification;
   b. Furnishing false information to any College official, faculty member or office;
   c. Disrupting or tampering with the election of any College recognized student organization.

17. Acts of academic dishonesty, including but not limited to the following:
   a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
   d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other’s work or arranging for others to do work under a false name.

18. Abuse of the Disciplinary process, including but not limited to:
   a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
   b. Disruption or interference with the orderly conduct of a judicial proceeding.
   c. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
   d. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
   e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
   f. Failure to comply with the sanction(s) imposed under the Student Code.
   g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

19. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.

20. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.

21. Unauthorized activity that constitutes forgery.

22. Violation of State or Federal Laws not otherwise enumerated herein.

23. Violation of published College policies, rules, or regulations not otherwise enumerated herein.

Discipline in the Classroom or on College Property

Disrupting or interfering in the educational process is prohibited under this policy. If a student engages in disruptive conduct in the classroom or anywhere on campus, a faculty member or other college employee...
may address and informally resolve the matter without filing a complaint under the Code. A faculty member or other college employee may exercise his/her right to immediately remove a disruptive student from a class meeting or other college area. On the first occasion when a student is removed from a classroom or other college area, the faculty member or other college employee shall notify the CCO. In all subsequent cases of removing a student from a classroom or other college area, the faculty member or other college employee shall notify the CCO. A faculty member or other college employee may seek the assistance of college security if necessary to remove the student from the class meeting or other college area. If the removal of a student from the classroom is intended to be permanent, a complaint under this policy shall be filed with the CCO by the faculty member. The CCO can exercise his/her discretion to allow the accused student to attend class during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

**Off Campus Behavior**

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

**Interim Suspension**

The College reserves the right to issue an interim suspension when it reasonably concludes that a student poses a threat to: (a) him/herself or others; (b) College property or equipment; or (c) disrupts or interferes with the normal operations of the College. During an interim suspension, a student is prohibited from entering upon College’s property or participating in any College activities.

**Complaints Alleging Sexual Harassment or Discrimination**

Claims of discrimination or sexual harassment shall be pursued under the College’s Affirmative Action Plan. For more information, please contact Anita Bowden, the College’s Affirmative Action Officer, at 508.854.4026 or anitab@qcc.mass.edu.

**CODE OF CONDUCT DISCIPLINARY PROCESS**

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College community or by the CCO. This policy is not intended to prevent members of the College Community from attempting to resolve matters informally. Failure to cooperate with the College’s investigation of an alleged Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

1. **Disciplinary Process**

   a. All complaints under the Code of Conduct shall be filed with or by the CCO.

   b. When the CCO files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.

   c. If the CCO determines that a violation exists, three procedural options are available.

   1. **Verbal or Written Warnings** – For low-level offenses, the CCO may issue a verbal or written warning to the Accused Student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.

   2. **Administrative Disposition** – Under an Administrative Disposition, the Accused Student and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal.

      a. A hearing with the Judicial Board shall be scheduled by the CCO not later than thirty (30) days following an Accused Student’s request for a hearing.

      b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.

      c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.

      d. In a matter involving more than one Accused Student, the
Conduct Code

Judicial Board may permit at its discretion individual hearings for each Accused Student.

e. The Accused Party has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be an attorney. An advisor’s role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

3. Conduct of Hearing

a. A hearing is normally conducted in private.

b. There shall be a record created of all hearings. The record shall be the property of the College.

c. All procedural questions are subject to the final decision of the Judicial Board.

d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.

e. A hearing shall proceed as follows:

  • The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials and/or witnesses in response to the Statement of Charges.

  • Following the parties’ presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.

  • While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Board determines a question is relevant, the other party will be asked to respond.

  • The Board shall have a final opportunity to question the parties.

  • After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.

  • In reaching its decision, the Judicial Board shall determine whether it is more likely than not that the Accused Student violated the Code of Conduct based on the information presented.

  • Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. Sanctions

A student found in violation of the College’s Code of Conduct shall be subject to one or more of the following sanctions:

a. Verbal or Written Warning

b. Restrictions/Loss of Privileges

c. Community/Educational Service

d. Restitution

e. Probation

f. Suspension

g. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student’s violation the College reserves the right to impose any of the above-referenced sanctions at any time.

5. Appeal

a. Within five (5) days of receiving the Judicial Board’s decision, either the CCO or the Accused Student may appeal the Judicial Board’s decision to the College’s Appeals Officer.

b. An appeal must be in writing and be based on a credible claim that: the hearing was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board’s decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board’s decision.

c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board’s decision or sanction.

d. The Appeals Officer’s decision shall be final.
College Policies

A. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY

Quinsigamond Community College is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, color, national origin, gender, age, genetic information, veteran status, sexual orientation, or handicap status in its educational programs, or in admission to, access to, treatment in, or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972, Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI) Part 106 (Title IX) and Part 104 (Section 504); and the Americans with Disabilities Act of 1990. All inquiries concerning application of the above should be directed to the College’s Affirmative Action Officer.

B. AFFIRMATIVE ACTION, NON-DISCRIMINATION AND DIVERSITY

The Board of Higher Education of the Commonwealth of Massachusetts is responsible under Chapter 15A of the General Laws of the Commonwealth of Massachusetts for the overall governance of the public higher education system, which includes the fifteen Community Colleges. The Board of Higher Education maintains and promotes a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, genetic information, disability, veteran status, marital status and national origin. This policy incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; and pertinent laws, regulations and executive orders; directions of the Board of Higher Education, the Boards of Trustees of the Community Colleges and the Commonwealth of Massachusetts, and other applicable local, state and federal statutes.

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. The Community Colleges are continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of race, creed, religion, color, gender, sexual orientation, age, genetic information, disability, veteran status, marital status, or national origin. The Colleges shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction or practice within the the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

The Community Colleges are committed to a policy of affirmative action, equal opportunity, equal education, non-discrimination and diversity. They are committed to providing a learning, working and living environment for their students, employees and other members of the College community, which values the diverse backgrounds of all people. The Colleges are committed to assuring that the "College Experience" is one that challenges, empowers, supports and prepares its students to live in, work in, and value our increasingly global and diverse world. The Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College community enriches the institutions and their various constituencies. The Colleges will not tolerate behavior based on bigotry which has the effect of discriminating unlawfully against any member of their communities.

The Community Colleges provide equal access to educational, co-curricular and employment opportunities at the Colleges for all applicants, students and employees in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis. The Colleges are committed to taking a pro-active affirmative action position with respect to their recruitment, selection and promotion of students and employees.

The purpose of the Colleges Affirmative Action/Equal Opportunity/Diversity Initiatives is to establish a set of objectives which will provide for the recruitment and advancement of qualified persons of color, women and persons with disabilities with respect to employment and enrollment opportunities.

The intent of this initiative is to responsibly recognize, and to whatever extent possible, resolve the effects of past societal discrimination and the impact which that discrimination has had, not only on persons of color, women and persons with disabilities, but on the total academic, educational and social system as well. It is not intended and should not be used to discriminate against any applicant, employee or student because of race, creed, religion, color, gender, sexual orientation, age, genetic information, disability, veteran status, marital status or national origin. In response to that recognition, the Colleges, through their Boards of Trustees and Presidents, fully endorse that plan of action set forth in this Initiative and shall oversee and monitor its implementation.

The following specific policies are established:

• Equal opportunity and affirmative action shall apply to all segments of the College; full and part-time employment; day and continuing
C. DISCRIMINATION POLICY

State Policy Regarding AIDS Discrimination

Under both the Massachusetts Constitution, Article 114, and Massachusetts General Laws, Chapter 151B, it is unlawful to discriminate against a person on the basis of his/her disability. These laws, as well as other state laws offer various forms of protection to people with AIDS and those perceived to be at risk of having AIDS.

Federal Policy Regarding Discrimination

A variety of federal laws prohibit AIDS-related discrimination. The Rehabilitation Act of 1973 prohibits discrimination against people with AIDS, or those perceived to be at risk of having AIDS, by federal agencies, federal contractors and subcontractors, and by institutions receiving federal funds.

Title VII of the Civil Rights Act of 1964 may protect against discriminatory practices associated with AIDS where such practices have a disproportionate impact on persons of particular gender, race or national origin.

The Americans with Disabilities Act prohibits discrimination against people with AIDS, or those perceived to be at risk of having AIDS.

D. ALCOHOL AND OTHER DRUGS

Alcohol Consumption

(Consistent with the Code of Conduct)

The serving and/or consumption of alcohol by students is strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events. Exception: An event sponsoring group or its designated agent may, no less than seven days prior to an event, submit a written request to the President (or his/her designee) seeking permission for an exception to this policy. To be valid, permission must be explicit, written, and issued in advance of the event. At college functions where alcohol is available, all state and federal laws will be enforced. Use of college funds for the purchase of alcohol is prohibited.

Possession, Use, Manufacture, or Distribution of Drugs

(Consistent with the Code of Conduct)

Quinsigamond Community College complies with all state and federal laws with regard to the possession, use, manufacture, and/or distribution of unlawful substances. All such activities are strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events.

Information, Training, and Assistance

The College annually sponsors a variety of alcohol and drug education programs for students. The Office of Health and Wellness and the Counseling Office maintain a comprehensive list of support services in the community.

Notification to Families for Campus Alcohol Policy Violations

Consistent with the Family Educational Rights and Privacy Act/Buckley Amendment, the campus may notify the parents or legal guardians of students under twenty-one years of age each time they have been determined to be in violation of the campus alcohol policy.

E. CHILDREN ON CAMPUS POLICY

While Quinsigamond Community College is an open and welcoming campus, it is primarily an educational institution. As a general rule, children will not be permitted in the classroom, or in any other areas of the College where their presence may interfere with the learning or work environment. Students, visitors and staff need to be aware to the following parameters that the College has established concerning children on campus:

- A parent, legal guardian, or a responsible adult must supervise children at all times on the QCC campus.

- A parent, legal guardian, or a responsible adult must supervise children at all times on the QCC campus.
• Children may be allowed in the classroom only with prior approval of the faculty member and not on a reoccurring basis.
• Prior written approval must be obtained from the appropriate facility manager before a child can utilize campus facilities such as the Fuller Student Center or the Athletic Complex. The parent, legal guardian, or a responsible adult must be present at all time.
• The staff in the Campus Children’s School supervise only children who are enrolled in the Campus Child Care program.
• Quinsigamond Community College employees cannot be responsible for the care and supervision of children.

F. CONSENSUAL RELATIONSHIPS
Under this policy of the Community Colleges, consenting romantic and sexual relationships between faculty and student, librarian and student, administrator and student, classified staff member and student, or supervisor and employee are considered unprofessional. Because such relationships have the potential to interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged.

G. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

DEFINITIONS
Quinsigamond Community College abides by the Federal Family Educational Rights and Privacy Act of 1974, Chapter 766 of the General Laws of Massachusetts. No student’s academic or personal records will be released without the student’s written consent, except to those specifically exempted in the legislation.

Quinsigamond Community College reserves the right to disclose “directory information” in accordance with regulations published by the Department of Health, Education and Welfare for enforcing the Family Rights and Privacy act of 1974. For the purpose of this institution, “directory information” includes the following information: a student’s name, student’s address, major field of study, dates of attendance, full-time/part-time status, degree and awards received, and participation if officially recognized activities and sports.

For the purpose of this Policy, Quinsigamond Community College uses the following definitions of terms:

• Student – Any person who attends, or has attended, Quinsigamond Community College.
• Education Records – Any record (in handwriting, print, tapes, film, or other medium) maintained by Quinsigamond Community College, or by a party acting for the College which is directly related to a student, except:
  1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed, or made available to any other person, except the maker’s temporary substitute

2. An employment record of an individual whose employment is not contingent on the fact that she, or he, is a student, provided the record is used only in relation to the individual’s employment.

3. Records maintained by Quinsigamond Community College Public Safety Department, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the Department does not have access to education records maintained by the College.

4. Records maintained by the Health Office, if the records are used only for treatment of a student and made available only to those persons providing the treatment.

5. Alumni records which contain information about a student after he or she is no longer in attendance at the College.

Student Notification of Rights
Quinsigamond Community College

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of student’s education records that the student believes are inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable
information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.

The College identifies the following student information as directory information: a student's name, student's address, major field of study, dates of attendance, full-time/part-time status, degree and awards received, and participation if officially recognized activities and sports.

Directory information may be released by the College to a requesting third-party without a student's prior written consent. A student has the right to request that none or only some of his/her student record information be designated as directory information. A student must notify the College's Registrar, in writing, within two (2) weeks of the beginning of each academic semester if he/she does not wish to have any or some of his/her student information designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense (the "DOD"), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the "Solomon Amendment"), identifies the following information as "student recruiting information": NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., freshman, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College's Registrar's Office for a period equaling one academic year.

If a student has exercised his/her right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.Washington, DC 20202-5901.

Annual Notification

Quinsigamond Community College is required by Section 99.7, of the FERPA Regulations, to provide students annual notification of their FERPA rights. Quinsigamond Community College uses the following methods to notify students annually:

Students will be notified of their FERPA rights, annually, by publication in the Student Handbook and by mail.

H. GENDER AND SEXUAL ORIENTATION DISCRIMINATION

The Colleges are committed to providing a working, living and learning environment that utilizes the resources of all members of the College Community and develops the talents of all of its students without regard to gender or sexual orientation. Any condition that interferes with development of talents by causing discrimination based on sexual orientation constitutes a destructive force within the College community.

The Colleges hereby prohibit all forms of discrimination on the basis of gender or sexual orientation. This prohibition bars all acts that have the effect of denying to any person equality of right, entitlement, benefit or opportunity by reason of such person's gender or sexual orientation. Harassment by personal vilification is prohibited whenever such harassment is based on a person's gender or sexual orientation.

Examples of discrimination on the basis of a person's gender or sexual orientation, all of which are prohibited by this policy include but are not limited to:

1. Differences in salaries (or other benefits) that are paid to one or more men and one or more women, if the differences are not based on a bonafide occupational qualification.
2. Classifying a position or positions as being suitable only for persons of one gender or one particular sexual orientation.

3. Developing position descriptions or qualifications that, without lawful justification, are so specific as to have a disparate exclusionary impact on one gender.

4. Using information on marital or parental status for employment decisions where the use of such information has an adverse impact on persons of one gender or sexual orientation.

5. Treating or causing others to treat persons of one gender or sexual orientation differently from persons of the gender or another sexual orientation differently because of assumptions about or stereotypes of the intellectual ability, interests or aptitudes of persons of particular gender or sexual orientation.

6. Harassing or abusing or encouraging others to harass or abuse a person or group of persons because of their gender or sexual orientation, whenever such harassment or abuse constitutes harassment by personal vilification.

7. Singling out or ignoring one group of students because of their gender or sexual orientation.

8. Diverting a discussion of a student's work toward a discussion of his/her physical attributes or appearance (this will typically constitute sexual harassment, which is one kind of discrimination on the basis of gender).

9. Excluding members of one gender or sexual orientation from a category of positions or from a department or a division.

10. Restricting the number of persons of one gender or sexual orientation in a category of positions or in a department or division.

11. Waiving required position qualifications for one gender or sexual orientation but not for another.

Any employee or student who believes he/she has been a victim of gender or sexual orientation discrimination may file a complaint pursuant to the Affirmative Action Grievance Procedure contained herein. Further information may be obtained by contacting the Affirmative Action Officer.

I. QCC INFORMATION SYSTEMS POLICY

I. Introduction

The Quinsigamond Community College Information System has been designed and developed to support and enhance information resources for the students, faculty, and staff of Quinsigamond Community College in their college related activities. This is accomplished by providing computing facilities including electronic mail capabilities, Internet access, and appropriate data access for on-campus use of the college community. The intent of this policy is not to limit usage but to ensure stability of both the academic and the computing environment. As such this policy is a dynamic document that will be modified as needed. This policy applies to all members of the College community and refers to all electronic resources at the College. Resources provided as part of the College's Information System, including, but not limited to, electronic mail capabilities, Internet access, and appropriate data access, may be used only for college business, and/or for purposes specifically authorized by the College. Any person who uses the College Information System consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state, federal, and international laws and regulations.

Violators of College policies are subject to disciplinary action, including but not limited to loss of computer and network access privileges. All actions may be appealed by the user according to the established college appeal process.

II. Disclaimer

1. Copying material bearing copyrights or patents without proper licensing or authority is prohibited.

2. Accessing material or data belonging to other QCC information systems users without proper authority is prohibited.

3. Using college information systems for political lobbying (see Appendix A) or commercial purposes is prohibited.

4. To copy or remove software from College microcomputers is prohibited.

5. Installation of system hardware or software by unauthorized personnel is prohibited.

6. Use of college information systems that is offensive or harassing is prohibited. (see Appendix B)

7. Use of college information systems which violates ANY college policy is prohibited.

8. Viewing or transmission of any material that violates any state, federal, or international law is prohibited.

4. The College will not be responsible for any damages suffered while on this system, including loss of personal data due to system outages or irresponsible use.

5. Quinsigamond Community College is not responsible for offensive material obtained by any user using college information systems.

III. Information System Acceptable Use Policy

1. Copying material bearing copyrights or patents without proper licensing or authority is prohibited.

2. Accessing material or data belonging to other QCC information systems users without proper authority is prohibited.

3. Using college information systems for political lobbying (see Appendix A) or commercial purposes is prohibited.

4. To copy or remove software from College microcomputers is prohibited.

5. Installation of system hardware or software by unauthorized personnel is prohibited.

6. Use of college information systems that is offensive or harassing is prohibited. (see Appendix B)

7. Use of college information systems which violates ANY college policy is prohibited.

8. Viewing or transmission of any material that violates any state, federal, or international law is prohibited.
9. Use of college information systems to gain unauthorized access to any system or data is prohibited.

IV. Electronic Mail Policy

1. The College does not guarantee privacy or confidentiality of any electronic mail.

2. Use of electronic mail to violate this or ANY College policy is prohibited.

3. Any use of electronic mail which does not respect the image and reputation of the college is prohibited.

4. The user bears sole responsibility for all transmissions using his/her assigned e-mail address.

5. Concealment or misrepresentation of names, addresses, or affiliations in electronic mail is prohibited.

6. Use of electronic mail for commercial purposes is prohibited.

7. Use of electronic mail that is threatening or offensive or intended for harassment purposes is prohibited. (see Appendix B)

8. Electronic mail is part of the business record of the college and may be inspected or subject to discovery in litigation and Freedom of Information Act requests.

V. Prohibition on Viewing or Distributing Obscene Materials

A user may not access, download, store, or transmit obscene materials through the college's computer network system.

VI. Acceptance of Personal Responsibility

The user is solely responsible for all materials viewed, stored, or transmitted from QCC-based computers. QCC expects, however, that users will comply with all College rules and state and federal laws related to Internet use. Failure to do so may result in the suspension or revocation of a user's access privileges and disciplinary measures, including the possibility of civil and/or criminal liability as described in Appendix C.

APPENDIX A

Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot questions or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to the prohibition of any type. A user may not access, download, store, or transmit obscene materials through the College’s computer network system.

APPENDIX B

No member of the community, under any circumstances, may use Quinsigamond Community College’s computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient’s immediate family; (2) using the computer to contact another person repeatedly regarding a matter for which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and (5) using the computer to invade the privacy, academic or other-wise, of another, or the threatened invasion of privacy of another.

APPENDIX C

Any user that violates this policy will be subject to disciplinary action. Further, inappropriate use, whether intentional or not, may result in civil and/or criminal liability, and/or a violation of the Electronic Communications Privacy Laws, defamation, copyright and/or trademark infringement laws and/or sexual harassment and discrimination laws.

APPENDIX D

Authority to perform audit and discovery procedures can only be given by the President or the President’s designee. Occasionally, to preserve system security and stability, it is necessary to perform actions that result in the loss of data or the removal of software. Whenever possible, the user will be notified prior to any action taking place. However if system security or stability is at risk, the action will be performed first and the user will be notified at the earliest possible convenience.
K. NON-DISCRIMINATION AND ACCOMMODATION FOR PERSONS WITH DISABILITIES

The Community Colleges recognize the multitude of barriers which confront persons with disabilities in access to both employment and education. Consistent with State and Federal statutes that affirm and protect the equal opportunities rights of persons with disabilities, the Community Colleges adopt a policy of non-discrimination and equal opportunity for otherwise qualified persons with disabilities.

Any employee or student who believes he/she has been a victim of discrimination due to a disability may file a complaint pursuant to the Grievance Procedure herein. For more information contact the Affirmative Action Officer or the Office of Disability Services.

I. In Employment

The Community Colleges will take constructive measures to ensure equal opportunity in all areas of employment including recruitment, selection, upgrading, opportunities for training and development, rate of compensation, benefits and all other terms and conditions of employment. Further, the Colleges will examine all existing employment policies, practices and facilities to assure that they do not disparately treat or impact otherwise qualified persons with disabilities. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing circumstances. Accordingly, all College facilities may not be available and accessible at a particular time.

II. In Education

The Colleges will examine all existing admissions, student support and other student life policies, practices and facilities to assure that they do not disparately treat or impact otherwise qualified disabled persons. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing circumstances. Accordingly, all College facilities may not be available and accessible at a particular time.

The Colleges will adopt a policy of non-discrimination with respect to admissions, access to programs and facilities and services for all otherwise qualified disabled persons.

In accordance with State and Federal law, the Colleges will provide necessary reasonable accommodations to otherwise qualified students with disabilities to assure equal access to programs, facilities and services.

Any employee or student who believes he/she has been a victim of discrimination due to a disability may file a complaint pursuant with the Grievance Procedure contained herein. Further information may be obtained by contacting the Affirmative Action Officer or the Office for Disability Services.

L. PARKING

All students/visitors are required to park ONLY in the upper five parking lots located on the east side of the campus. Lot 1 row 1 is designated staff/faculty parking until 4:00 pm. Any overflow will be on the soccer field only when directed by QCC Police and end at 3:00 pm. Parking decals ARE required and may be obtained at the Fuller Student Center.

Medical Parking Permits

Students who are disabled permanently or temporarily may apply for a special medical parking permit through the Office of Disability Services, Room 246A, located on the second floor of the Administration Building. As part of this process, applicants will be required to fill out an application form and have their physician sign and authorize the application for the obtainment of special parking privileges.

Motorcycle Parking

All motorcycles are to be parked in the designated motorcycle parking are located on the southwest corner the Administration Building adjacent the rotary. Decals are not required.

Violations of the parking regulations will result in Commonwealth of Massachusetts parking violations and can lead to non-renewal of license and registration and/or vehicle being towed.

The parking fee is $20, per semester, fall and spring.

ALL PARKING FEES COLLECTED WILL BE USED TO FUND STUDENT SCHOLARSHIPS

Prohibited Parking Areas – Tow Away Zones

The following parking/traffic procedures authorize the towing of vehicles parked or standing, in such manner or in such areas are further described, or in any way under the control Quinsigamond Community College.

Authorization of Public Safety: The moving or towing of any vehicle under the provisions of Article V, shall be at the direction of the President of the College or his/her designee. The Chief of Public Safety within the Department of Public Safety will oversee the authorization of towed vehicles from Quinsigamond’s College Campus.

Fees: All towing and storage of towed vehicles will be at the owner’s expense. Towed vehicles may be picked up from the towing contractor upon the showing of proper identification and making the required payment. All fees levied shall abide by the laws of the State set forth by Massachusetts General Laws and shall follow the outlined structure below:

If a tow is called in and then cancelled, and if the truck has not left the towing company’s yard, there shall be NO CHARGE levied to the owner of the vehicle.

Once any piece of towing equipment has been attached to the vehicle, A TOW FEE WILL BE LEVIED and it will be up to the vehicle owner/operator to negotiate with the tow company.

The Department of Public Safety cannot provide transportation to the towing company. Therefore, it is the responsibility of the owner or operator of the vehicle to find transportation to the tow company.

• Fire Lane No parking is permitted in any area designated as a fire lane via painted lines and/or posted signs.

• Emergency Vehicle Access Lanes No parking is permitted in any
area designated for Fire, Police, or Ambulance. These areas also include the service roads on campus and the areas around the entrance to campus buildings, as well as all campus roadways. They are considered TOW ZONES STRICTLY ENFORCED.

- **Solid Green Markings**
  These areas are no parking areas. They are considered TOW ZONES STRICTLY ENFORCED.

- **Loading Zones**
  The areas designated as loading zones have appropriate signage identifying their locations. Dumpster locations are also considered loading zone areas. They are considered a TOW ZONE.

- ** Escorts**
  Members of the Public Safety Staff are available to escort students from their classroom building to the upper lots. If you would like to access this service contact Public Safety at 508.854.4444.

- **Campus Police TTY**
  508.854.2805

- **Handicapped/Reserved Parking**
  Handicap and Reserved Parking areas are clearly marked by appropriate lines and signage. This regulation is TOW ZONE STRICTLY ENFORCED.

- **Overnight Parking**
  Overnight parking from 10:00 pm–6:00 am is prohibited on campus. Extenuating circumstances that dictate a vehicle to be left overnight, must be approved through the Campus Police.

- **Any Vehicle**
  Any Vehicle that has received five or more parking violations is subject to being towed, as are those vehicles that are found to be parked in areas designated as TOW ZONES:
  - Upon any sidewalk – Upon any crosswalk
  - Within (10) feet of a fire hydrant – Blocking a Driveway – Obstructing exit or entrance
  - In front of any barricade temporarily or permanently erected
  - On land not designed for vehicular traffic such as walks, lawns, and open fields
  - In front of a gateway, entrance or other open area

  **THESE ARE CONSIDERED STRICTLY ENFORCED TOW ZONES**

**Traffic Rules**

- The speed limit on campus is 10 M.P.H. (unless otherwise posted)
- Please observe all STOP, DO NOT ENTER, ONE WAY, ARROWS, signage, etc.
- Do not drive or park on walks, paths or grassy areas.
- Observe all crosswalk markings by allowing pedestrians the right of way.

Any vehicle with five or more unpaid violations will be placed on a Tow List. When found, these vehicles will be towed by the Campus Police. Vehicles will continue to be towed until the existing tickets have been paid.

**PARKING FINES**

Penalties established pursuant to Section 13, Chapter 15A, General Laws of the Commonwealth.

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M. PLAGIARISM

Our purpose in the classroom is to seek the truth; this work requires trust and honesty between teacher and student. If we are not honest about what we know and don’t know, our learning will always be impaired. Because our teaching and learning depends on this honest communication, we expect all students to understand what plagiarism is and why it is unacceptable.

Plagiarism means taking someone else’s ideas or words and presenting them as one’s own. The offense can take many forms including cheating on a test, passing in a paper taken from the Internet or from another student, or failing to properly use and credit sources in an essay. Sometimes the issue is subtle, involving getting too much help on an assignment from someone else. In every instance, plagiarism means cheating both oneself and the owner of the source. Since the cheating sabotages a student’s learning experience, consequences range from no credit for the assignment to failure for the course and possible expulsion from the college.

See Plagiarism section in Code of Conduct

N. PLURALISM

The Community Colleges have historically been a major contributing element to the emergence of our nation as one of the most technologically and economically advanced societies of the world. The important role that the Community Colleges can play is profoundly dependent upon the extent to which they may draw from the full collective of intellectual resources within each College’s community of scholars, students, and administrators. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequence for the development of our Commonwealth and, ultimately, our nation.

Community college students, faculty, staff and visitors must be free from conduct that has the purpose or effect of interfering with an individual’s academic or professional performance and creating and intimidating, hostile or demeaning educational or employment environment. Therefore, the Community Colleges establish a policy of unequivocal condemnation of all forms of ethnic, religious, cultural, or racial intolerance within the fifteen college communities.

This policy condemns all conditions and all actions or omissions, including all acts of verbal harassment or abuse, which deny or have the effect of denying to an individual his/her rights guaranteed under the law. The policy reaffirms the doctrine of civility, appreciation for pluralism and the pre-eminence of the individual human dignity as preconditions to the achievement of an academic community that recognizes and utilizes the resources of all persons while recognizing and reaffirming the tenets of academic freedom. The Community Colleges recognize their obligation to protect the rights of free inquiry and expression, and nothing herein shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws.

The Community Colleges will vigorously strive to achieve diversity sufficiently reflective of our society. However, diversity alone will not suffice. There must be a unity and cohesion in the diversity which we seek to achieve, thereby creating an environment of pluralism.

The Community Colleges bear a responsibility by edict and an obligation by social morality to promote understanding and acceptance of ethnic, cultural, religious and racial diversity as we strive to create an atmosphere of dignity for all individuals and groups within our system of higher education. The President or his/her designee will take reasonable measures to prevent and discourage harassment and will act positively to investigate alleged harassment and to effect a remedy or resolution when an allegation is determined to be valid.

O. SEXUAL HARASSMENT POLICY

a. Introduction

It is the goal of the Quinsigamond Community College to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the College takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

b. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or
condition of employment or as a basis for employment or academic decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to male or female workers or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Community Colleges.

(c) Complaints of Sexual Harassment

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee has the right to file an Affirmative Action Grievance Form with the College.

If you would like to file a grievance you may do so by contacting the College's Affirmative Action Officer, Anita Bowden, located in room 227A. The Affirmative Action Officer is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process. If the Affirmative Action Officer is the person against whom the grievance is filed, the President shall designate another College official to act as the Affirmative Action Officer.

d. Sexual Harassment Investigation

When we receive a grievance alleging sexual harassment, the matter is handled pursuant with this Policy's Grievance Procedure. The grievance procedure will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that a violation of this policy has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

(e) Disciplinary Action

If it is determined that a violation of this policy has occurred, the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

(f) State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a grievance under this Policy does not prohibit you from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")

P. SMOKING

No smoking will be permitted within campus buildings. Designated smoking areas have been provided near the Surpremanent, Administration, and Fuller Student Center buildings. In addition, no smoking is allowed withing 20 feet of entranceways and/or doorways at the QCC campuses. (See Campus Map for specific locations.)

Q. SOLICITATION POLICY

The College President shall ensure that the following policy guidelines are implemented and administered on her
respective campus in a fair, impartial, and uniform manner and without discrimination on grounds of race, color, religion, national origin, age or sex.

In an effort to ensure non-interference with the educational activities and business operations of the College, the College President or his/her designee shall prohibit all private profit and nonprofit organizations, agencies and/or otherwise permitted as follows:

1. The College President or his/her designee may permit federal, state and municipal agency representatives to have access to the campus for any purpose for which said agency representatives are legally authorized to do so; provided, however, the College President or his/her designee retains the authority to regulate the time, place and manner of such access to minimize any interference with the educational activities and business operations of the College.

2. The College President or his/her designee may, upon request, waive the general prohibition against soliciting as stated above upon determination that (a) the purposes of the campus solicitations shall be for the general interest or benefit of the College, students, faculty, or staff; and (b) the proposed solicitation shall not disrupt the continuity of business operations and/or educational activities of the College.

3. The College President or his/her designee shall maintain a record of all on-campus solicitation requests and the disposition of such request.

R. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

The U.S. Department of Education requires each college to have a policy that ensures all students receiving financial aid maintain satisfactory progress toward completing their program of study. Your academic record will be reviewed at least annually, prior to receiving financial aid, to make sure you have complied with the standards outlined below.

IMPORTANT DEFINITIONS

Attempted Credits: All credits in which you were registered at the end of the add/drop period. This includes courses with grades of F, W, X, I, IR, AU, WA. In addition, all earned credits that appear on the transcript outside of QCC courses are considered attempted (i.e., transfer credits).

Earned Credits: Courses that have been successfully completed.

CRITERIA

Three criteria will be monitored at the end of the spring semester each academic year (Exception: certificate students enrolled full-time and students on financial aid probation will be monitored at the end of each semester).

I. Minimum Cumulative GPA

- 1-15 total attempted credits: 1.50 cumulative GPA
- Over 15 total attempted credits: 2.00 cumulative GPA

II. Minimum Earned Credits

- 1-15 total attempted credits: earn 50% of attempted credits.
- Over 15 total attempted credits: earn 66.67% of attempted credits.

III. Maximum Time Frame

You must be able to complete your certificate or degree program by attempting no more than 150% of the total credits required for completion of that program. All coursework applicable to the major will be counted toward maximum time frame. Additionally, up to 30 credits of developmental courses (courses numbered below 100) and all English as a Second Language (ESL) coursework is excluded from this calculation.

SATISFACTORY ACADEMIC PROGRESS STATUSES

Good: You have met all standards as described above.

Suspension: If you do not meet the standards described above, you will be placed on Suspension. Any student who reaches their maximum time frame will be placed on Suspension. While on Suspension you are not eligible for any form of financial aid.

Probation: If you submit an appeal letter and it is approved, you will be placed on Probation for one semester during which time you may still be considered for financial aid. Standards will be reviewed again at the end of the Probationary semester. If standards are not met, you will return to Good standing. If they are not met, you will be placed on Suspension.

Appeal Process: If you have been placed on Suspension, you may appeal this decision, in writing, if you have unusual circumstances that prevented you from meeting the Satisfactory Academic Progress Policy. You must also meet with an academic advisor and have an academic plan developed. The appeal letter must describe what prevented you from meeting the Satisfactory Academic Progress criteria and what has changed so that you can meet the standards in the future. The appeal letter with the academic plan should be submitted to the Financial Aid Office as quickly as possible. You will be notified of the results of your appeal in writing. If your appeal is approved, you will be placed on Probation and will be eligible for financial aid as long as you meet the requirements of the academic plan.

REGAINING ELIGIBILITY FOR FINANCIAL AID WITHOUT AN APPEAL

After successfully completing at least one semester, without the benefit of financial aid, you may be reconsidered for funding. You must meet all of the standards described above and notify the Financial Aid Office that you would
like to have your eligibility for funds re-evaluated.

EXAMPLES

1. During the fall semester you were registered for 12 credits at the end of the add/drop period. During the spring semester you were registered for 9 credits at the end of the add/drop period. Your total attempted credits for the academic year is 21. After the add/drop period, you withdrew from one course in the fall semester, but successfully completed the remaining 9 credits. In the spring semester, you completed all 9 credits with grades of “D” or better. Your total earned credits is 18. If you have attempted more than 15 credits, you must complete at least 66.67%. You completed 18 of 21 credits, which is 85%, so you are meeting the standards. If you have attempted no more than 15 credits, you must complete 50% of the credits attempted, so in this example if you earn at least 11 credits you will meet the standards. You are considered in Good standing for financial aid.

2. You are in an associate degree program that requires a total of 62 credits. You have a total of 93 credits attempted at the end of the academic year. You have reached your maximum time frame (62 credits X 150% = 93 credits) and are no longer eligible for financial aid funding. You will be placed on Financial Aid Suspension.

Revised 2011, effective 7/1/2011

S. STUDENT GRIEVANCE POLICY

Policy Goal: Conflict Resolution

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

Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

I. DEFINITIONS

1. Complaint: The informal, unwritten, stage of an allegation of mistreatment.

2. Grievance: A written complaint filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his/her rights as a student.

3. Grievant: The student or students filing the Grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.

4. Responding Party: The person against whom a complaint or grievance is directed.

5. Student Grievance Officer: A college employee assigned responsibility for administering the student grievance procedure, including the maintenance of specified records. The Student Grievance Officer shall usually be either the Vice President of Enrollment and Student Services or the Affirmative Action Officer. If this individual is the person against whom the Grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.

6. Time: The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual agreement between the Grievant and the responding party.

7. Day: as used in this policy, shall mean a calendar day.

8. Chief Officer: if a complaint is filed against a full or part-time faculty member, the “Chief Officer” shall be the Chief Academic Officer. If a complaint is filed against a professional or classified staff member, the “Chief Officer” shall be the Chief Administration Officer.

9. Instructional Period: the academic semester when a Grievant knows or should have known of a grievable act or inaction.

Utilizing The Student Grievance Procedure

The Student Grievance Procedure may be used by a student to address complaints concerning the alleged abridgment of the student’s rights, as stated in the College’s Student Handbook and/or policy guide. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College’s Student Grievance Officer is the Vice President of Enrollment and Student Services, or designee.

The Student Grievance Procedure may not be used for complaints alleging sexual harassment or discrimination. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the College’s Affirmative Action Grievance Procedure is contained in the College’s Affirmative Action Plan. The College’s Affirmative Action Officer is located in the Office of Human Resources.

In cases involving grade disputes, the Vice President of Academic Affairs serves as the Grievance Officer. If a complaint involves a grade dispute, a student shall process the complaint in accordance with the Student Grievance Procedure, even if the student alleges that a grade was improper because of discrimination.
At any level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the time table in writing. When practical, a mediation session shall be conducted no later than thirty (30) days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a resolution cannot be achieved, the Grievant may proceed with the Grievance Process.

A claim of physical or sexual assault shall not proceed under the Student Grievance Procedure. A student claiming physical or sexual assault by an employee of the College shall report the incident to the Public Safety Department and/or the Director of Human Resources. A student claiming physical or sexual assault by another student or an employee claiming physical or sexual assault by a student shall report the incident to the Public Safety Department and/or the Vice President of Enrollment and Student Services.

Further, in matters involving physical assault, students and employees are strongly encouraged to report the incident to the local authorities. Except for extenuating circumstances, as determined by the President or his/her designee, failure by either party to comply with the Student Grievance Procedure during the course of a Grievance shall result in the waiving of the noncompliant party’s rights under the Procedure.

**LEVEL ONE: INFORMAL PROCEDURE**

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

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

The Responding Party must respond to the Grievant’s complaint within ten (10) days. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

**LEVEL TWO: FORMAL PROCEDURE**

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

**L2 – STEP ONE** – The Student Grievance Officer shall notify the parties, in writing, when a complaint is not resolved informally at Level One.

The Grievant may, within ten (10) calendar days after receipt of the Student Grievance Officer’s written notice, file with the Student Grievance Officer a formal written Grievance. The Grievance shall contain the following information: the name and title of the person(s) against whom the Grievance is directed, a statement of all known facts, documents and materials supporting the Grievance, a list of individuals who have information pertinent to the Grievance, and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the Grievance as part of the Grievance. The Grievance shall also state the date it is filed and that it is being filed at “Level Two, Step One.”

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

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

**L2 – STEP TWO (SUPERVISOR LEVEL)**

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

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

At any time before the issuance of the Supervisor’s Step Two decision,
the Chief Officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade Appeals do not go beyond this Step (Level Two – Step Two) per the section on Grade Appeals. Either party to a Grievance may raise no new issues or allegations after Step Two.

L2 – STEP THREE
(STUDENT GRIEVANCE COMMITTEE LEVEL)

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

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

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

Within ten (10) calendar days of the President’s receipt of the Committee’s findings and recommendations, the President or his/her designee, shall issue a written statement accepting, modifying or rejecting the Committee’s recommendations.

The decision of the President, or his/her designee, shall be final and binding on all parties.

Grade Appeals

Complaints or Grievances filed in connection with assigned grades represent a special case within the Grievance procedure. Grading reflects careful and deliberate assessment of a student’s performance by the instructing professional(s). As such decisions are necessarily judgmental, the substance of those decisions may not be delegated to the Grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by separate appeals procedures for clinical programs as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a Grievance under the Student Grievance Procedure. A Grade Appeal Grievance shall proceed no further than Level Two, Step Two. For purposes of a Grade Appeal, the Chief Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the Grade Appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timelines specified (see “Time” definition), the student may initiate his/her Level One complaint with the Chief Academic Officer of the appropriate instructional division (who shall be identified by the Chief Academic Officer). If at any level substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the Chief Academic Officer of the appropriate instructional division or his/her designee shall instead reassess the grading process.

Membership of the College Student Grievance Committee

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

Guidelines for Committee Hearings

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

1. Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee Chairperson. The Chairperson shall be selected by a simple majority vote

2. The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee, but shall vote only in the event of a tie.

3. All hearings shall be closed and deliberations of the Committee shall be confidential and conducted in private.
4. The Grievant and the Responding Party shall be in attendance at the hearing.
   Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at anytime during a hearing consult in private with his/her advisor.

5. Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify.

6. The Grievant will address the committee first. The Grievant will state the nature of his/her grievance and may present relevant evidence and/or witnesses in support of the grievance.

7. The Responding Party may respond to the Grievant’s complaint and present relevant evidence and/or witnesses in opposition to the grievance.

8. Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses.

9. After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the Grievance, the party or witness to whom it is addressed will be asked to respond.

10. Following the parties’ questioning of each other, the Committee will have another opportunity to question the parties and witnesses.

11. Hearings before the Committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.

12. If a party to a Grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party’s absence.

13. The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the Committee and its recommendations. Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer, to the Grievant, the Responding Party, and the President or his/her designee.

14. When deciding upon a Grievance, the Committee shall consider whether a finding against the Responding Party is fundamentally fair and reasonable under the circumstances and in accordance with applicable College rules and procedures.

**WITHDRAWAL**

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

**ALTERNATIVE FORUMS**

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

**REPRISALS**

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

**COLLATERAL RIGHTS OF PERSON GRIEVED BY STUDENT**

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

**T. WEAPONS AND FIREARMS POLICY**

Except for authorized law enforcement purposes, no weapons of any kind are allowed on QCC campus. (Consistent with the College’s Code of Conduct)

**U. ELECTRONIC COMMUNICATIONS**

The college uses Qmail as an official means of communication with students. All students are expected to read their college email regularly and respond appropriately. If students choose to forward their Qmail to another email provider, they are still responsible for receiving all college communications. The college also has an Emergency Alert text messaging system. Students can choose to sign up for this service through The Q, the college’s student and faculty portal.
GRADING POLICY

1. The grading policy shall be in conformity with the College mission of access and quality.
2. Grades shall be awarded only for demonstrated student learning.
3. Program goals shall be achieved through successful completion of established learning outcomes of educational experiences in the program.
4. Learning outcomes of educational experiences shall constitute the basis for assessing student learning.
5. The criteria for assessing learning outcomes shall be as objective as possible.

GRADING REGULATIONS

1. The letter grades A, B, C, D, F shall be awarded for learning outcomes for an educational experience achieved through alternate delivery systems only if a QCC faculty member is responsible for the entire experience. The letter grade of P shall be awarded for acceptable learning outcomes for a prior learning experience.

2. The minimal passing grade for developmental courses (courses numbered below 100 level) shall be C.

3. The grade of I will be converted to an academic grade by the end of the twelfth week of the following full semester. Students who have not completed the course requirements by the end of the twelfth week will have the course grade changed to F.

4. When a grade of I is issued, the instructor will indicate on a specified form assignments which will remedy the deficiency, or that the course is to be repeated.

5. This form will be filed in the Registrar’s Office. The Registrar will inform the student of the proper process to be followed in order to implement the grade change.

6. If an instructor wishes to use P instead of A, B, or C, he/she must receive written permission from the Academic Vice President at the beginning of the semester.
7. Instructors’ course requirements, expected learning outcomes, methods of evaluation, and attendance policy will be published in writing and will be submitted to students by the end of the first week, or equivalent, of class.

8. Evaluation of the student learning will be made according to the instructor’s stated learning outcomes. Auditors do not receive official grades on examinations or other class assignments although they may be asked to fulfill all course requirements. No change to or from audit status will be permitted after the first ten weeks of class (or equivalent class hours).

9. If a course is repeated, only one grade will be used in computation of the QPA. However, both the original and the second grade earned will remain on the student’s permanent record.

10. Students may add or drop courses during the Add/Drop Period in the first eight days of the Fall and Spring Semester and the first four instructional days of the Summer Semester. During intersession Add/Drop will only be processed on the first day of class.

11. If the student wishes to withdraw prior to the tenth week of class (or the equivalent), he/she may complete the form, obtain the signature of the instructor or their academic advisor and return it to the Registrar’s Office.

12. A student intending to withdraw from a course after the Add/Drop period must do so prior to the last day of classes:
   • Obtaining a withdrawal form from the Registrar’s Office or the Advising Office.
   • And return the completed withdrawal form to the Registrar’s Office.

13. Any student who cannot attend classes, take an examination, study, or fulfill work requirements on a particular day due to his or her religious beliefs, shall be excused from such obligations. The student will be provided with an opportunity to make up such examination(s), study, or work requirements.

ACADEMIC DISMISSAL AND PROBATION

1. All students matriculating in a degree or certificate program, other than first semester freshmen (cumulatively enrolled for under 17 credits), must meet the following requirements:

   Attempted Credit Hrs Dismissal Probation
   17 to 32 QPA under 1.50 QPA 1.50-1.69
   over 32 QPA under 1.70 QPA 1.70-1.89

2. First semester freshman (cumulatively enrolled for under 17 credits) who do not meet a minimum QPA of 1.00 will be put on academic probation.

2. Academic probation and dismissal will occur on the basis of the cumulative grade point average.

3. Only courses in which W grades or audits are received will not count in determining full-time and part-time enrollment status.

4. Students who are on probation for two successive semesters are subject to academic dismissal.

5. Academic probation/dismissal will not apply to intersession and summer sessions.

6. All dismissals are subject to review by the Academic Vice President.

7. Students who are academically dismissed from the college may qualify for readmission by the following methods:
   • attending courses as a non-matriculating student, improving their QPA to the minimal acceptable level, and earning a minimum of six credit hours;
   • reapplying after one year;
   • petition the Vice President of Academic Affairs for readmission.

Academic Standing

“Satisfactory Academic Standing” and “Satisfactory Academic Progress” are synonymous with meeting the standards outlined in Item 2 of Academic Dismissal and Probation. Students on academic probation for one semester meet minimum requirements for good academic standing and satisfactory progress, but if they are on a dismissal status, they will be deemed as not meeting the minimum requirements. A Quality Point Average of 2.00 is the minimal level for graduating in any degree or certificate program.

The Board of Appeal

1. Any student who is academically dismissed may appeal his/her case to the Board of Appeal, a body advisory to the Academic Vice President.

2. The Board of Appeal is convened as needed by the Academic Vice President. The student appealing his/her case does so in writing giving reasons supporting his/her reinstatement into the College. Directions for filing appeals are mailed with the student’s dismissal notice.

3. If a student’s appeal is granted, and the student is subsequently re-admitted to the College, he/she may be assigned to a special “High-Risk Student Advisor” with whom he/she must work closely during the readmission semester.

4. If a student’s appeal is granted, and the student is subsequently re-admitted to the College, the Appeal Board’s recommendations (i.e., course load, counseling, advising) must be followed.
Petition Process

If a student believes there are unusual or extenuating circumstances which justify the exemption from an academic regulation (i.e., graduation course requirement), he/she can obtain a student petition form from the Registrar’s Office (Rm. 152A) or the Advising Center (Rm. 61A). After completing the form, the student should return it directly to the Registrar’s Office. It will be forwarded to the Academic Vice President for a final decision.

Request to Change Study Option

A student can request to change from one degree or certificate program to another by completing a Study Option Change Request. This form is available in the Admissions Office in the HLC. In order to be approved to change from one academic program to another, the student must meet the minimum academic admissions requirements for the program he/she is requesting to enter. Admission is based on space availability.

Course Changes

Students should have semester course schedules in final form by the end of the registration period. If a student wishes to make a change in the schedule, he/she must contact the Registrar’s Office (Room 152A) or the Advising Center (Room 61A) during the Add/Drop Period. However, it may not be possible to accommodate every request for a course or section change.

Repeating a Course

If courses are repeated, only one grade will be used in the computation of the QPA. However, both the original and the second grade earned will remain on the permanent record.

Progress Reports

During the eighth week of classes each semester, the student will receive mid-semester progress grades. Progress grades do not become part of the student’s permanent record and are intended only as indicators of progress in specific courses.

Restricted Courses

To insure the availability of required courses for students enrolled in specific programs, certain courses may be designated as “restricted.”

• Restricted courses will be identified by the Academic Vice President or his/her designee.
• Admission will be prioritized according to criteria set by Academic Vice President/designee as follows:
  a. Students enrolled in the program;
  b. Students on the related QCC program waiting list; and other students (with the approval of the Academic Vice President or designee).

Sequential Courses

In curricula where sequential courses must be arranged in the order of difficulty, the beginning courses will present a basic knowledge of the discipline, including the philosophy, techniques, and terminology as appropriate; and the contents of the succeeding courses will be based upon that knowledge.
• A course prerequisite will be established when a body of knowledge or skills level is necessary for a sequential course.
• Any student registered for a course for which he/she does not have the listed prerequisite, will be withdrawn from that course.
• The Instructional Dean or a designee will place the incoming student at the appropriate academic level according to his/her demonstrated performance or achievement.
• In sequential courses, where the first semester course is a prerequisite for the second semester course, a student receiving a 12 week “I” must petition the appropriate Instructional Dean for admittance to the sequential course.
• A matriculating student who has earned credit in a course with a prerequisite may not subsequently enroll in or receive a grade in the prerequisite course.
• The Program Coordinator or designee will annually review course sequencing and prerequisites to assure their continuing validity.

Withdrawal from the College

To officially withdraw from the College, a student must complete a withdrawal form which is available in the Advising Center (Room 61A). Prior to withdrawing, students will be asked to meet with an advisor for an exit interview. If students withdraw after the tenth week and before the last day of classes, they will receive grades from their instructors in accordance with the College’s grading policy.

Students receiving financial aid should check with the Financial Aid Office prior to withdrawing to determine the impact of their withdrawal on their Financial Aid. The Vice President of Enrollment and Student Services (Room 149A) receives all requests and documentation to withdraw for medical reasons. The Vice President will consult with appropriate personnel at the College, as well as the medical services provider of the student. After consultation, he/she will inform the student of the decision. If circumstances warrant, a process for future readmission will also be communicated.

Student Honors

Dean’s and Merit Lists

QCC recognizes the academic achievement of its students each semester. Students who meet the following criteria are eligible for recognition:
• All grades must be C or higher (no grades of I or X are permitted)
• Semester QPA must be 3.5 or higher and cumulative QPA must be 2.0 or higher
• All courses must be college-level

Dean’s List: Students who meet the stated criteria and have earned 12 or
more credits in a given semester are 
named to the Dean’s List.

Merit List: Students who meet the stated 
criteria and have earned 6 or more 
credits in a given semester but fewer than 
12 credits are named to the Merit List.

Individual Honors are noted on the 
student’s transcript each semester.

Phi Theta Kappa is the 
international honorary scholastic 
society for American Community and 
Junior Colleges. Its purpose is to 
recognize and encourage scholarship, 
leadership, fellowship and service 
among two-year college students. Each 
semester, a limited number of students 
who have particularly distinguished 
themselves at Quinsigamond are 
inducted into membership.

Who’s Who Among 
Students in American 
Community and Junior 
Colleges is one of the most highly 
regarded honors programs in the nation, 
earning the respect of college faculties 
and administrators. Recognition as one 
of the outstanding campus leaders in 
America is a major achievement. Each 
year, several Quinsigamond students 
are named to Who’s Who.

Graduation Honors 
At graduation, Quinsigamond honors 
students for their outstanding academic 
achievement. Students with a Quality Point 
Average of at least 3.6 prior to graduation 
qualify for Highest Honors. Students with 
a Quality Point Average of 3.3 or 3.0 prior 
to graduation qualify for High Honors and 
Honors, respectively.

B. CHANGES IN 
ACADEMIC PROGRAMS

Students can request a change from 
one academic program to another by 
completing a Program Change Form 
which is available in the Admissions 
Office (Room 201HLC).

C. CLASS 
CANCELLATION

From time to time faculty will find 
it necessary to cancel their class. 
Notification of class cancellation for 
both day and evening absences 
are posted on The Q – the Student 
& Faculty Portal at www.QCC. 
edu and outside Room 127 in the 
Surprenant Building and outside room 
the Registrar’s Office 152A in the 
Administration Building.

D. CORI & SORI 
INFORMATION

Introduction

Many consumers of services in our 
Field Placement Sites are particularly 
vulnerable. Some agencies conduct 
a very in-depth screening of potential 
employees to assure the highest 
quality of care and minimize placing 
the consumers at additional risk. One 
procedure used to accomplish this goal 
is a CORI check.

Student interns and potential employees 
may be required to submit to a CORI 
check as a condition of employment.

Criminal Offender 
Record Information and 
Sex Offender Registry 
Information Checks

In order for a student to be eligible to 
participate in an academic, community 
or clinical program that involves potential 
unsupervised contact with children, 
the disabled, or the elderly, the student 
may be required to undergo a Criminal 
Offender Record Information (CORI) 
check and/or a Sex Offender Registry 
Information (SORI) check. Any student 
taking a course in the Child Study Center 
will have a SORI/CORI/Department 
of Children and Families (DCF) check 
completed. Students found to have 
certain criminal convictions, DCF 
findings, or pending criminal actions will 
be presumed ineligible to participate 
in such activities. The College is 
authorized by the Commonwealth’s 
Criminal History Systems Board, 
pursuant to Massachusetts General 
Laws, Chapter 6, Sections 167-178B, 
to access CORI records. The College 
shall refer to regulations issued by the 
Commonwealth’s Executive Office of 
Health and Human Services, 101 Code of 
Massachusetts Regulations 15.00-15.16, 
as guidance when assessing student 
CORI records. Sex Offender checks shall 
be performed pursuant to Massachusetts 
General Laws, Chapter 6, Sections 
178C-178P.

Community 
Notification of 
CORI & SORI 
Information: 
WHERE TO ACCESS SEX 
OFFENDER INFORMATION

In accordance with federal law, the 
college is required to advise the 
campus community where information 
concerning registered sex offenders 
may be obtained. Accordingly, in order 
to access public information pertaining 
to registered sex offenders enrolled or 
employed at the College, please contact 
the Commonwealth of Massachusetts’ 
Sex Offender Registry Board, located 
at P.O.Box 4527, Salem, MA 01970- 
4547, 978.740.6400, or the Police 
Department whose jurisdiction oversees 
the residential address of the person 
you inquiring about.

If you have any questions regarding 
access to this type of information, 
please feel free to contact the 
College’s Chief of Police located in 
the Administration Building within the 
main campus at 670 West Boylston St., 
Worcester, MA 01606.

NOTE: Sex Offender Postings are 
located in following areas on campus:

Administration Building – 
Basement level bulletin board outside 
of room 48A

Surprenant Building – Basement 
level bulletin board, outside of room 
135S

Statement of 
Understanding

I have read the above information about 
CORI checks and understand that as a 
student intern or potential employee I 
may be asked to submit to a CORI check.
G. CLOSING DUE TO INCLEMENT WEATHER

The QCC Inclement Weather Line number is 508.854.4545. Information is also available on the QCC Web Site: www.QCC.edu

H. CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask (an appropriate official of) Quinsigamond Community College to amend a record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy, or other rights.

2. Quinsigamond Community College may comply with the request, or it may decide not to comply. If it decides not to comply, Quinsigamond Community College will notify the student of the decision and advise him or her of his or her right to hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3. Upon request, Quinsigamond Community College will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing office may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request, to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. Quinsigamond Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If Quinsigamond Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student's education records, as long as the contested portion is maintained. If Quinsigamond Community College discloses the contested portion of the record, it must also disclose the statement.

8. If Quinsigamond Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

I. DISCLOSURE OF EDUCATION RECORDS

Quinsigamond Community College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

• A person employed by the College in an administrative, supervisory, academic or research position.

• A member of the Board of Trustees.

• A person employed by or acting for the College to perform a special task; such as, the attorney or auditor.

A school official has a legitimate educational interest if the official is:

• Performing a task that is specified in his or her position description.

• Performing a task related to a student's education.

• Performing a task related to the discipline of a student.

• Providing a service or benefit relating to the student or student's
family, such as Health Care, Counseling, Job Placement or Financial Aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the United States Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of Financial Aid, as necessary to determine the eligibility, amount or conditions of the Financial Aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for, or on behalf of, the College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime, with respect to that crime.

**J. EMERGENCY EVACUATION PROCEDURE**

**SECTION I**

**TO REPORT A FIRE**

1. All fires (or possible fires evidenced by smoke, the smell of burning materials, etc.) should be reported immediately as follows:

   **Dial 4444 – Report Fire:**
   **Pull The Nearest Fire Alarm**

**SECTION II – FIRE SAFETY PLAN FOR STUDENTS AND STAFF**

Please follow the applicable steps whenever the fire alarm in your building sounds:

1. Students must quickly exit the building by using the nearest exits. (The evacuation route is denoted by red EXIT signs in corridors and other appropriate places.) A fire exit sign is located on the wall immediately adjacent to the corridor door(s) of all classrooms.

2. When the classroom has been emptied, the faculty member, where practical, checks to see that all windows and secondary exits are closed and all electrical and gas devices are turned off. The lights should be left on. He/she then leaves, making sure the classroom corridor door is unlocked and closed, where practical, and exits the building following the evacuation route noted in Step 1.

3. Anyone located in the Cafeteria, Bookstore, Auditorium, Learning Resource Center, Lounges, etc., will evacuate the premises immediately by using the closest available exit.

4. Students and/or other visitors in offices will immediately be told to leave and follow the evacuation route noted in Step 1.

5. When those evacuating reach the outside, they are to keep moving until they are at least 500 feet away from the building.

6. At no time should an elevator be used as a means of exit.

7. No one may re-enter the building until authorization is received from the fire department or Public Safety personnel.

8. Any person found to falsely pull a fire alarm will be cited or arrested for his/her actions. Under MGL 269 Section 13. $500.00 fine or up to 1 year in House of Corrections.

9. Also a person that sets off a fire extinguisher as a prank can be charged under MGL 266 Section 126A Malicious or Wanton/Defacing property.

**Building occupants** will evacuate upon hearing a fire alarm and report immediately to the building’s designated evacuation location. For example: If you are in a meeting located in the Administration Building when the incident occurs, report to the Administration building evacuation location. Once the building is evacuated, no one will be allowed to re-enter until Campus Police, your Building Assistant or an ER Team Member gives the “ALL CLEAR.”

Once in the designated evacuation location, remain there and seek the guidance and directives of the ER Team member or Building Assistant, who will be easily identified by bright colored vests.

The ER Team Member or Building Assistant will have updated information (as soon as practical) and will need your complete cooperation.

**EVACUATION FOR HANDICAPPED STUDENTS AND STAFF**

**Important:**

a. Evacuation points are designated as a landing in the nearest accessible stairway.

b. At no time are elevators to be used as means of Exit.

c. To avoid injuries, a handicapped person, where possible should be evacuated after others.

d. When ever possible a handicapped person should not be left unattended at any time during an emergency.

**Building Occupants**

Staff, faculty and students are responsible to learn the locations of exits and fire alarm pull stations, as well as the evacuation locations by buildings.

Staff are requested to assist the handicapped person to the nearest acces-
sible stairwell when the fire alarm in that building is sounded.

Fire Department personnel will be responsible for checking these areas as applicable. During scheduled drills, there will be no need for the handicapped person to exit the building.

During an unscheduled alarm, the Public Safety Department and Fire department personnel will make and implement the decision on whether or not to transport a handicapped person out of the building.

The Fire Department personnel will advise the handicapped person when it is safe to re-enter the building.

**OUTDOOR EVACUATION LOCATIONS BY BUILDING**

**Administration Building** – Exit building at the closest and safest location and report to the front lawn (West Boylston St. side) at least 500 feet from building. Do not block roadway for emergency vehicle access.

**Child Study Center** – Exit building at the closest and safest location and report to the north lawn directly across Assumption Avenue. Do not block roadway for emergency vehicle access.

**Ahlfors Building** – Exit building at the closest and safest location and report to the lawn area by the baseball field. Do not block roadway for emergency vehicle access.

**Athletic Center (Field House)** – Exit building at the closest and safest location and report to the lawn area by the baseball field. Do not block roadway for emergency vehicle access.

The process for obtaining emergency assistance ON CAMPUS is as follows:

1. When an emergency occurs on campus, it should be reported to the Campus Public Safety Office by dialing extension 4444 and describing the situation in detail to the person responding. This procedure is to be followed at all times, 24 hours a day, 7 days a week.
2. Campus Public Safety will respond to the call and make appropriate decisions regarding the situation.
3. If the situation requires outside assistance such as fire, police, or ambulance service, Campus Public Safety will be responsible for contacting the appropriate outside agency.

**EMERGENCY TELEPHONE LOCATIONS:**

**Administration Building**
- Sub-basement
- Basement Cafeteria
- Bookstore
- Basement beside service elevator/cafeteria
- Basement beside main elevator
- 1st floor beside service and main elevators
- 2nd floor beside service and main elevators
- 3rd floor beside service and main elevators
- 4th floor beside room 416A

**Surprernant Building**
- Basement level beside elevator (B-S)
- 1st floor beside elevator (1-S)
- 2nd floor beside elevator (2-S)
- 3rd floor beside elevator (3-S)
- 4th floor beside elevator (4-S)

**Athletic Center:**
- First floor East entrance beside athletic office (1-G)
- Lower Fitness Level (2-G)
- Women's Locker Room (3-G)
- Men's Locker Room (4-G)

**Ahlfors Building:**
- Front hallway by the men's room (1-AL)

**Student Parking Lots**
- BOX 1 Parking Lot #1 (Adjacent center stairs)
- BOX 2 Parking Lot #1 (Sidewalk across from Harrington Learning Center)
- BOX 3 Parking Lot #2 (Center of parking lot)
- BOX 4 Parking Lot #3 (Sidewalk across from Athletic Center)
- BOX 5 Parking Lot #3 (Center of parking lot)
- BOX 6 Parking Lot #4 (Near Athletic Field)
K. EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

When employees or students believe their equal opportunity rights have been breached, the grievance process is a mechanism for resolution. Prior to the filing of a formal written grievance under this Plan, the parties to a dispute are strongly encouraged to attempt to reach an informal resolution of the dispute. It is recommended that the Affirmative Action Officer be consulted with and participate in any efforts by the parties to formally resolve a grievance. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues.

At any point during the Affirmative Action grievance procedure, either party may request mediation by contacting the Affirmative Action Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Affirmative Action Officer, or the President’s designee, shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. When a Grievant believes that he/she has been discriminated against because of his/her race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, pregnancy, criminal record or national origin, the Grievant may file a formal written complaint in writing with the Affirmative Action Officer. For a student grievant, a formal complaint may be filed within thirty (30) calendar days following the instructional period when the Grievant knew or should have known of the grievable act. For an employee grievant, a formal complaint may be filed within thirty (30) calendar days from when the Grievant knew or should have known of the grievable act. The grievance shall contain a statement of all known facts pertaining to the alleged violation and shall be filed on the Affirmative Action Discrimination Grievance Form (see Appendix A), which shall be available from the Affirmative Action Officer. If a student is involved, the Affirmative Action Officer shall notify the Vice President or Dean of Student Services.

During Step 1, the Affirmative Action Officer has the authority to seek to resolve the grievance through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing and the Affirmative Action Officer shall retain the document, with copies to the parties. Thereafter, the matter shall be considered resolved between the parties.

Once a formal written complaint is filed with the Affirmative Action Officer, the Affirmative Action Officer will notify the Responding Party, in writing, of the grievance (see Appendix B), and provide the Responding Party with a copy of the grievance. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have fifteen (15) calendar days from receipt of notice to submit a Report of Findings and Recommendations to the President for consideration.

Within ten (10) calendar days of receipt of the Officer’s Report of Findings and Recommendations, the President, or his/her designee, shall issue a written decision to the parties. The written decision shall be delivered in hand or by certified mail. The President’s decision is final. If the President is the Responding Party in an Affirmative Action Grievance, then the Chair of the College’s Board of Trustees shall designate a Board member(s) to administer Step 2 of the Grievance Process.

Any sanctions against an employee of the College shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements or personnel policies.
### IV. Confidentiality

The Affirmative Action Grievance Procedure will be conducted as confidentially as possible to protect the privacy rights of all individuals involved. Information concerning the grievance may be shared with witnesses, union representatives and/or others during any phase of the procedure. All individuals with whom information is shared should be reminded of the confidentiality of the information and should be directed not to discuss with anyone else the information shared.

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#### Records Directory

<table>
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<tr>
<th>TYPES</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
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</thead>
<tbody>
<tr>
<td>Admissions Records</td>
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<td>Registrar</td>
</tr>
<tr>
<td>Cumulative Academic Records</td>
<td>Registrar’s Office Room 152A</td>
<td>Registrar</td>
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<tr>
<td>Health Records</td>
<td>Registrar’s Office Room 152A</td>
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<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Room 165A</td>
<td>Director of Financial Aid</td>
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<tr>
<td>Financial Records</td>
<td>Business Office Room 220A</td>
<td>Comptroller</td>
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<td>Progress Records</td>
<td>Registrar’s Office Room 152A</td>
<td>Registrar</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Vice President of Enrollment and Student Services Room 149A</td>
<td>Vice President of Enrollment and Student Services</td>
</tr>
<tr>
<td>Occasional Records</td>
<td>The appropriate official person who will collect such records, direct the student to their location, or otherwise make them available for inspection and review.</td>
<td>The College staff person who maintains such occasional systems records.</td>
</tr>
</tbody>
</table>
L. STUDENTS CALLED TO ACTIVE MILITARY DUTY

1. Students who are unable to complete a semester because they are called to active United States Military Duty shall, upon verification, be granted the option of a refund or credit of tuition and campus fees. With respect to any health insurance fee, the refund policy is subject to the concurrence of the institutions insurance carrier.

2. Any students who have received any form of Financial Aid, including a full or partial scholarship, or student loan, or who expect to receive such, should contact the Financial Aid Office at their respective institution to make appropriate arrangements.

3. Students shall receive non-punitive withdrawals in all courses from which they are required to withdraw.

4. Verification shall be provided by furnishing the Associate Dean of Enrollment and Student Services/Registrar or the Vice President of Enrollment and Student Services with a copy of the Order to Active Duty within one week (7 days) of receipt of the Order.

5. The institution's President may waive or suspend any institutional policy or regulation that negatively impacts student in their withdrawal or subsequent readmission to the institution, due to a call to active duty.

6. The institution, upon request of a student, should assist the student in filing mitigating circumstances forms with external State or Federal agencies (for example, Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.

7. Any student required to withdraw due to being called to active duty shall be given priority in enrollment in the program of his or her choice, upon return to the institution for the two semesters immediately following his or her discharge from active duty.

M. PUBLICITY

On-campus publicity for student sponsored events is coordinated by Student Life. All announcements, signs, posters, and flyers must be approved by Student Life located in Fuller Student Center.

Guidelines for posting materials on college bulletin boards by students:

1. All materials must be submitted to Student Life for approval prior to posting (approved). Items of questionable taste, which are obscene or libelous, will not be approved for posting. (See General Policy on Solicitation and Sales.)

2. The materials must include the name of an individual or organization and contact person. No anonymous material will be approved.

3. Priority for space will go first to recognized or forming campus organizations and individuals affiliated with the College and then to others on a space availability basis.

4. All materials will be stamped with the date of approval and the date the material will be removed.

5. The final date of posting will be determined as follows:
   a. Services: (typing, babysitting, etc.) a mutually agreeable time—not to exceed one month.
   b. Advertising an event—the day after the event.
   c. Others—two (2) weeks from initial date of posting.

6. Materials will be posted only on bulletin boards or other areas designated for that purpose.

7. “For Sale,” services, etc. information should be typed on 3 x 5 cards. The maximum size for a sign should be 8 x 10 inches. Larger posters or banners must be approved by Student Life.

8. Materials not in accordance with these guidelines will be removed.

9. All questions regarding these guidelines should be directed to the Director of Student Life & Leadership, Fuller Student Center.

N. NOTICE OF TECHNICAL STANDARDS

All students are hereby given notice that many Quinsigamond Community College’s programs of study have technical standards. These technical standards specify the physical and/or logistical requirement for completion of the program and/or the internship, externship and for field work.
P. READMISSION FOR HEALTH PROGRAMS

Readmission would include students who left their program due to withdrawal or academic/clinical failure.

The following is the general procedure for Readmission for the programs listed below:

- Dental Assisting
- Dental Hygiene***
- EMT-Paramedic
- EMT-Intermediate
- Medical Support Specialist
- Medical Assisting
- Nurse Education (Associate Degree in Nursing) ***
- Occupational Therapy Assistant ***
- Practical Nursing***
- Respiratory Care
- Radiologic Technology***
- Surgical Technology

***Programs have additional requirements that can be found in the respective Program Handbooks.

1. Students seeking readmission into a program listed above must meet with the Program Coordinator to establish the steps that must be taken to request readmission. The student will be required to complete a Request for Readmission Form on which the Program Coordinator will list the specific steps that must be completed prior to consideration for readmission, and will note dates for completion of each step.

Specific timelines for initiating and completing readmission criteria are detailed in each program’s handbook. A copy of the Request for Readmission Form will then be given to the student and will be made part of the student’s permanent file in the office of the specific program.

Once the student completes the requirements by the date specified and outlined on the Request for Readmission Form, a Review Committee, consisting of faculty members from within the department, will meet and make a recommendation regarding the student’s readmission. This Committee’s recommendation will then be sent to the Dean of Healthcare for recommendation and then to the Vice President of Academic Affairs for a final decision. After the final decision is made, the Office of the Vice President of Academic Affairs will forward the completed Request for Readmission form to the Admissions Office. The student will then be notified of the decision in a letter from the Admissions Office. A copy of the Request for Readmission Form will then be given to the student and will be made part of the student’s permanent file in the Program Coordinator’s Office.

2. Only under extenuating circumstances, as determined by the Program Faculty, will readmission be considered a second time. The Vice President of Academic Affairs, based upon the recommendation from the Program Coordinator and the Dean of Healthcare, must agree to any approval for a second readmission.

The Nurse Education Program (A.D.N. Program) will use the following process for second time readmission:

- The Nurse Education Program (A.D.N. Coordinator) will forward all requests for a second time readmission to the Dean of Health Care.
- The student will make an appointment with the Dean of Health Care to complete an Appeal for Readmission Denial Form.
- The student will then follow the Grievance Procedure as outlined in the QCC Student Handbook.

3. Students should review the Program Handbook for their individual program for dismissal policies prior to requesting readmission to the program.

Specific Health Programs only (4-8)

4. Students seeking readmission to the Nurse Education Program (A.D.N. Program) must remain away from the program at least one semester and for no longer than four semesters.

(*Unless extenuating circumstances have caused the student to withdraw in good standing during the previous semester and the student has met with the Program Coordinator to discuss the situation. NUR 202 readmission may be an exception to this policy. Refer to Nurse Education (A.D.N). Program Coordinator for specifics)

Readmission to the Dental Assisting, Dental Hygiene, EMT-Intermediate, EMT-Paramedic, Medical Assisting, Occupational Therapy Assisting, Practical Nursing, Radiologic Technology, and Respiratory Care Programs must occur within one year of withdrawing or failing out of the Program.

5. Students will be considered for readmission only once into the Dental Education (DHY and DAS), EMT-Intermediate, EMT-Paramedic, Medical Assisting, Nurse Education Programs (PN, A.D.N., and Advanced Placement), Radiologic Technology, Respiratory Care and Surgical Technology Programs.

(DAS, DHY, EMS, MSS, NUR, PNP, RDT, RCP, SUR designations)

The respective programs reserve the right to refuse readmission based on, but not limited to, unprofessional behavior, unethical conduct, and client safety issues.

As specified in the Programs’ Clinical Policies and Procedures Handbooks, students granted readmission to either the Radiologic Technology Program or the Respiratory Care Program would be required to repeat the clinical course for the semester of re-entry even if they received a passing grade previously for the course.
6. The recommendation for readmission to all semesters will be based on space availability. Recommendations for first semester courses will be limited to three spaces for Dental Hygiene, Nurse Education Program/Day and Practical Nursing; two spaces for Radiologic Technology, Respiratory Care, Occupational Therapy Assisting and Advanced Placement LPN/Paramedic Nurse Education/Evening Program and one space for Surgical Technology and Nurse Education Evening Program. Additionally, two spaces in the Practical Nursing Program are reserved for the Nurse Education Program (A.D.N) for students who wish to be considered for admission into the Practical Nursing Program.

All other programs presently have no limit on the number of spaces allowed for readmissions. Section O must be followed to be considered for readmission.

7. TEAS (Test for Essential Academic Skills)/HOBET (Health Occupation Basic Entrance Test) are be required by specific health programs for readmission. The numerical value of the TEAS/HOBET test used for readmission into the specific health program will be the same as those used for admission into the program. Practical and Nurse Education are now using the TEAS Version V. Dental Assisting, Dental Hygiene, Occupational Therapy Assisting, Radiologic Technology, Respiratory Care and Surgical Technology are using the HOBET Version V.

The table at right lists the programs and the percentages required for readmission into the specific programs listed below:

8. Request for Review of TEAS/HOBET Scores

Students may request a review of their scores by the health program of the major to which they are applying if their score is within 4 percentage points of the admission requirement in one subject area of the TEAS. Three of the four areas must meet the numerical requirements in the subject areas.

Students requesting readmission to Dental Assisting, Surgical Technology and Practical Nursing may request a review if their composite score is between 41-44%

Students requesting readmission to Dental Hygiene, Radiologic Technology, Occupational Therapy Assisting and Respiratory Care may request a review if their composite score is between 48-51%

The student should contact Health Career Advising for more information.

P. Transfer into Nurse Education: Please see Nurse Education Coordinator for specifics. (Updated 4.8.11.)

Q. RE-ENTRY TO EARLY CHILDHOOD EDUCATION

Students who leave the program after successfully completing Cluster C (ECE 231, 251, 253) must return to the program within one year. If a student remains out longer than 1 year they must repeat ECE 231, 251 and 253 in order to move on to Cluster D ECE 232, 252 and 254).

R. RECORD OF REQUESTS FOR DISCLOSURE

Quinsigamond Community College will maintain a record of all requests for information from a student’s education records, except when the disclosure was made to:

1. The eligible student.
2. A school official who has been determined to have legitimate educational interest.
3. A party with written consent from the eligible student.
4. A party seeking Directory Information only.

The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

S. REFUND OF TUITION AND FEES

Students are responsible for the semester charges whether or not they attend. To remove or reduce these charges, students must officially withdraw in the Registrar’s Office Rm. 152A. All refunds are pro-rated based upon withdrawal date. Please refer to the semester Tuition and Fee Refund Policy for financial penalty when withdrawing from your classes. Mandatory Health Insurance premiums are not refundable to any student. Please note: All tuition and fee amounts are subject to change without notice. Students who have officially withdrawn from a class or classes may be eligible for a refund.
of tuition and fees. Please refer to the College semester booklets for Refund deadlines and financial penalty. Students receiving Federal or State Financial Aid who cease to attend during the first 60% of his/her term at the College will have their financial aid pro-rated based on the number of days attended. If financial aid was disbursed, the student may owe a repayment of some or all of the financial aid received. The refund is subject to the following limitations:
• Official withdrawal must be made in the Registrar’s Office or Advising Office.
• Any waivers must be submitted to the Student Payment Center prior to the semester deadline to be considered for a refund or adjustment.
• Mandatory health insurance premiums are not refundable to any student.
• Students will be refunded only that portion of tuition and fees paid by them; financial aid and other third party payments will be refunded directly to the paying party.

2. A student intending to withdraw from a class after the tenth week of class should:
Obtain the instructor’s signature and the instructor will designate if the student withdrew while passing or withdrew while failing.

3. Students intending to withdraw from the College should:
Contact the Advising Staff, Room 61A. Email: advising@qcc.mass.edu or phone 508.854.4308. An Advisor will assist student in completing a withdrawal form and discuss possible resources and referrals if appropriate.

4. Students receiving financial aid should:
Check with the Financial Aid Office (Rm. 165A) prior to withdrawing to determine the impact the withdrawal will have on their financial aid.

T. WITHDRAWAL PROCEDURE
1. A student intending to withdraw from a course prior to the tenth week of class should:
   a. Obtain a withdrawal form from the Registrar’s Office (152A) or the Advising Office (61A).
   b. Complete and return the withdrawal form to Registrar’s Office.

   2. A student intending to withdraw from a class after the tenth week of class should:
      Obtain the instructor’s signature and the instructor will designate if the student withdrew while passing or withdrew while failing.

3. Students intending to withdraw from the College should:
   Contact the Advising Staff, Room 61A. Email: advising@qcc.mass.edu or phone 508.854.4308. An Advisor will assist student in completing a withdrawal form and discuss possible resources and referrals if appropriate.

4. Students receiving financial aid should:
   Check with the Financial Aid Office (Rm. 165A) prior to withdrawing to determine the impact the withdrawal will have on their financial aid.

A. STUDENT RESPONSIBILITIES
1. To respect the rights of all members of the Quinsigamond Community College Community. Individual rights should be respected in the classroom, on the Quinsigamond College Campus and at off-campus Quinsigamond College sponsored events.

2. To respect and abide by the Board of Higher Education Policies and the Quinsigamond Community College Policies, in particular:
   • the sexual harassment policy
   • the affirmative action policy
   • the drug and alcohol policy
   • the policy against racism
   • the policy against handicapped discrimination
   • the hazing policy

3. To become knowledgeable about all academic and student policies and procedures.

4. To become knowledgeable about course requirements as identified by individual faculty members.

5. To comply with civil laws and regulations.

B. STUDENT RIGHTS
1. Be able to pursue educational opportunities.

2. Have freedom to exercise the rights of citizenship, association, inquiry, and expression.

3. Have right of privacy and confidentiality as defined by law.

4. Have right of representation in process of making recommendations.

5. Have right to quality education.
   (a) Competent instruction.
   (b) Assistance in overcoming disadvantages.
   (c) Receive in writing a course description.

6. Have right to fair and equal treatment, to read and respond to all college correspondence, both on paper and electronically.

7. Have right to procedural due process in the review of student grievance.

C. CLASS ATTENDANCE
Students are expected to attend their scheduled classes. Instructors will disseminate attendance requirements in writing to their students during the first week of class.
Visit the

QCC Bookstore

The Bookstore provides a variety of merchandise to meet your educational needs; Textbooks, New and Used (when available), general trade books, software, supplies, magazines, giftware, apparel, stuffed animals, DVD’s, greeting cards, candy, and much more!

The QCC Bookstore is located on the basement level of the Administration Building. Enter via the sliding glass doors, take a left, and find us at the very end of the hallway.
## Campus Directory

**College Campus 508.853.2300 or Direct # 854+Extension**

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