Our Vision

Quinsigamond Community College is a premier learning community...recognized for teaching and learning excellence, relevant and responsive programming, students’ success, and community outreach and impact. We thrive as a vital regional asset and first choice for transforming lives and sustaining healthy, prosperous communities. All are welcomed and embraced in our community, where students come first and faculty and staff strive to develop potential and help make dreams come true.

At QCC, we excite...we ignite...we open new vistas of opportunity.

Our Mission

Quinsigamond Community College is the gateway to advanced educational and employment opportunities in Central Massachusetts. We are a public, student centered institution of higher learning, providing accessible, affordable, and high quality educational and training programs and services that are relevant and responsive to diverse regional and student needs.

Our Mission Principles

In fulfillment of mission, the college community commits to the following principles:

- Students First
- Teaching and Learning
- Comprehensive, Flexible Programming and Services
- Open Access to Learning
- Potential for Success
- Community Outreach and Support

Our Values

Faculty and staff infuse life in our vision and live mission principles by creating and sustaining a college climate and culture where all are warmly welcomed, accepted and valued for their individual dignity and worth. We recognize the importance of diversity and acknowledge the rich and unique contributions that each community member makes to advance the College. To this end, the following values guide our individual actions and community interactions.

- Excellence and Quality
- Integrity and Accountability
- Inclusiveness
- Cooperation and Collaboration
- Respect and Trust
- Open, Civil Communications and Collegiality
- Creativity and Innovation
2015-2016 Academic Planner

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Welcome to our SMOKEFREE campus

In order to provide a healthy working and learning environment, QCC’s Board of Trustees voted to institute a SMOKEFREE campus policy beginning Fall Semester 2013.

The student-driven initiative was established to create a campus culture of wellness and promote a tobacco-free future. QCC will now join the hundreds of other colleges and universities that have already made SMOKEFREE a reality!
Dear Student,

Welcome to Quinsigamond Community College. You have taken the important step of forwarding your education. As a student-focused institution of higher learning 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 programming, transfer, and career opportunities.

Use this handbook as a tool to guide you to the resources and facilities available to you as you pursue your degree or certificate. As always, our formula for success at QCC is to provide you with a high quality education that is both affordable and accessible, combined with the best support resources available: Quality + Affordability + Support = Success!

My sincere best wishes for your bright and successful future at Quinsigamond.

Sincerely,

Gail E. Carberry, Ed. D.
President
# Academic Calendar for 2015–2016

## Fall Term, 2015

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Labor Day Holiday</td>
<td>September 7</td>
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<td>All College Day</td>
<td>September 8</td>
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<td>No classes</td>
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<td>Classes Begin</td>
<td>September 9</td>
<td>Wednesday</td>
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<td>Columbus Day Holiday</td>
<td>October 12</td>
<td>Monday</td>
<td>HOLIDAY - No classes</td>
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<tr>
<td>Veterans’ Day Holiday</td>
<td>November 11</td>
<td>Wednesday</td>
<td>HOLIDAY - No classes</td>
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<td>Thanksgiving Recess</td>
<td>Nov. 26 – 29</td>
<td>Thursday</td>
<td>Sunday - No classes</td>
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<tr>
<td>Last Day of Classes/Exams</td>
<td>December 22</td>
<td>Tuesday</td>
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*If classes are canceled due to inclement weather during the final evaluation period, the make-up day will be Wednesday, December 23.*
Academic Calendar for 2015–2016

Intersession, 2016
Classes Begin: January 4, Monday
Last Day of Classes/Exams: January 15, Friday

Spring Term, 2016
Martin Luther King, Jr. Holiday: January 18, Monday - HOLIDAY
All College Day: January 19, Tuesday - No classes
Classes Begin: January 20, Wednesday
Presidents’ Day Holiday: February 15, Monday – HOLIDAY - No classes
Spring Recess: March 13-19, Sunday – Saturday – No classes
Patriots’ Day Holiday: April 18, Monday – HOLIDAY - No classes
Last Day of Classes/Exams: May 10, Tuesday
Commencement: May 19, Thursday at 4:00 p.m.

Summer I & II, 2016 (TBA)
Driving Directions

TO QCC WORCESTER (MAIN CAMPUS), 670 West Boylston Street, Worcester, MA 01606 508.853.2300

FROM BOSTON OR EAST OF I-495
Massachusetts Turnpike to I-495 North to I-290 West to I-190 North. to Exit 1 West Boylston Street. North 1 mile to campus (on right).

FROM SPRINGFIELD OR WEST
Massachusetts Turnpike to I-290 East to I-190 North ½ mile to Exit 1 West Boylston Street. North 1 mile to campus (on right).

FROM LOWELL OR NORTH
I-495 to Route 2 West. to I-190 South to Exit 4 West Boylston Street. South 1 ½ miles to campus.

TO QCC SOUTHBRIDGE
5 Optical Drive, Southbridge, MA 01550, 877.QCC.for.ME (877.722.3676)

FROM WORCESTER
Take I-290 West toward Auburn. Take exit 8 toward Route 12 S/Webster. Turn left onto Oxford Street, North. Turn right onto Southbridge Street/MA-12. Turn slight right onto US-20/Southbridge Road. Turn left onto MA-169/Southbridge Road. Follow approx. 5 miles into Southbridge. Turn left onto Mechanic Street. Continue through one stoplight, the entrance to QCC is on your left.

FROM SPRINGFIELD

FROM PROVIDENCE
Take RI-146 N. Take the US-20 exit toward Auburn/Northboro/I-90/Boston/Springfield. Take the US-20 West ramp toward Auburn. Turn left onto MA-169/Southbridge Road. Follow approx. 5 miles into Southbridge. Turn left onto Mechanic Street. Continue through one stoplight, the entrance to QCC is on your left.

FROM HARTFORD
Start out going East on Schoephoester Road toward Postal Road. Turn right onto CT-75/ Turnpike Road. Merge onto CT-20 East toward I-91 Hartford/Springfield. Merge onto I-91 South toward Hartford. Merge onto I-291 East via exit 35A toward Manchester. Merge onto I-84 East. Take Exit 3B onto Rte. 20 West Take first right Exit 3B onto Route 20 West. Turn left at first stoplight onto Route 141. Follow Route 141 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 01604 508.799.1230

FROM THE NORTH
I-190 South to I-290 West. Take Exit 14, Rte. 122. This exit goes two ways: you should go straight and Route 122 bears right. Take a left onto Harrison Street. Go over bridge and to the stop sign at the top of the hill. Take a right onto Providence St. Stay on Providence Street through one stop sign (Dorchester Street) and one streetlight (Winthrop Street). The senior center is the brick building on the right. Take the first right onto Spurr Street and the second driveway on the right is the parking lot.

FROM THE SOUTH, WEST AND EAST
I-290 East. Take Exit 14 Kelley Square, turn right at the end of the exit (Vernon St.) and go up Vernon St. At the fork in the road, you can take the right (Vernon Street) and then a left on Spurr Street or at the fork you take the left (Winthrop Street) and at the street light take a right onto Providence Street. The senior center is the big brick building on your right. Take the first right onto Spurr St. and the parking lot entrance is the second driveway on the right.

TO QCC AT ASSABET VALLEY
215 Fitchburg Street, Marlborough, MA 01752

FROM I-495, NORTH OR SOUTH
Take exit 25-A to traffic lights. Take right at lights onto Fitchburg Street. School is at immediate left.
FROM I-290 TRAVELING EASTBOUND
Take extension road to Route 85 Marlboro/Hudson to traffic lights. Take right at lights onto Fitchburg Street. School is at immediate left.

FROM RTE 85 NORTH, COMING FROM HUDSON
Take right at I-495/290 sign. Stay to right for jug handle. Cross over road onto Fitchburg Street. School is at immediate left.

TO QCC AT NATIONAL GRID MILLBURY TRAINING CENTER
449 Southwest Cutoff, Worcester, MA 01604

FROM QCC
Take Route 12 South to I-190 toward Auburn. Take Exit 12 for Route 146 toward Millbury/Providence. Turn left onto Harding Street, then left onto Quinsigamond Avenue, then right onto Millbury Street (Route 146). Follow Route 146 for approx. 2 miles. Turn right onto Cliff Street, then right onto Granite Street, then left onto Southwest Cutoff (Route 20).

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

FROM I-290 WEST
Take Exit 19 for Route 9/Lincoln Street. At the light take a right. At the next light, bear left for Route 9. At next light turn left onto Route 9 East. Follow Route 9 to top of hill past pond. At first light past pond take a left onto Skyline Drive. School entrance is first open gate on the right.

FROM I-290 EAST
Take Exit 17 for Route 9. At the light take a right. Follow Route 9 to top of hill past pond. At first light past pond take a left onto Skyline Drive. School entrance is first open gate on the right.

FROM THE SOUTH
Take I-395 N toward I-290E. Take Exit 15, Shrewsbury Street. Turn slight right onto Shrewsbury Street. Turn slight right onto Belmont Street/Route 9 E. Turn slight left onto Plantation Street. Proceed to 555 Plantation Street.

TO QCC HEALTHCARE AND WORKFORCE DEVELOPMENT CENTER, 25 Federal Street, Worcester, MA 01608

FROM QCC
Get on I-190 S. Head south on MA-12 S/W Boylston St toward Eames Rd. Take the ramp on the left to I-290/Auburn/Shrewsbury. Take I-290 W to Kelley Square. Take exit 13 from I-290 W. Merge onto I-190 S. Take the exit onto I-290 W toward Auburn. Take exit 13 for Vernon Street/Massachusetts 122A/Kelley Square. Take Madison Street and Southbridge Street to Federal Street. Turn right onto Kelley Square (signs for Massachusetts 122A N/Kelly Square/Barre). Turn left onto Madison Street. Turn right onto Southbridge Street. Take the 1st right onto Federal Street. Destination will be on the left.
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College Resources and Services

ACADEMIC TUTORING
CENTERS IN THE
HARRINGTON LEARNING
CENTER (HLC)

The QCC Tutoring Centers, located on the second floor of the Harrington Learning Center (HLC), provide a welcoming and supportive environment with free tutoring for currently enrolled QCC students. Tutoring is also provided at QCC’s Southbridge and Downtown campuses, and online tutoring is available through Smarthinking. The goal of tutoring at QCC is to support and supplement the students’ learning experience in both the on-ground and online classrooms to enable them to be successful in their chosen academic discipline and career. Each semester the Tutoring Centers sponsors the Steps to Success Workshops, a series of workshops on a variety of topics important to successful college math, writing, reading, and study skills. Students can find tutoring and workshop schedules and information on our services by logging onto The Q and clicking on “Academic Tutoring” under the “Student Services” tab. The Tutoring Centers are open 66 hours per week, when classes are in session, and accommodate a variety of schedules with both evening and Saturday hours.

GENERAL ACADEMIC AREAS CENTER (GAA)

205 HLC, 508.854.4279, www.QCC.edu/gaa

The General Academic Areas Tutoring Center is a tutoring and resource center for a variety of subject areas. Resources include access to one-on-one or group tutoring, study skills material, course textbooks for a variety of subject areas, and open areas for group work. The GAA also has 24 computers available for academic/course-related assignments, and a wide variety of software to support classroom instruction. Appointments are advised, but students are also encouraged to drop in for tutoring. GAA tutors are available for the following subjects:

• Accounting
• General Studies
• Anatomy & Physiology
• Micro-Biology
• Biology
• Microsoft Office
• Chemistry
• Nursing
• Computer Science
• Organic Chemistry
• Criminal Justice
• Physics
• Dental Hygiene
• Psychology
• Economics
• Sociology
• Engineering
• Spanish

THE MATH CENTER

206 HLC, 508.854.7487, www.QCC.edu/math

The Math Center provides drop-in tutoring on a one-to-one and small group basis for currently enrolled QCC students taking math and related courses. The Math Center is a welcoming and supportive environment. It is where students taking a range of math courses can get assistance with their homework and develop their understanding of math with math tutors, and participate in group study with their peers. Resources include Math Department course textbooks, and
Resources & Services

THE WRITING CENTER
208 HLC, 508.854.7488, www.QCC.edu/writing

The Writing Center, is a tutoring and resource center for writing, as well as skills important to the writing process, including reading comprehension, critical thinking, and planning and organization. The Center offers a variety of services, including individual and group tutoring, writing workshops, English conversation groups, and writing reference guides and handouts. Students can work with a tutor on their writing, reading, and study skills for any course. Tutors can also assist students with any ESL course, as well as HUM 101 and SPH 101. Tutors work collaboratively with students to improve their skills and aid them in becoming more accomplished and confident writers, readers, and college students. Students who need assistance with accessing Qmail, The Q, or navigating Blackboard or MyWriting/Reading Lab are also welcome to work with a tutor.

ADMISSIONS (HLC)

At the Admissions Office, students can obtain informational brochures on all of the academic programs.

ADULT COMMUNITY LEARNING CENTER

751 Grove Street, Worcester, 508.751.7903

QCC’s Adult Community Learning Center is dedicated to providing its students with the skills necessary to help them make a positive impact on their lives. The Adult Learning Center offers free classes and instructional materials for those preparing to take the GED test, and those seeking to advance their skills in reading, writing, and math. The Center offers four levels of English as a Second Language classes that are small to facilitate one-to-one interaction. Through instruction that includes face-to-face and online formats, students gain the basic reading, writing, math, and English communication skills that will allow them to eventually become digitally literate, inventive thinkers, effective communicators, and productive individuals. State-of-the-art computer technology is available for the students’ use.

ALDEN LIBRARY

Harrington Learning Center (HLC) & Downtown Healthcare and Workforce Development Center Voice: 508.854.4366, www.qcc.mass.edu/library

The QCC Library is here to meet the students’ information needs, whether within the libraries or remotely. The Library has books, ebooks, DVDs, streaming videos, journals and electronic databases to support students’ research. Tens of thousands of ebooks and full-text journals can be accessed remotely from any location. Library resources support the courses taught at QCC and aim to enhance students’ understanding of topics covered in class. The QCC Library is part of the Central and Western Massachusetts regional library network, which offers access to resources from over 300 libraries through interlibrary loan.

The libraries provide informational assistance from professional librarians by

student/instructor solutions manuals for in-center use, desktop and laptop computers, index cards, a math lending library of books, as well as placement test review material for self-study.
phone, chat, email, or in-person during operational hours. Borrow laptops, access the wireless, and find a quite study space or a group study room at the library. Please see the library website for up-to-date information on hours and services including how to access online resources and services from home.

**ATHLETIC CENTER**

**School Year Building Hours:**

Mon. & Fri.: 7:30 a.m.-4:00 p.m.  
Tue.-Thur.: 7:30 a.m.-7:00 p.m.  
Sat.: 9:00 a.m.-2:00 p.m.

**Summer hours, Jun.–Aug.:**

Mon.-Fri.: 6:00 a.m.-7:00 p.m.  
Fri.: 6:00 a.m.-12:00 p.m.  
Sat.: 8:00 a.m.-1:00 p.m.

**Intramural and Membership Information**

Program Information: 508.854.4317  
Intercollegiate Athletics 508.854.4582

**Programs**

Indoor Cycling * Martial Arts * Yoga/Pilates  
* Zumba * Golf Lessons * P 90 X * Boot Camp * Full Body Toning

**Intramurals**

Indoor Soccer * Basketball * Flag Football  
Volleyball * Frisbee Golf

Student ID Required to Access to 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.

**BLACKBOARD**

Blackboard is an online software tool that QCC instructors use to teach all or part of their online, blended and face-to-face courses. Depending on how instructors set up the course, they may require that students login to Blackboard to do the following:

- View important announcements
- Participate in online discussions and small group activities
- Access course materials and resources on the Web
- Submit assignments, take online tests and quizzes, and check their grades

Blackboard can easily be accessed from The Q, the college’s student portal. All students have access to the Blackboard Orientation course which offers numerous videos and tutorials to help with using Blackboard.

**BOOKSTORE (19A)**

http://bookstore.qcc.mass.edu  
The Bookstore provides a variety of merchandise to meet your educational needs; Textbooks, Trade Books, Computers, Printers, Software, Educational Supplies, Back Packs, Magazines, Giftware, Apparel, Stuffed Animals, 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.
FALL TEXTBOOKS WILL BE AVAILABLE IN STORE AND ONLINE, MONDAY, August 31, 2015

**Summer Bookstore Hours:**
- Mon.–Thu. 8:00 a.m.–4:00 p.m.
- Fri. 8:00 a.m.–12:00 p.m.

**Regular Bookstore Hours:**
- Mon.–Thu. 8:00 a.m.–4:00 p.m.
- Fri. 8:00 a.m.–3:00 p.m.

**Fall 2015 EXTENDED HOURS**
- Mon., Aug. 31 8:00 a.m.–7:00 p.m.
- Thu., Sep. 3 8:00 a.m.–7:00 p.m.
- Fri., Sep. 4 8:00 a.m.–4:00 p.m.
- Mon., Sep. 7 CLOSED - Holiday
- Tue., Sep. 8 8:00 a.m.–7:00 p.m.
- Thu., Sep. 10 8:00 a.m.–7:00 p.m.
- Fri., Sep. 11 8:00 a.m.–5:00 p.m.
- Sat., Sep. 12 8:30 a.m.–11:30 a.m.
- Mon., Sep. 14 8:00 a.m.–7:00 p.m.
- Thu., Sep. 17 8:00 a.m.–7:00 p.m.
- Fri., Sep. 18 8:00 a.m.–3:00 p.m.

**Financial Aid will be available:**
- Monday, August 31, 2015 - Friday, October 9, 2015

Daily Book Buyback will begin Wednesday, October 14, 2015 11:30 a.m. to 2:00 p.m.

QCC Bookstore accepts cash, personal checks, MasterCard, Visa Discover or American Express. Personal checks require photo ID with current address. Checks must be made payable to Q.C.C. Bookstore.

**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 7:30 a.m. to 3:45 p.m., Monday through Thursday and 7:30 a.m. to 2:30 p.m. on 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 a.m. to 8:00 p.m., Monday through Thursday and 7:30 a.m. to 4:00 p.m., Friday during the academic year. Offering expresso, cappachino and latte, as well as limited food choices.

**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.

**CAREER VOCATIONAL TECHNICAL EDUCATION (CVTE) (FORMERLY TECH PREP)**

The Massachusetts Department of Elementary and Secondary Education (DESE) instituted significant changes to the Tech Prep program as of August 31, 2011. The program has been disbanded and renamed Secondary/ Postsecondary CVTE Linkages. It is funded with DESE formula allocation grants to community colleges. The secondary/postsecondary linkage is comprised of community colleges and school districts that have Career and Technical Education (CTE) programs.

These programs give high school students the opportunity to take courses that “mirror” college courses. If they enroll at QCC and meet the course prerequisite requirements, they will be eligible for college credit. Additionally, students at participating high schools may be provided the opportunity to enroll in QCC courses for college credit.

For more information, contact the Manager of Educational Partnerships at 508.854.2853.

**CENTER FOR WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION**

Quinsigamond Community College's Center for Workforce Development and Continuing Education offers high value, low cost training programs that enable individuals to learn new skills which can be applied immediately on the job or utilized for future professional development. Our focus is to provide the practical skills that can help participants improve competencies, secure employment, and experience personal enrichment.

Accelerate your career with the quality education you need to succeed in today’s competitive job market, or train for a new career in Massachusetts' fastest growing industries in flexible learning environments. The Center for Workforce Development and Continuing Education offers many courses and certificates on-line. Many are self-paced and can be taken at your convenience. Our expert instructors have exceptional facilitation skills that make learning fun while providing participants with rich content relevant to your personal and industry specific needs.

We welcome an opportunity to work with you. Please call and let us know how we can be of service.


**CHILDREN’S SCHOOL**

**Early Childhood**

Voice: 508.854.4220
Email: jlohnes@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). The Children’s School was the first in the state to be awarded a Level 4, the highest level for quality for the EEc's Quality Rating Improvement System (QRIS).

**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 or Two**

Mon.–Fri. 7:15 a.m.–5:15 p.m.  
Mon./Wed./Fri. 7:15 a.m.–5:15 p.m.  
Tue./Thu. 7:15 a.m.–5:15 p.m.

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 & II - Classroom One or Two**

Mon.–Fri.* 7:15 a.m.–5:15 p.m.  
Mon./Wed./Fri.* 7:15 a.m.–5:15 p.m.  
Tue./Thu. 7:15 a.m.–5:15 p.m.

*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. State vouchers are accepted. Scholarships may be available for students. For more information or an application contact 508.854.4220 or email jlohnes@qcc.mass.edu

**COMMENCEMENT**

The College Commencement Ceremony is held once a year at the end of the Spring
Term. All students who complete degree or certificate requirements in the summer, fall or spring will be eligible to participate in the Commencement Ceremony. If you are one or two courses shy of completing your requirements but would like to participate in the Commencement Ceremony AND you have registered and paid for those courses in Summer term you 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

THE COMMONWEALTH HONORS PROGRAM (357A),
VOICE: 508.854.2759

The institutions of public higher education within Massachusetts—the community colleges, and state 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 7 or 8 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 of academic success including recommendations from high school or college faculty.

To remain in good standing, and for QCC’s Honors Program to be recognized as a Commonwealth Honors Program, all students, once accepted into the Honors Program, must maintain a cumulative grade point average of no less than 3.3. Graduating from QCC’s Commonwealth Honors Program guarantees students an acceptance into a Massachusetts four-year public state college or university honors program.

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.

**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. 8:30 a.m. and 1:00 p.m.

**Spring Semester**
- Mon. and Wed. 8:00 a.m. and 1:00 p.m.
- Tue. and Thu. 8:30 a.m. and 1:00 p.m.

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

**DISABILITY SERVICES & ASSISTIVE TECHNOLOGY**

**Worcester (246A)**
Voice: 508.854.4471
Fax: 508.852.6943
Video Phone: 508.502.7647
disabilityservices@qcc.mass.edu
www.QCC.edu/disability

**Southbridge (Reception Area)**
Voice: 774.318.2113 Fax: 508.765.5625
disabilityservices@qcc.mass.edu
www.QCC.edu/disability

**Assistive Technology (219 HLC)**

**Voice:** 508.854.4471
assistivetech@qcc.mass.edu

Disability Services assists students with documented disabilities by coordinating services and supports in order to give students equal access to the community college. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Disability Services (DS) is committed to providing reasonable accommodations to qualified individuals with disabilities.

The DS staff functions as a source of information on policies, procedures, and resources that will enhance your ability to be successful at Quinsigamond Community College. New students are encouraged to make an intake appointment with Disability Services as soon as possible before the semester begins. We recommend you make an appointment once you are accepted to QCC, or register for classes.

Reasonable accommodations for students are determined on an individual basis. The following information lists some of the more frequently requested accommodations:

- Extended time on texts/quizzes
- Less distractive test room
- Interpreters of American Sign Language
- Copies of class notes
- Alternate format textbooks
- Audio capture technology

You may contact us at any point in the year to ask for more information about services, register with the office or discuss your needs with a staff member.
FINANCIAL AID (165A)
Voice: 508.854.4261  
financialaid@qcc.mass.edu

Students interested in financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The College’s Financial Aid website www.QCC.edu/financial-aid-scholarships 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. 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 Qmail. Students are responsible for checking their Qmail on a regular basis.

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.

REGISTRAR (152A)
Voice: 508.854.4257

The student is directed to the Registrar’s Office to register for classes, request unofficial transcripts, obtain withdrawal forms, change his/her address, file for graduation. Also available are the dates for registration, final exams and withdrawal deadlines.

SOUTHBRIDGE CAMPUS

5 Optical Drive, Southbridge, MA, 01550  
Voice: 774.318.2110

Student services available at West Boylston Street campus are also available at QCC Southbridge. Please check the schedule on campus for dates, times and location.

STARFISH

All QCC students have access to Starfish, an online tool that provides students with a central location to connect to the people and services at QCC that can help them finish what they start – all accessible from the student’s Starfish Home page.

Students can get to their personal Starfish Home page by logging into The Q student portal, clicking on the Blackboard icon, and then clicking on “Starfish Home.”

The Starfish Home page includes access to a customizable profile and personalized channels that help students manage the steps needed to take to stay on track and meet academic goals. Students might also see recommendations and tips for improvement displayed on their Starfish homepage or sent via email. These recommendations can include Flags (Concerns), Referrals, To Do’s and even Kudos, encouraging students to keep up the good work. Starfish can also make it easy to schedule the dedicated time needed to meet with instructors, advisors or counselors.

Starfish is:

• Designed to help students succeed at QCC!
• A way to help students check their academic progress and help them stay on track.
• A place to easily locate campus resources and get the right help when needed.
Think Starfish and think “success!”
Get started today by picking up a Starfish Student Guide, available in the Advising Center.

**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 so by purchasing a print management card on the second floor of the Harrington Learning Center or the Harrington Computer Center in the Administration Building. Copies are .10 each.

**STUDENT ID/PARKING DECAL**

A student ID is mandatory for all students. You will be charged $30.00 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 to the Harrington Learning Center. Your ID will also be needed to purchase tickets in the Fuller Student Center, and to pick up your financial aid refund check in the Student Payment Center. There is a $10.00 charge to replace an ID.

The Student ID/Parking Decal schedule for 2015–2016 is:

- Aug. 3-Aug. 7 and Aug. 19–Sep. 11 Second Floor HLC, Mon.–Thu. 8:00 a.m.–7:00 p.m. & Fri. 8:00 a.m.–5:00 p.m.
- After Sep. 11, 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 a.m.–8:00 p.m. & Fri. 8:30 a.m.–4:00 p.m.
- Student IDs at Southbridge are available Sep. 16-Sep. 18 and Sep. 21-Sep. 22 from 9:00 a.m.–6:00 p.m.
- Jan. 4–Jan. 22, Second Floor HLC, Mon.–Thu. 8:00 a.m.–7:00 p.m. & Fri. 8:00 a.m.–5:00 p.m.
- After January 22, IDs will be available in the Fuller Student Center: Mon.–Thu. 8:30 a.m.–8:00 p.m. & Fri. 8:30 a.m.–4:00 p.m.
- Student IDs at Southbridge are available Jan. 27-Jan. 29 and Feb. 1-Feb. 2 from 9:00 a.m.–6:00 p.m.

**STUDENT LIFE**

**Fuller Student Center Voice: 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 staff; 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.

**School Year Fuller Student Center Hours:**

- Mon.–Wed. 8:30 a.m.–8:00 p.m.
- Thur. & Fri. 8:30 a.m.–4:00 p.m.
STUDENT PAYMENT CENTER (65A)

Voice: 508.854.4560

Students can come into the Payment Center to pay their bills and other school related fees. The office is located in the Administration Building. Office hours are Monday through Thursday 8:00 a.m.-7:00 p.m. and Friday 8:00 a.m.-5:00 p.m. (Summer 12:00 p.m.). Students are notified by Qmail when their bill is ready to view. The student can check their bill on The Q, for accuracy and view their financial aid award. Students are notified by Qmail when their financial aid award has been disbursed to their account and when they can expect a refund check. Students can request and pay for an official transcript or pay a parking ticket in the SPC. Various payment options are available each semester. Please stop by, call, or email us at businessoffice@qcc.mass.edu with any questions you may have.

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 Worcester 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.

HELP DESK

For walk-in assistance, the entrance to the Help Desk is located at the ramp on the outside of the Administration building.

The QCC Help Desk is available Monday through Friday, 8:00 a.m. to 7:00 p.m.

** Closed weekends and holidays **

*During the summer sessions, the Help Desk is open Monday through Thursday 8:00 a.m. to 5:00 p.m., and Friday from 8:00 a.m. to 12:00 p.m.*
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.

TRIO STUDENT SUPPORT SERVICES PROGRAM (170A)

Quinsigamond Community College's TRIO Student Support Services program, FAST FORWARD, is a federally funded program that provides first generation, economically disadvantaged college students, and students with disabilities the support and services needed to achieve academic success. The program is funded to serve 140 students. There is an application process! Quinsigamond Community College students interested must meet federal guidelines (first generation, economically disadvantaged, and students with disabilities) to be accepted in program before services are rendered.

TRIO staff meets regularly with students to review and support a career and academic plan in order for students to complete a program of study at Quinsigamond Community College and/or transfer to a four year institution. TRIO staff members discuss academic goals, help plan class schedules, assist with early registration and offer guidance throughout the semester.

The following services are offered through Quinsigamond Community College's TRIO Student Support Services:

- Academic Advising
- Academic Tutoring (Math & English)
- Financial Aid Counseling
- Educational and Financial Literacy Workshops
- Transfer Counseling, etc.

TRIO staff works with you to secure financial aid by providing assistance with the Free Application for Federal Student Aid (FAFSA): application, renewal process, and potential reinstatement due to probation or termination. Staff will help you search for eligible scholarships and assist with completing scholarship applications and a tutor will review essays.

(Please note: Applications are accepted throughout the year; however, acceptance into the program is each fall semester only. All applicants will be placed on a waiting list and notified when a slot becomes available.)

For more details about the TRIO Student Support Services program please email triosss@qcc.mass.edu.

VETERANS AFFAIRS (125A)

The office will assist students with the preparation, certification and submission of all necessary paperwork required for veteran benefits. All veterans, dependents of veterans, and active duty members are encouraged to visit this office for any aspect of school issues that may arise, as
well as any updated veterans’ information and activities. Our mission is to provide support to assist student veterans and members of the Armed Forces in the adjustment to becoming successful in civilian and college life. We are committed to promoting college spirit as well as establishing and maintaining fellowship amongst veterans and students on campus.

The Veteran Affairs Office is located in room 125A and 220A. You may contact the office at 508.854.2721 or email veteranaffairs@qcc.mass.edu.

**College Credit for Military Coursework, Training, or Experience (VALOR Act)**

For assistance in converting military training to college credits please contact Student Employment & Transfer Center at 508-854-4439. In accordance with the VALOR Act, QCC uses any of the following methods to evaluate and award academic credit for military training, coursework and experience: At QCC academic credit may be awarded where appropriate through multiple methods of evaluation including academic accredited institution courses (to include the Community College of the Air Force), the American Council on Education (ACE), Joint Transcript Services (JST), DANTES and CLEP, Subject Standardized Tests and Challenge Exams, Credentialing and Portfolio Assessment.

**DANTES**—Defense Activity for Non-Traditional Education Support—A nationally recognized exam administered through Educational Testing Service (ETS) covering a wide range of technical, business and academic subjects.

http://www.dantes.doded.mil

**CLEP**—College Level Examination Program—A standard competency covering general education subjects.

https://clep.collegeboard.org/

Credit may also be awarded through:

- Challenge Exams—Quinsigamond Community College developed Competency Examination.
- Credentialing—Academic credit awarded for courses, trainings, workshops and/or examinations taken outside accredited college programs resulting in certificate transcript or license.
- Portfolio Assessment—A collection of documents and reflective writing that showcase the competencies, formal training and general knowledge attained through prior work or general life experience.

**Transcript Information:**

The Army, Marine Corps, Navy and Coast Guard now have a synchronized transcript (JST)—the Joint Services Transcript provides documented evidence to colleges of the professional military education, training, and occupation experiences of service members and veterans. For additional information log on to https://jst.doded.mil and follow the instructions.

Air Force: If you are an Air Force Veteran, you may request an official copy of your Community College of the Air Force transcript to be sent to the Registrar’s Office for evaluation of transfer credits. Air Force transcript information can be found at the following website:

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:

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. All students in the courses listed above complete an individualized web-based Career and Academic Plan that is used to help the student develop and implement career and academic goals.

Career Planning/Workshops

Throughout the semester, Major Decisions workshops are offered for current students who are considering changing their major 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)

Advising Services: Faculty Advisor and Advising Center

Advisors assist students in developing and implementing their career and academic planning goals including registering for courses. Students are provided their Academic Advisor’s contact information by Qmail shortly after the start of each semester and again right before the advising period begins for the following semester. Students are assigned a Faculty 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). This same information is also available on The Q (student/faculty portal).

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 the course registration period begins for the next semester. Faculty Office Hours and contact information are
posted outside faculty office door. If a student’s schedule conflicts with faculty office hours, the student can contact the faculty to arrange another meeting time.

**Advising Center (Career and Academic Planning)** (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.

Room 61A. Hours: Monday through Thursday 8:00 a.m.–7:00 p.m., Friday 8:00 a.m.–5:00 p.m. To make an appointment, go to www.QCC.edu/advising or call 508.854.4308.

**STUDENT EMPLOYMENT AND TRANSFER CENTER (INCLUDES CAREER PLACEMENT SERVICES AND TRANSFER OFFICE)** (272A)

**Career Placement Services**

Career Placement Services provides up-to-date, pertinent information to students seeking employment. Individual appointments, as well as workshops are held throughout the Fall and Spring semesters to assist students with job search, resume writing, interviewing skills and job sourcing strategies. Students seeking full-time, part-time, co-op, permanent or temporary positions have access to a variety of current open positions posted on QCC’s exclusive on line job board. Career Placement Services is located in Room 272A. For a complete list of services visit The Q.

**Cooperative education** is the opportunity to earn academic credit while gaining valuable experience in the work place. This study option is for students enrolled in programs that require CO-OP and 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 and meet eligibility requirements. 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 Prior Learning Credit. To be eligible, students must attend a mandatory WDW Presentation, held twice a year on the QCC campus. 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.

**Service Learning** integrates meaningful community volunteer service with classroom instruction and reflection to enrich the learning experience, teach
civic responsibility, and strengthen communities. Service Learning is available in a variety of QCC courses. For more information contact Career Placement Services at 508.854.4439.

**Prior Learning Credit**

**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, or to raise a low grade or to earn credit for a failed course. Students are expected to pay current fees. For more information contact Career Placement Services.

**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, 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 may apply. For more information contact Career Placement Services.

**QCC Sponsored Learning: Directed Study, Tutorial Study**

**Directed Study** is an opportunity for individualized learning about topics not offered as established Quinsigamond courses. The nature and scope of the learning experience is determined by an instructor hired to work with the student. Together the instructor and student draft a Learning Agreement, which forms the basis of the learning experience. For more information contact Career Placement Services.

**Tutorial Study** enables students nearing graduation to enroll in a course listed in the Quinsigamond Catalog on an individualized basis. This option is not available if the course is scheduled during the requested semester. To be eligible for Tutorial Study, students must be enrolled in the academic program requiring the tutorial course, and they are required to meet strict eligibility guidelines. For more information contact Career Placement Services.

**TRANSFER SERVICES**

Voice: 508.854.4404
transfer@qcc.mass.edu
www.QCC.edu/transfer

Transfer Services provides valuable assistance to students planning to
continue at a four-year college or university. The following services are provided:

- **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.

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

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

- **Transfer Advising**, individual appointments are available throughout the semester. Students can book appointments online at the Transfer Services website www.qcc.mass.edu/transfer/

Transfer Services has a variety of printed materials available for students with useful transfer information. These resources include:

- Application forms
- College catalogs
- College-specific materials
- Scholarship information
- Transfer Guides and Magazines
- Computers with internet access to research colleges, careers and scholarships
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 to *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

   ______ Attend a Major Decisions workshop to start the career planning process.

   ______ 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 Prior Learning Credit (PLC). – 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 on to *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)

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 Student Employment and Transfer Center

Visit transfer website: www.QCC.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)

5. Career Placement

Locate Student Employment and Transfer Center and view services for use in the future

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
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
- Prior Learning Credit
  - Obtain information on possible credits for life and work experience
  - Identify possible credit through competency exams
- Transfer Services
- 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

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)
- 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)

Stage Two
15–30 Credits

Advisor and Student begin to share the 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

_____ 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 to 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

_____ Attend a Major Decisions workshop to start the career planning process.

_____ 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 Prior Learning Credit (PLC). – 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 on to 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 Student Employment and Transfer Center
- Visit transfer website: www.QCC.edu/transfer
- Attend walk-in sessions (times/dates are posted outside the Student Employment and Transfer Center, on bulletin boards and in the Open Door)
- Attend Transfer Fair(s)
- Make appointment via web to meet with Transfer Counselor:

Transferring without completing associate degree? BEGIN THE TRANSFER PROCESS NOW

- Investigate and select potential transfer institutions
5. Career Placement

- 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

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
- Prior Learning Credit
  - Obtain information on possible credits for life and work experience
  - Identify possible credit through competency exams
- Transfer Services
- Counseling Office
- Disabilities Support Services
- Veteran’s Services
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)

- 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 The 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 to The Q daily for the following information: important emails, billing information, your student record, grades (please note that QCC does not mail grades or paper bills, 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 to confirm your choice in program of study.

See:
See the job being performed.

Listen:
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 Major Decisions workshop to help with your career choice.

Complete the necessary documentation for prior learning, including life and work experience in the form of a portfolio through Prior Learning Credit (PLC). – 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 on to 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 Student Employment and Transfer Center

___ Visit transfer website: www.QCC.edu/transfer

___ Attend walk-in sessions (times/dates are posted outside the Student Employment and Transfer Center, on bulletin boards and in the Open Door)

___ Attend Transfer Fair(s)

___ Make appointment via web to meet with Transfer Counselor:

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 Student Employment and Transfer Center

___ 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 a Career Placement representative and/or a 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

____ Advising Center or Your Faculty Advisor
____ Placement Testing
____ Career Placement Services
____ Prior Learning Credit
    ____ Obtain information on possible credits for life and work experience
    ____ Identify possible credit through competency exams
____ Transfer Services
____ Counseling Office
____ Disabilities Support Services
____ Veteran’s Services
____ Campus Ministry
____ The Alden Library
____ Tutoring Centers
    ____ Communication Skills
    ____ Math
    ____ General Academic Areas Center
____ Harrington Academic Computing Center
____ Food Services
____ Public Safety/Police Services

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

____ 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

______ Discounted movie tickets to Showcase Cinemas

______ Faculty, staff, students, family and friends invited to attend Spring Fling (held every year in April)

Stage Four
45–60 Credits

Student assume responsibility

For information on QCC Processes, Resources and Student Life refer to stage 3.

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

______ Obtain your The 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 to The Q daily for the following information: important emails, your bill, your student record, grades (please note that QCC does not mail grades or paper bills, 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

Listen:
Interview a professional in the field

Do:
Get an entry-level job or volunteer in the field

Complete the necessary documentation for prior learning, including life and work experience in the form of a portfolio through Prior Learning Credit (PLC). – 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 on to 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

Ask your Advisor to orientate you in electronic communications and resources

View your financial aid
___ Complete the necessary documentation for prior learning, including life and work experience in the form of a portfolio through Prior Learning Credit (PLC). – if applicable.

### 4. Transfer Services

___ Locate Student Employment and Transfer Center

___ Visit transfer website: www.QCC.edu/transfer

___ Attend walk-in sessions (times/dates are posted outside the Student Employment and Transfer Center, on bulletin boards and in the Open Door)

___ Attend Transfer Fair(s)

___ Make appointment via web to meet with Transfer Counselor:

**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, etc.) 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

___ Know licensing and board requirements specific to program i.e. CORI, SORI Driver and 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 a Career Placement representative 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 Career Fairs

### 6. GRADUATION

___ Complete intent to graduate form and return to Registrar’s office

___ Complete financial aid Exit Counseling online at http://www.studentloans.gov
7. Alumni Opportunities – Stay Connected with QCC

_____ Keep QCC informed of change of address and email

_____ Contact us when you find a new job, receive an additional advanced award or degree or accept a community position (ex. sit on a Board of Directors or run for political office)

_____ Join regional Alumni Groups

_____ See Alumni link on The Q

_____ Participate in Alumni and Alumni sponsored events

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

_____ Represent QCC and programs of study/completion to prospective students

_____ Pay it forward for future QCC students by making a donation to the QCC Foundation
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:

1. Students must be in good academic standing.
2. The eligibility status of students who apply to participate in student activities must be checked.
3. Students may petition for reinstatement based on extenuating circumstances.
4. Dean of Students will provide opportunity for counseling services to ineligible students.

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 provisional period for one semester, after which you will become a recognized Quinsigamond Community College club or organization.

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 file, 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 that 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.

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.

STUDENT SENATE

The 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.

**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.

1. 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.

2. 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.

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

4. 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 designee and the Student Senate.

**Article VI – Duties of Officers and Student Senators**

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

B. Vice-President – The Vice-President shall:
   a. assume the responsibilities and duties of the President in his/her absence.
   b. 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.
   c. chair the Election Committee.
   d. chair the Activities Programming Committee.

C. Secretary – The Secretary shall:
   a. post regular and special meetings, as described in VII.-D.
   b. record and maintain the minutes of the meetings of the Student Senate and Executive Committee.
   c. 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.
   d. prepare and distribute official communications of the organization.
   e. post the agenda for Student Senate meetings on the Student Senate bulletin board.
   f. maintain a file for the presentation of all communication of the organization. Copies shall be submitted to and maintained by the Student Life Office.
   g. report the attendance of the Senators at regular meetings of the Senate.

D. Treasurer – The Treasurer shall:
a. 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.

b. distribute and collect budget request forms from all clubs and organizations, on or before March 30th.

c. submit a budget proposal to the Student Senate, on or before April 15th.

d. present a monthly Financial Report to the Senate.

e. monitor Student Activities funds according to the approved budget.

E. Parliamentarian – The Parliamentarian shall:

a. ensure that Roberts’ Rules of Order of small meetings are followed during all regular and special meetings.

b. provide the Senators with copies of Roberts’ Rules of Order.

Article VII – Student Senate Meetings

1. 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.

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

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

4. Notice of Meetings:

a. 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.

b. Special Meetings: Notice of the time and place of the special meetings of the Student Senate shall be posted at least two (2) business days prior to the meeting by the Senate Secretary on the designated student bulletin board and in a conspicuous place on campus.

5. Conduct of Meetings:

a. Roberts’ Rules of Order for small meetings shall be followed in deliberations of the Student Senate, except if otherwise provided for in this Constitution. The Parliamentarian will have final authority in questions of proper procedures.

b. 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.

c. Attendance: 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). Members of the Student
Student Organizations

Article VIII – Election of Members of the Student Senate

1. 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.

2. 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.

3. Senate Officers:
   a. 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.
   b. Elections of student officers will not occur unless 2/3 of voting members are present.

4. Time of Election, Installation and Term of Office:
   a. Elections for all Sophomore and returning Freshman positions, that are currently on the Senate, shall be held during the last full week of April.
   b. Elections for all unfilled Freshman and Sophomore positions shall be held during the first full week of October.
   c. 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.
   d. 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.
   e. In addition, all Senators must take part in a Leadership Training Program.
   f. 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.
   g. In case an office shall be vacated for any reason, the following method for refilling that office shall pertain:
      1. 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).

1. 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.)

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.

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.

MENTORING PROGRAM

Brothers & Keepers

Brothers & Keepers is an innovative, male mentoring initiative designed to increase the retention and educational success of the male students at Quinsigamond Community College (QCC). Participants in Brothers &
Keepers will work with peers, faculty, and staff to learn how to successfully navigate the college experience and to prepare for life, work, and education after QCC.

Brothers & Keepers exposes students to:

• Educational and social tutoring
• Career development counseling
• Interpersonal skills coaching
• Interview and presentation skills development
• Health and wellness counseling
• Strategies for resolving conflict with peers, faculty, and/or staff
• Coping strategies for managing social, academic, and financial hardships
• Self-confidence and self-esteem building exercises
• Student leadership and community engagement opportunities
• Social outing and peer bonding experiences
• Celebrations of ethnic diversity and immigrant experience

For additional information or interest in the program, please email us at brothersandkeepers@qcc.mass.edu.

**HONOR SOCIETIES**

**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, Quinsigamond Community College students are required to be enrolled in an associate degree program or certificate program, have a 3.5 Cumulative Grade Point Average, and have earned at least 16 academic credits at Quinsigamond Community College, 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.

For more information please contact Bonnie Coleman at bonniec@qcc.mass.edu or 508.854.7412 or stop by the Phi Theta Kappa Office Room 154A.

**Psi Beta**

QCC sponsors a local chapter of Psi Beta, a national honor society in psychology for community and junior colleges. The QCC Psi Beta chapter regularly meets along with the Psychology Club and provides the same opportunities for engaging with psychology as does the Psychology Club. However, members of Psi Beta receive additional benefits, such as recognition for academic excellence and eligibility to win Psi Beta awards. Due to its status as an honor society, students must meet certain standards of academic excellence to join. For more information contact chapter advisor Professor Valarie Clemente at vclmente@qcc.mass.edu and visit the Psi Beta website at www.psibeta.org.
CLUBS & ORGANIZATIONS

All QCC clubs and organizations are supervised by the Director of Student Life and 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 and 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.

ALANA

(African, Latino-Hispanic, Native American)

To promote humanitarian activities, learn and promote cultures and foster goodwill throughout the campus.

Black Student Union

The purpose of the Black Student Union is to promote understanding and good relations, discuss historical events related to Black Diaspora, stimulate awareness of political, economic, and social forces affecting Black people. BSU also seeks to stimulate an awareness, appreciation and development of Black cultural heritage.

Billiards Club

Billiards Club was created for pool enthusiasts. The club is open to all skill levels and will host tourneys and other pool related events throughout the year.

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.

Christian Student Union

The purpose of this organization is to glorify God on the Campus of Quinsigamond Community College by
establishing and advancing a loving community of students and faculty that exists to know Jesus Christ and make him known through personal relationship with Christ, meaningful friendships with one another and engagement in Christ’s mission to impact the world.

Creative Arts Club
The purpose of this club is to enhance the artistic abilities of our club members and create projects using different art styles.

Criminal Justice Club
The purpose is to provide all of the students of the college community with a liaison to the various criminal justice professions including but not limited to: police, probation, prison/correctional, legal, and all other local, county, state and federal public safety and legal professions.

Dance Crew
The Dance Crew seeks to provide members the meaning of dance expressions through dance styles and to gain the understanding of various techniques. The Dance Crew also works with students to teach and develop practical dance skills.

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:
- First Year Dental Hygiene Club
- Second Year Dental Hygiene Club
- 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.

Gateway to College Club
The purpose of this organization will be to create a safe environment for all the current/graduated students of the GTC program along with students transitioning from high school to college. In addition the club members will assist the GTC staff in outreach and other special projects.

Human Service Club
The mission of the Human Services Club is to create a climate of inclusion to support student’s educational goals while enhancing knowledge of Human Services for our campus community as well as our community at large. Anyone interested in the Human Services Program degree or certificates will greatly benefit from
this fun-loving organization. “Freshman” students find out from advanced students what the Human Services Program is really like, can find mentors and friends, become a part of a community, connect to the campus, and renew and relax! Joining the club is a Win-Win and absolutely everyone benefits.

**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.

**Passion for Fashion**

Fashion Club’s purpose is to enlighten students on the world of fashion and to give students the opportunity to showcase their creativity, talents and express one’s self through fashion

**Pride Alliance**

The purpose of the Pride Alliance is to increase awareness and understanding of lesbian, gay, bisexual, transgender, and gender identity issues on campus and to give members a safe and open forum for discussion. Members share experiences and participate in community events, and they work together on planning educational programs and social events. Membership is open to anyone, regardless of sexual orientation or gender identity. Learn more and join the
Alliance by clicking on the Campus Life tab on The Q.

**Psychology Club**
The QCC Psychology club provides an opportunity for students to engage in psychology beyond the classroom. It provides a point of social contact for students interested in psychology and organizes numerous activities related to psychology. Recent activity highlights include organized participation in community outreach efforts and fund raising to provide guidance and support to local populations, awareness raising initiatives about suicide, and sponsorship of a guest lecture series in psychology. The club is open to all QCC students. For more information contact chapter advisor Professor Valarie Clemente at vclemente@qcc.mass.edu

**Quinsigamond Activities Committee**
The Quinsigamond Activities Committee will assist the Office of Student in the planning and implementation of all ongoing social, cultural, and recreational activities at Quinsigamond Community College.

**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 Quinsigamond 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.

**Robotics Club**
Vex Education is dedicated to providing engaging and fun student experiences while learning to make Vex robots. This team also competes in tournaments around the country.

**QCC Theatre Club**
The QCC Theatre Club 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.

**Veterans Club**
A newly organized club consisting of veterans, dependents of veterans, active duty, reservists/National Guard folks, and anyone who has an interest in supporting veterans. The club has fund raising activities, community service activates and just “fun” times.
Student Code of Conduct

OVERVIEW OF JUDICIAL PROCESS

Complaint of misconduct filed against student with or by the Code of Conduct Officer (CCO)

Initial meeting between accused student and CCO

CCO conducts further investigation if necessary

- CCO dismisses complaint
- CCO accepts complaint. Three procedural options are available
  - For low-level offenses, CCO may issue a verbal or written warning, which is not subject to a Judicial Board hearing or appeal.
  - Complaint resolved through mutually agreed upon Administrative Disposition. Student waives Judicial Board hearing and Appeal
  - Judicial Board Hearing
    - Violation of Code of Conduct found and disciplinary sanction is imposed
      - Appeal Available
        - Appeals Officer may accept, reject or modify the Judicial Board’s Decision or sanction
      - End
    - No violation of Code of Conduct found and complaint is dismissed
      - Appeal Available
        - End
    - End
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.
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
Conduct Code

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. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
   b. Furnishing false information to any College official, faculty member or office; or
   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 is strongly encouraged to 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
Conduct Code

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Complaints Alleging Sexual Harassment, Sexual Violence or Discrimination

Claims of discrimination or sexual harassment, sexual violence or discrimination shall be pursued under the College’s Affirmative Action Policy. For more information, please contact Anita Bowden, the College’s Affirmative Action Officer/Title IX Coordinator, at 508.854.4206 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.

3. Judicial Board Hearing – When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

4. Failure to cooperate with the College’s investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student
Conduct Code

2. Judicial Board Hearing
   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 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:
      f. The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials and/or witnesses in support of the Statement of Charges.
      g. Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
      h. 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.
      i. 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.
      j. The Board shall have a final opportunity to question the parties.
      k. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.
      l. 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.
      m. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision.
Conduct Code

QUINSIGAMOND COMMUNITY COLLEGE STUDENT HANDBOOK 2015–16

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
   h. 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.
ABSENCES FOR PREGNANCY OR CHILDBIRTH

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Dean of Students at 508.854.4294.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY NOTICE

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.

POLICY STATEMENT ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY 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 and the Boards of Trustees of the Community Colleges maintain and promote a policy of non discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin (“protected class(s)/classification(s).” Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections

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 a protected classification. 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 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 proactive Affirmative Action posture with respect to their recruitment, selection and promotion of students and employees.

The purpose of the Affirmative Action component of this Policy is to establish a set of programmatic objectives, which
shall provide for the recruitment, access and advancement of qualified persons from within the protected classes/classifications recognized under this Policy with respect to employment and enrollment opportunities. The intent of this Policy 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 victims of such discrimination, 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 a protected classification.

In response to that recognition, the Colleges, through their Boards of Trustees and Presidents, fully endorse the plan of action set forth in this Policy and shall oversee and monitor its implementation through the Affirmative Action Officer and other assigned personnel.

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 education; the curriculum and offerings of the College.
- Equal opportunity and affirmative action shall be applied to the recruitment process for employment and/or access to education.
- Students will have access to the College, programs of study, activities, and other resources intended to serve them, according to the policies of the individual Colleges.
- Equal employment opportunity and affirmative action will be realized in all personnel employment, including recruitment, application for employment, hiring, benefits, compensation, training, promotion, and termination.
- All policies, procedures, privileges, and conditions of the College will follow and incorporate applicable equal opportunity and affirmative action rules and regulations.

The above stated policies are intended to be applied broadly with the goal of promoting equal opportunity and diversity in Community Colleges. The Community Colleges pledge to apply all policies consistently, fairly, and vigorously. Attempts to subvert or abuse these policies will not be tolerated. Appropriate disciplinary action will be taken in the case of an infraction. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

All policies are made in compliance with laws and regulations and executive orders promulgated by the federal and state governments and other appropriate agencies and authorities, where applicable.

**POLICY AGAINST PROHIBITED CONDUCT**

**a. Introduction**

The mission of the Community Colleges is to educate, train and prepare our students to live and work in our increasingly global and diverse workforce. It is our commitment to take all possible steps to provide an inclusive and diverse learning, living, and work environment that values diversity and cultural tolerance and looks with disfavor on intolerance and bigotry. Any condition or force that impedes the fullest
utilization of the human and intellectual resources available represents a force of destructive consequences for the development of our Commonwealth and ultimately, our nation.

b. Definitions
Prohibited Conduct includes:
Discrimination, Discriminatory Harassment, Gender-Based Harassment, Sexual Harassment, Sexual Violence and Retaliation. These terms and all Protected Class(s)/Classification(s) are defined under the “Definitions” section of this Policy.

c. Policy Prohibitions
The Policy prohibits all conditions and all actions or omissions, which deny or have the effect of denying to any person their rights to equity and security on the basis of their membership in or association with a member(s) of any protected class. This policy reaffirms the values of civility, appreciation for racial/ethnic/cultural/religious pluralism and pre-eminence of individual human dignity as preconditions to the achievement of an academic community, which recognizes and utilizes the resources of all people.

In order to promote an atmosphere in which diversity is valued and the worth of individuals is recognized, the Colleges will distribute policy statements and conduct educational programs to combat all Prohibited Conduct.

The prohibition on Prohibited Conduct contained in this Policy shall apply to and be enforced against all members of the College community, including, but not limited to, faculty, librarians, administrators, staff, students, vendors, contractors and all others having dealings with the institution.

d. Conduct That is Not Prohibited
The Community Colleges are committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this policy shall be construed to penalize a member of the College community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this policy.

e. Complaint Procedures
The Community Colleges have established a specific internal Complaint Procedure to help resolve claims and complaints of violations of this Policy on their campuses (see Section L). Any applicant for employment or admission, any student or employee, and any other member of the College community who believes that he or she has been subjected to Prohibited Conduct may initiate a complaint as outlined in the Policy’s Complaint Procedures. Further advice or information may be obtained by contacting the Affirmative Action Officer or Title IX Coordinator.

f. Duty to Cooperate
Every faculty member, librarian, administrator, staff member and College employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy’s Complaint Procedure, subject to the provisions of any relevant collective bargaining agreements.

This duty includes, among other things, speaking with the Affirmative Action
Officer, Title IX Coordinator or other authorized personnel or investigator and voluntarily providing all information and documentation which relates to the claim being investigated. The failure and/or refusal of any employee to cooperate in an investigation may result in disciplinary action up to and including termination.

**g. Duty to Report**

**General Responsibility to Report Prohibited Conduct**

No member of the College community who receives a complaint of Prohibited Conduct can ignore it; he or she should give to the person making the complaint as much assistance in bringing it to the attention of the Affirmative Action Officer or Title IX Coordinator as is reasonably appropriate given his or her position at the College and relationship with the person making the complaint. Therefore, all students, faculty, staff, and administrators are strongly encouraged to report to the Affirmative Action Officer or the Title IX Coordinator any conduct of which they have direct knowledge and which they in good faith believe constitutes a violation of this Policy.

**Reporting of Title IX Offenses by Responsible Employees**

Allegations involving Title IX Offenses shall be reported by all “Responsible Employees” to the Title IX coordinator or official designee as soon as the employee becomes aware of it. A Responsible Employee includes any College employee: who has the authority to take action to redress Title IX Offenses; who has been given the duty of reporting Title IX Offenses to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. Responsible Employees shall include,

but are not be limited to, College trustees, administrators, department chairs, program coordinators, campus police, club/activity advisors, coaches, managers or supervisors.

**Mandatory Reporting of Abuse Under State Law**

Children (a person under the age of 18) may be students at the College, or may be engaged in activities sponsored by the College or by third-parties utilizing College facilities. In such instances, where an employee has reasonable cause to believe that a child is suffering physical or emotional injury, resulting from among other causes, sexual abuse, the employee and the College may be obligated to comply with the mandatory reporting requirements established at M.G.L. Chapter 119, Section 51A-E. In such cases, the employee is directed to immediately report the matter to the College’s Affirmative Action and/or Title IX Coordinator, who, in consultation with other officials, shall contact the Commonwealth’s Department of Children and Families and/or law enforcement. An employee may also contact local law enforcement authorities or the Department of Children and Families directly in cases of suspected abuse or neglect. State law also maintains mandatory reporting requirements for certain occupations where elderly and disabled abuse or neglect is suspected. For more information on these reporting requirements please contact the College’s Affirmative Action Officer.

Any member of the College community who has a question about his or her responsibilities under this Policy should contact the Affirmative Action Officer or Title IX Coordinator.
POLICY AGAINST
SEXUAL HARASSMENT

a. Introduction
It is the goal of the Community Colleges 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 Community 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 Community Colleges take 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 measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

b. Definition of Sexual Harassment
Sexual Harassment is defined under the “Definitions” section of this Policy.

The legal definition of sexual harassment is broad and applies to any individual of either gender who participates in the college community, including a student, faculty member, administrator or any other person having dealings with the college. In addition, 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.

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

c. Complaints of Sexual Harassment
If any member of the College Community believes that he/she has been subjected to sexual harassment, he/she has a right to file a complaint under this policy, either in writing or orally.

All complaints of sexual harassment shall proceed under this Policy’s Complaint Procedure. To file a complaint a person may do so by contacting the College’s Title IX Coordinator, or designee. A report of an allegation of sexual harassment may also be presented to other “Responsible Employees” at the College. These persons are also available to discuss any concerns a person may have and to provide information about the Policy on Sexual Harassment and the complaint process.
d. Sexual Harassment Investigation

A complaint of sexual harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy’s Complaint Procedure and will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. Once the investigation is completed, the College will, to the extent appropriate, inform the parties of the results of that investigation.

If it is determined that a violation of this policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary action.

e. Disciplinary Action

Discipline for violating this Policy may include, but is not limited to, mandatory counseling or training, verbal or written warnings, suspension, termination from employment, or expulsion from the College.

f. Consensual Relationships

Faculty/Administrator/Staff Member Relationships with Students

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a College program or activity.

Relationships Between Supervisors, Subordinates or Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination or retaliation. Therefore, such workplace relationships are strongly discouraged.

Relationships Between Supervisors, Subordinates or Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination or retaliation. Therefore, such workplace relationships are strongly discouraged.

g. State and Federal Remedies

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

United States Equal Employment Opportunity Commission ("EEOC")

One Congress Street
10th Floor Boston, MA 02114
617.565.3200
The Office For Civil Rights ("OCR")

U.S. Department of Education
John W. McCormack Post
Office and Courthouse, Room 222
Boston, MA 02109
617.223.9662

Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place, Rm. 601, Boston, MA 02108
617.994.6000

Worcester Office:
Worcester City Hall, 484 Main St., Rm. 320, Worcester, MA 01608
508.799.8010

Springfield Office:
436 Dwight St., Rm. 220, Springfield, MA 01103
413.739.2145

New Bedford Office:
800 Purchase St., Rm. 501, New Bedford, MA 02740
508.990.2390

POLICY AGAINST SEXUAL VIOLENCE

a. Introduction

Sexual violence is prohibited under state law and the College’s Policy on Affirmative Action. Sexual violence is prohibited pursuant to Title IX of the Educational Amendment Act of 1972, which states: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.

b. Sexual Violence Defined

Sexual violence is defined under the “Definitions” section of this Policy.

c. Reporting Complaints of Sexual Violence

A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. The process for filing a complaint is outlined under the Policy on Affirmative Action’s Complaint Procedure. For more information or assistance with filing a complaint, please contact the College’s Title IX Coordinator. If the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Police can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Police does not obligate the victim to file criminal charges.

d. College’s Investigation

The College is obligated to investigate all allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint
filed in another forum, including a criminal or civil complaint, shall not delay the College’s investigation of a complaint of sexual violence. The College shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action’s Complaint Procedure and shall provide the victim with periodic updates on the status of the investigation. A person found to have committed an act of sexual violence shall be subject to disciplinary action ranging from mandatory counseling and/or training, verbal or written warnings, suspension, expulsion from the College or termination from employment, as well as criminal prosecution.

e. Victim Identification

Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims in the campus police department’s Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the College be released absent his/her prior, written consent.

f. Interim Protective Measures

Title IX requires the College to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the final outcome of an investigation. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on-campus "no-contact" order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- changing work schedules or job assignments;
- limiting access to certain College facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

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

In general, when taking interim protective measures, the College shall minimize the burden on the victim. To the extent permitted by law, the victim shall be notified of any interim measures taken by the College concerning the respondent. Even under those circumstances where a victim does not wish to pursue a complaint and requests confidentiality, the College must take immediate action to protect the victim while keeping her or his identity confidential.

g. Amnesty

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policies. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

h. Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the College’s Sexual Violence – Victim’s Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a personal advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the
i. Recommended Procedures for a Victim of Sexual Violence

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

• Protect Yourself and Get Medical Attention – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

• Preserve Evidence - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

• Health and Support Services - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

j. Rape Crisis Center Contact Information

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth’s Executive Office of Health and Human Services’ Website under “Consumer” information at http://www.mass.gov/eohhs/.

Greater Boston Area
Boston Area Rape Crisis Center, Cambridge, 617.492.7273 Hotline, 617.492.6434 TTY

Northeastern Massachusetts
North Shore Rape Crisis Center, Beverly, 800.922.8772 Hotline, 978.921.8729 TTY
Rape Crisis Services of Greater Lowell, 800.542.5212 Hotline, 978.452.8723 TTY
YWCA of Greater Lawrence, 877.509.9922 SA Hotline, 978.686.8840 TTY

Central Massachusetts
Rape Crisis Center of Central Mass., Worcester, 800.870.5905 Hotline, 508.852.7600 TTY
Rape Crisis Center of Central Mass., Fitchburg, 800.870.5905
Wayside Victim Services, Milford, 800.511.5070 Hotline, 508.478.4205 TTY

Voices Against Violence, Framingham, 800.593.1125 Hotline, 508.626.8686 TTY

Southeastern Massachusetts
A Safe Place, Nantucket, 508.228.2111 Hotline, 508.228.0561 TTY

Independence House, Hyannis, 800.439.6507 Hotline, 508.778.6782 TTY

Women Support Services, Vineyard Haven, 508.696.7233

Greater New Bedford Women Center, New Bedford, 888.839.6636 Hotline, 508.996.1177 TTY

New Hope, Attleboro, 800.323.4673 Hotline/TTY

Stanley Street Women Center, Fall River, 508.675.0087 Hotline, 508.673.3328 TTY

Womansplace Crisis Center, Brockton, 508.588.8255 SA Hotline, 508.894.2869 TTY

Western Massachusetts
Elizabeth Freeman Center, Pittsfield, 413.443.0089 Hotline, 413.499.2425 TTY

Everywoman Center, Amherst, 413.545.0800 Hotline, 888.337.0800 TTY

NELCWIT, Greenfield, 413.772.0806 Hotline/TTY

YWCA, Springfield, 800.796.8711

YWCA of Western Mass, Westfield, 800.479.6245 Hotline/TTY

These Rape Crisis Centers offer FREE services to survivors of sexual violence, including:

- 24/7 hotline counseling, information, and referral;
- Will go with survivors to hospitals and/or police stations 24/7;
- Will go with a survivor to court;
- Provide one-to-one counseling and support group counseling; and
- Provide primary prevention education; professional training; outreach.

ALCOHOL AND OTHER DRUGS

Alcohol Consumption
Quinsigamond Community College prohibits the unlawful possession, use or distribution of illicit drugs and or alcohol on its property or as part of any campus activity. Students under the influence of drugs or alcohol, or having them in their possession, will be sanctioned under the College Code of Conduct.

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances include imprisonment for several years up to a maximum of life imprisonment, with fines up to $4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 18 years of age, distribution within 1,000 feet of a school, including the College Campus School, or employing someone under 18
## Penalties under Massachusetts Law:

<table>
<thead>
<tr>
<th>Illegal Offense</th>
<th>Sanction</th>
<th>Statute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using, altering, selling or distributing false ID or driver’s license</td>
<td>Up to $200 fine or up to 3 months’ imprisonment</td>
<td>MA Gen Law 138 §34B</td>
</tr>
<tr>
<td>Transporting alcoholic beverages in a vehicle by driver under 21 years of age</td>
<td>Up to $50 fine for first offense; up to $150 fine for subsequent offenses AND suspension of driver’s license for 90 days</td>
<td>MA General Law 138 §34C</td>
</tr>
<tr>
<td>Furnishing alcoholic beverages to another under 21 years of age</td>
<td>Up to $2,000 fine and/or up to 1 year imprisonment</td>
<td>MA General Law 138 §34</td>
</tr>
<tr>
<td>Making, stealing, altering, forging or counterfeiting a driver’s license or identification card</td>
<td>Fine up to $500 or up to five years in prison; immediate suspension of driver’s license for up to 1 year</td>
<td>MA General Law 90 §24B</td>
</tr>
<tr>
<td>Purchasing or attempting to purchase alcoholic beverages if under 21 years of age, including using a false ID</td>
<td>Fine of $300 and suspension of driver’s license for 180 days</td>
<td>MA General Law 138 §34A</td>
</tr>
<tr>
<td>Having an “open container” of alcohol as a passenger in a vehicle</td>
<td>Fine of $100 up to $500</td>
<td>MA General Law 90 §24I</td>
</tr>
<tr>
<td>Driving under the influence, if under the age of 21, is driving with a blood alcohol level of .02 as a percentage by weight of alcohol in the blood</td>
<td>Fines not less than $500 and up to $5,000; mandatory suspension of license for 180 days and up to 1 year and/or up to 2.5 years’ imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.</td>
<td>MA General Law 90 §24 (1) (a) and §24P</td>
</tr>
<tr>
<td>Driving under the influence, if over the age of 21, is driving with a blood alcohol level of .08 as a percentage by weight of alcohol in the blood</td>
<td>Fines not less than $500 and up to $5,000; suspension of license for 1 year and/or up to 2.5 years’ imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.</td>
<td>MA General Law 90 §24 (1)(a)</td>
</tr>
<tr>
<td>Refusal to submit to a breathalyzer test</td>
<td>Immediate suspension of a driver’s license for minimum of 180 days. If under 21 years of age OR previously convicted of driving under the influence, immediate suspension of driver’s license for 3 years or longer.</td>
<td>MA General Law 90 §24(1)(f)(1)</td>
</tr>
<tr>
<td>Causing serious bodily harm while driving under the influence of alcohol</td>
<td>2.5 to 10 years’ imprisonment and a fine up to $5,000; revocation of driver’s license for 2 years</td>
<td>MA General Law 90 §24L</td>
</tr>
</tbody>
</table>
in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Many of the state and federal statutes that prohibit the illegal distribution of controlled substances provide for minimum mandatory prison sentences. Conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit, including grants and loans. Thus a student can make themselves ineligible for student loans through drug conviction.

Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Any person in the presence of heroin, risks conviction of a serious drug offense. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

Alcohol’s effect on you -- Alcohol goes directly into the bloodstream, physically affecting the whole body. Some illnesses and health problems caused by alcohol include:

- **Hangovers.** Headaches, nausea, vomiting, aches and pains all result from drinking too much. Drinking to the point of drunkenness makes you sick.
- **Weight gain.** Alcohol is not water. A beer has about 150 "empty" calories that provide few if any nutrients.
- **High blood pressure.** Along with being overweight, high blood pressure is associated with many serious health problems.
- **Depressed immune system.** Impaired immunity makes you more likely to contract viral illnesses such as flu and infections.
- **Cancer.** 2-4% of all cancer cases are related to alcohol. Upper digestive tract cancers are the most common, hitting the esophagus, mouth, larynx, and pharynx. Women who drink prior to menopause are more likely to develop breast cancer. Your risk of skin cancer doubles if you drink slightly more than "moderate levels." Some studies implicate alcohol in colon, stomach, pancreas and lung cancer. And let’s not forget the liver...

- **Liver disease.** Heavy drinking can cause fatty liver, hepatitis, cirrhosis and cancer of the liver. The liver breaks down alcohol at the rate of only one drink per hour.
- **Alcohol poisoning.** Drinking large amounts can result in alcohol poisoning, which causes unconsciousness and even death. Breathing slows, and the skin becomes cold and may look blue. Don’t let a person in this condition "sleep it off." Call 911.
- **Heart or respiratory failure.** Excessive drinking can have serious results. Heart or respiratory failure often means death.

Other long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, central nervous system damage, and memory loss. Finally, let’s not forget alcoholism. Alcoholism is a disease to which some people seem predisposed. Alcoholics are unable to control their drinking--how much, when, and if. Alcoholism puts you at great risk for other health problems, and it can shorten your life by more than 10 years. Alcoholism cannot be cured, but it can be treated. Through education, treatment, and self-help support such as AA, people can learn to live alcohol-free and feel good.

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.

How Drugs affect you:

Like many prescription drugs, "recreational" drugs come with potentially harmful side effects that can have serious and long-term effects on your health.

High doses of many of the drugs, or impure or more dangerous substitutes for these drugs, can cause immediate life-threatening health problems such as heart attack, respiratory failure, and coma. Combining drugs with each other or with alcohol is especially dangerous.

Barbiturates and tranquilizers are commonly abused prescription drugs. They can cause hangover-like symptoms, nausea, seizures, and coma. Overdose or mixing these drugs with alcohol can be fatal.

Cocaine can cause such long-term problems as tremors, seizures, psychosis, and heart or respiratory failure.

LSD can cause nausea, rapid heart rate, depression, and disorientation. Long-term effects include paranoia and psychosis.

Marijuana and hashish can cause rapid heart rate and memory impairment soon after use. Long-term effects include cognitive problems, infertility, weakened immune system, and possible lung damage.

Narcotics such as heroin can bring on respiratory and circulatory depression, dizziness, impotence, constipation, and withdrawal sickness. Overdoses can lead to seizures and death.

PCP, in addition to triggering unpredictable and violent behavior, can cause dizziness, numbness, high heart rate and blood pressure, convulsions, and in high amounts fatal heart and lung failure or ruptured blood vessels.

Stimulants such as amphetamines have health effects that include high heart rate and blood pressure, headache, blurred vision, dizziness, impotence, skin disorders, tremors, seizures, and psychosis.

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.

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.

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, Math Center, General Academic Areas Tutoring Center, Writing 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.

**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:

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.

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.

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.

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.

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

**STUDENT NOTIFICATION OF RIGHTS**

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

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**Records Directory**

<table>
<thead>
<tr>
<th>TYPES</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>Room 152A</td>
<td></td>
</tr>
<tr>
<td>Cumulative Academic Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>Room 152A</td>
<td></td>
</tr>
<tr>
<td>Health Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>Room 152A</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Room 165A</td>
<td></td>
</tr>
<tr>
<td>Financial Records</td>
<td>Business Office</td>
<td>Comptroller</td>
</tr>
<tr>
<td></td>
<td>Room 07A</td>
<td></td>
</tr>
<tr>
<td>Progress Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>Room 152A</td>
<td></td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Assistant Dean of Students</td>
<td>Custodian Vice President of Enrollment and Student Services</td>
</tr>
<tr>
<td></td>
<td>Room 169A</td>
<td></td>
</tr>
<tr>
<td>Occasional Records (Student education records not included in the types listed above.)</td>
<td>The appropriate official 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>
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.

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.

**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.

**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, WA. (AU classes are not considered attempted or earned and are not eligible for Financial Aid.) 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 (Completion Rate)
   1-15 total attempted credits: earn 50% of total attempted credits.
   Over 15 total attempted credits: earn 66.67% (two-thirds) of total attempted credits.

III. Maximum Time Frame
You must complete your certificate or degree program by attempting no more than 150% of the total credits required for that program. All attempted coursework that has been or could be applied to your current major according to the degree audit will be counted toward the maximum timeframe calculation. Up to 30 credits of developmental courses (courses numbered below 100) and all English as a Second Language (ESL) coursework will be excluded from this calculation.

Satisfactory Academic Progress Statuses
Good: You have met all three of the Satisfactory Academic Progress criteria.

Warning: If you are in a certificate program only, your academic progress will be reviewed each semester. If you do not meet the GPA or completion rate standards, you will be placed on Warning for one semester. You are still eligible for financial aid, but if you do not meet the standards during your Warning semester, you will be placed on Suspension. If you meet the Satisfactory Academic Progress standards during your Warning semester, you will return to Good standing.

Suspension: If you do not meet all of the Satisfactory Academic progress criteria, you will be placed on Suspension. (Exception: Certificate only students may qualify for a Warning semester.) While on Suspension, you are not eligible for any form of financial aid, including student loans. If you are academically dismissed from the College, you will be placed on Suspension.

Probation: If you appeal a Suspension and it is approved, you will be placed on Probation for at least one semester during which time you will be considered for financial aid. Your progress will be reviewed at the end of each Probationary semester. If you meet the standards, you will return to Good standing. If you meet the terms of your academic plan but fail to meet the overall Satisfactory Academic Progress policy criteria, you may remain on Probation for a limited number of semesters as stated in your academic plan. If the standards are not met, you will be placed on Suspension.

Regaining Eligibility For Financial Aid Without an Appeal
You may be reconsidered for funding after you have successfully completed at least one semester without the benefit of
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.

Examples

• You just completed your fourth semester at QCC. During your first semester you attempted and completed 12 credits. During your second semester you attempted 12 credits, but had a family emergency and had to withdraw from all of your classes. You attempted and completed 6 credits during your third semester, but only completed 6 out of 9 credits in your fourth semester because you received an X grade in one of your classes. Therefore, you have attempted a total of 39 credits, and have successfully completed 24 credits which gives you a 61% completion rate. The standard is 66.67%, so you would be placed on Financial Aid Suspension.

• 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.
II. Disclaimer

a. All systems hardware, software, and data are the property of Quinsigamond Community College and are subject to audit by the College and the Commonwealth of Massachusetts.

b. Quinsigamond Community College may, at its own discretion, examine, move, or delete files, including electronic mail.

c. The school makes no warranties of any kind, whether expressed or implied, for the services it is providing.

d. 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.

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

III. Information System Acceptable Use Policy

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

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

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

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

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

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

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

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

i. Use of college information systems to gain unauthorized access to any system or data is prohibited.

IV. Electronic Mail Policy

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

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

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

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

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

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

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

h. 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.

IV. 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.

INFORMATION SYSTEMS ACCEPTABLE USE POLICY (APPENDICES)

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 with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the 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 otherwise, 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.

NON-DISCRIMINATION AND ACCOMMODATION FOR PERSONS WITH DISABILITIES

It is illegal to discriminate against an otherwise qualified individual with a disability. The Community Colleges recognize the multitude of barriers that confront persons with disabilities in access to both employment and education. Consistent with state and federal statutes that affirm and protect the equal opportunity 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 Complaint Procedures found at Section L of this Policy.

a. 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 periodically examine all existing employment policies, practices and facilities to ensure that they do not pose a disparate impact for 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.

b. In Education

The Colleges will periodically examine all existing admissions, student support and other student life policies, practices and facilities to assure that they do not pose a disparate impact for otherwise qualified disabled students. 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.

c. Reasonable Accommodations

A “reasonable accommodation” under state and federal law is defined as “modifications or adjustments to an application process, job, work environment, the way in which work is customarily performed, or a course of study that permit a qualified individual with a disability to perform the essential functions of a position or to enjoy the benefits and privileges of employment or education equally with persons without disabilities.”

Reasonable accommodations in employment may include, but are not limited to:
College Policies

making existing facilities used by employees readily accessible to and usable by persons with disabilities;

job restructuring;

modification of work schedules;

providing additional unpaid leave;

acquiring or modifying equipment or devices; and

providing qualified readers or interpreters.

The Community Colleges are not required to lower performance standards to make an accommodation and are not obligated to provide personal use items, such as eyeglasses or hearing aids.

Reasonable accommodations in education may include, but are not limited to:

in-class aids, such as note takers;

extended time for examination;

quiet rooms or alternate locations for testing;

alternatively formatted testing; alternatively formatted textbooks and other course materials; and/or

access to assistive technology.

Possible course reductions or substitutions on the basis of a disability will be carefully evaluated.

Students with disabilities must meet the essential requirements of all academic degree programs.

a. Interactive Process

State and federal laws define the “interactive process” as an ongoing communication between, among other parties, employer and employee, college and student, with a known disability in an effort to provide reasonable accommodation. Both parties must engage in the interactive process and communicate directly with each other in order to formulate and effective accommodation plan. Neither party can delay nor interfere with the process.

b. Undue Hardship and Fundamental Alteration

The Community Colleges are required to make reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship on the operation of a College’s business or result in a fundamental alteration of a job or academic course or program. Undue hardship means an action that requires significant difficulty or expense when considered in relation to factors such as a College’s size, financial resources, and the nature and structure of its operation. Fundamental alteration is a change that is so significant that it alters the essential nature a job or an academic course or program.

c. Process for Requesting a Reasonable Accommodation

An employee or job applicant seeking a reasonable accommodation for a disability may contact the College’s Office for Human Resources. A student or student applicant seeking a reasonable accommodation for a disability may contact the College’s Disability Services Office. All requests for an accommodation are evaluated on a case-by-case basis. Individuals seeking accommodations should be prepared to submit current medical documentation for review in the accommodation process.
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 p.m. Any overflow will be on the soccer field only when directed by QCC Police and end at 3:00 p.m. 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 area 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.

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. 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
PARKING FINES

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

01 FAILURE TO DISPLAY PARKING DECAL $20
02 PARKED IN A LOT WHERE DECAL DOES NOT APPLY $20
03 OVERNIGHT PARKING $25
04 MORE THAN 12" FROM THE CURB $20
05 PARKING ON OR OVER SPACE MARKINGS $20
06 DOUBLE PARKING $25
07 ONE WAY OPERATION $25
08 BLOCKING GATEWAY, ENTRANCE TO FIELD SERVICE ROAD OR PATHWAY $20
09 COUNTERFEITING, ALTERING, DEFACING, OR TRANSFERRING A REGISTRATION OR DECAL $25
10 PARKING IN DELIVERY OR SERVICE ZONE $20
11 PARKED UPON CROSSWALK OR SIDEWALK $25
12 FIRELANE (subject to immediate tow) $30
13 OBSTRUCTING SNOW REMOVAL (subject to immediate tow) $20
14 PARKED IN TOW ZONE (subject to immediate tow) $30
15 PARKING ON LAND NOT FOR VEHICULAR TRAFFIC $30
16 EMERGENCY VEHICLE AREA (subject to immediate tow) $30
17 OBSTRUCTING BUILDING ENTRANCES OR EXITS (subject to immediate tow) $30
18 PARKED IN A RESERVED SPACE (subject to immediate tow) $30
19 FAILURE TO STOP $50
20 DISREGARD OF POLICE OFFICER’S DIRECTION $25
21 FAILURE TO STOP FOR PEDESTRIAN IN CROSSWALK $100
22 WITHIN 10’ OF FIRE HYDRANT $50
23 HANDICAP PARKING (subject to immediate tow) $200
24 BLOCKING A HANDICAP RAMP $200
25 EXCEEDING CAMPUS SPEED LIMIT $50
26 LITTERING FROM A MOTOR VEHICLE $25
27 OTHER $20–$200
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 p.m.–6:00 a.m. is prohibited on campus. Extenuating circumstances that dictate a vehicle to be left overnight, must be approved through the Campus Police.

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.

**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

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.

SMOKING

Quinsigamond Community College recognizes the medical evidence that indicates that smoking is a serious health hazard, and that this health hazard extends to non-smokers subject to second-hand smoke. The College recognizes its responsibility in providing a healthful working and learning environment. As a result, this policy
was developed to establish rules and regulations concerning smoking on the QCC campuses.

This policy pertains to all staff, students, and visitors on QCC campuses, in QCC facilities and in vehicles owned, operated and controlled by QCC.

Definitions:
“Smoking” or “smoke”: Possessing a lighted tobacco product or the lighting of a cigar, cigarette, pipe or other tobacco product.

Policy:
• Smoking is prohibited within the confines of college grounds, any college building, or college vehicles (smoking is only to be permitted in private vehicles on campus).
• The sale of tobacco products on campus is prohibited.

Sanctions:
As with all college policies, successful implementation of this policy requires college-wide cooperation, and all members of the college community are asked to assist. Violations of the smoke-free campus policy should be reported to the violator’s division dean or to the administrative supervisor in charge of the area where the violation occurred.

Repeat violators will be subject to disciplinary action, which may include participation in a smoking cessation workshop, completion of community service, payment of fines, or subjectation to the appropriate student or employee progressive discipline process.

The full written version of the policy that was affirmed by the QCC community and Board of Trustees may be found at: www.QCC.edu/files/president/policies/smoke-free_campus_policy.pdf

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.
STUDENT ACTION ACTIVITY POLICY

Students wishing to provide information, collect information, or poll the campus community in general are asked to provide a written letter requesting that such activity take place on campus grounds or in campus buildings to the Director of Student Life and Leadership. The director will provide the requesting student(s) with the Request for Student Action Activity form which must be completed and returned prior to the activity. This allows the college the opportunity to maintain awareness of these actions and to support the ability of the community to make constructive commentary on issues affecting the student body and the greater community. It also allows for the thoughtful preparation of presentations on the part of the student(s) involved.

Student(s) organizing such action activities are responsible for upholding the Rules of Student Conduct at all times during the activity. They are also responsible for removal of all literature or other materials that they may be providing as part of the activity, or to arrange with the Director of Student Life and Leadership for space to have continuing display of their material. They must also respect the rights of other members of the community to differing opinions on the topic being presented. Outside speakers must be listed and pertinent to the activity.

All alleged violations of the Student Action Policy will be referred to the Dean of Students for possible adjudication through the Student Code of Conduct System.

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.

Definitions

1. Complaint: the informal, unwritten stage of an allegation of mistreatment.
2. Day: as used in this policy, shall mean a calendar day.
3. Grievance: a written grievance filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.
4. Grievant: the student filing the Grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
5. Instructional Period: the academic semester, summer session or
intersession when a grievable act or omission occurs. The Instructional Period shall end on the last day of final exams.

6. Responding Party: the person against whom a complaint or Grievance is directed.

7. Senior Officer: senior level employee who reports to the President for the Responding Party's work area.

8. Student Grievance Officer: a College employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Affairs Officer. If this individual is the person against whom the Grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.

9. Substantial Evidence of Error or Injustice: for purpose of Grade Appeals, substantial evidence of error or injustice is defined as:

a. The assignment of a course grade to a student on some basis other than performance in the course; or

b. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or

c. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor’s previously articulated standards.

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

Utilizing The Student Grievance Procedure

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

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

If a Grievance involves a grade dispute, a student shall process the Grievance in accordance with the Student Grievance Procedure. However, if a grade dispute raises issues of discrimination or sexual harassment, the Grievance should be processed in accordance with the College's Affirmative Action Grievance Procedure and the Affirmative Action Officer shall conduct the process in collaboration with the Senior Academic Officer or designee.
Claims of physical or sexual assault shall not proceed under the Student Grievance Procedure. A claim of physical assault alleged against a student shall be reported to the Code of Conduct Officer. A claim of physical assault alleged against an employee shall be reported to the Human Resources Office. In both cases, law enforcement authorities shall also be notified. A claim of sexual assault shall be reported to the College’s Affirmative Action Officer and/or Title IX Coordinator and law enforcement authorities and shall proceed under the College’s Affirmative Action Plan. In matters involving physical or sexual assault, alleged victims are strongly encouraged to independently report the incident to the law enforcement authorities. The College’s Campus Police/Security Department can assist with the reporting process.

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

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

**Grade Appeals**

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

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

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

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

Level One: Informal Procedure

This is the informal stage where most complaints are resolved. The Grievant and the Responding Party should consult with the Student Grievance Officer at this time. A Grievant initiates the informal phase of the Grievance process. The Grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when a grievable act or omission occurs. The Responding Party must respond to the Grievant’s complaint within ten (10) days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

Level Two: Formal Procedure

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

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

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

The Responding Party shall forward a written Level Two - Step One response to the Student Grievance Officer within ten (10) calendar days of his/her receipt of the Grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.
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 Grievance and response, if any, to the supervisor of the Responding Party, with a copy to the Senior Officer of the work area of the Responding Party.

The supervisor shall investigate the Grievance and confer with the Senior Officer. The supervisor shall forward his/her written decision to the Student Grievance Officer, within ten (10) calendar days after receipt of the Step Two Grievance. Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five (5) calendar days. At any time before the issuance of the Supervisor's Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it. Grade appeals do not go beyond this Step (Level Two - Step Two) per the section on Grade Appeals.

No new issues or allegations may be raised by either party after Step Two.

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

The Committee shall deliver its findings and recommendations to the Student Grievance Officer within ten (10) calendar days following the hearing. A copy of the Committee’s findings and recommendations shall be delivered to the President or his/her designee, within five (5) calendar days of receipt. Within ten (10) calendar days of the President’s receipt of the Committee’s findings and recommendations, the President or his/her designee, shall issue a written statement accepting, modifying or rejecting the Committee’s recommendations.

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

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
College Policies

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 Administrator 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 Administrator 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 unit professional, one faculty member, one non-unit professional and one unit classified employee. The President or his/her designee shall appoint each member from among the recommendations submitted by the Student Grievance Officer.

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

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

Student Grievance Committee Hearing & Decision Guidelines

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

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 allegations 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 President or his/her designee for review and final disposition. The President or his/her designee shall accept, reject or modify the Committee's decision and/or recommendations and issue a final written decision.

14. All findings and decisions reached under this Procedure shall be based on a "preponderance of evidence" standard (i.e.; more likely than not). Any action taken hereunder shall be reasonable under the circumstances, in accordance with applicable College rules and procedures and be grounded in fundamental fairness.
WITHDRAWAL
A student may withdraw his/her complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

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

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

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

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)
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.

ASSESSMENT OF STUDENT LEARNING

Quinsigamond Community College employs the traditional practice of assessment of student learning wherein the quantity of learning is measured by the number of credits (semester hours) earned, and its quality is recognized by an award of a grade for the learning experience. The design of this college practice shall be, so far as practicable, responsive to the needs of students enrolled in a course or program. The status of the student in a program shall be determined by accumulated course grades earned.

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.

The status of the student may also be indicated by the following designations which will not be computed in the QPA.

I: The student has satisfied the major requirements of the learning experience, as judged by the instructor, and can complete the assigned work by the end of the twelfth week of the following full semester.

I/R: The student has agreed to repeat the course within the following year. Not computed in the QPA until converted to an academic grade.

AU: The student is registered in the learning experience as an audit student. Not computed in the QPA.

W: The student has officially withdrawn on his/her own from the learning experience. Not computed in the QPA.

WA: The student has been withdrawn administratively for failure to fulfill financial or immunization obligations or for medical or disciplinary circumstances. Not computed in the QPA.

X: The student has not officially withdrawn from the learning experience, and the instructor has judged there is insufficient basis for evaluation. The X grade is considered an indication for unsatisfactory academic progress for financial aid purposes.

P: The student has satisfactorily completed the learning experience with a C grade or better. Not computed in the QPA but computed in credits attempted.
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 send the form to the student.

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

GRADING SYSTEM

The individual faculty member may determine what numerical equivalent, if any, to assign to the various grade designations. Faculty may use an absolute numerical value or they may grade on the class average. The following table indicates recommended by nonmandatory numerical/letter equivalents for awarding grades. Note: the quality point for each letter grade is a college-wide policy, not merely recommended as a guideline:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Grades</th>
<th>Quality</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95–100</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90–94</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>High Quality</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
<td>Average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73–76</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70–72</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63–66</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60–62</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failed</td>
<td>0.0</td>
</tr>
</tbody>
</table>
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. After the tenth week (or equivalent), the student must get the instructors signature. The instructor will then designate if the student withdrew while passing or withdrew while failing.

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

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**

**17 to 32**
- Dismissal: QPA under 1.50
- Probation: QPA 1.50-1.69

**Over 32**
- Probation: QPA under 1.70
- Probation: QPA 1.70-1.89

1. 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;
- remain away for one year;
- petition the Vice President of Academic Affairs for reinstatement.

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.

1. Any student who is academically dismissed may appeal his/her case.

2. 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 reinstated to the College, the recommendations of the reinstatement (course load, grade minimums, etc.) 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 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 133A) 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 QCC 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 QCC students are named to Who’s Who.

Graduation Honors

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

CLASS CANCELATION

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 the Registrar’s Office Room 152A in the Administration Building.

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 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 Athletic Center 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 may be asked to submit to a CORI check. (Students will be required to sign this document with their Program Coordinator.)
CLINICAL AFFILIATE
RANDOM DRUG
SCREENING ANALYSIS

Please be advised that students enrolled in the QCC Health programs may be required to undergo and pass a drug screening analysis in order to be eligible for and/or remain at an assigned clinical affiliate of their program. Students who either fail to pass or refuse to submit to a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Care programs.

Health programs in which students are subject to Drug Screening Analysis: Dental Assisting, Dental Hygiene, Emergency Medical Services, Medical Support Specialist, Nurses Aid, Nurse Education, Occupational Therapy Assisting, Pharmacy Technician, Phlebotomy/EKG, Radiologic Technology, Respiratory Care, and Surgical Technology.

FINGER PRINTING

Students may be required to undergo Finger Printing prior to placement in clinical/field rotations. If there is a cost associated with this request, the student will be responsible for the cost.

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

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.

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.
STATE FINANCIAL AID PROGRAMS
RECORD RETENTION REQUIREMENT

Institutions that participate in Massachusetts State financial aid programs are required to maintain records pertaining to their administration of such financial aid programs for a period of seven (7) years following the academic year during which those records were created, unless such records are included in the disposal schedules approved by the Records Conservation Board upon the request of the Office of Student Financial Assistance in accordance with M.G.L.c. 66, s.8.

RETENTION OF EDUCATION RECORDS

Quinsigamond Community College adheres to the Massachusetts Statewide Records Retention Schedule relative to the retention of education records.

Student Admissions/Registration Records are retained for matriculated students for 3 years after graduation or separation from the institution and for applicants who don’t matriculate records are retained for 3 years. Expulsion Records for matriculated students are retained for 25 years. Academic transcripts for matriculated students are kept forever.

The Financial Aid Office at Quinsigamond Community College adheres to the Massachusetts Office of Student Assistance requirements in regards to record retention.

The following is from the publication by the Massachusetts Office of Student Assistance on Guidelines and Procedures for the Massachusetts State Financial Aid programs.

EMERGENCY EVACUATION PROCEDURE SECTION I

To Report A Fire

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**

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.

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. Staff are requested to assist the handicapped person to the nearest accessible 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 of the Grotto (adjacent to the Fuller Student Center).
- Fuller Student Center – Exit building at the closest and safest location and report to the lawn toward West Boylston Street, at least 500 feet from the building.
- Surprenant/Hebert Auditorium – Exit building at the closest and safest location and report to the lawn toward West Boylston Street. Do not block roadway for emergency vehicle access.
- Harrington Learning Center – 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.

**Active Shooter Threat**

While encountering an active threat on campus is remote, we encourage members of the campus community to review these guidelines. In an emergency situation, your knowledge and awareness can make a critical difference. Working together we can provide a safe environment for our students, faculty and staff.

► What is an active threat?

An "active threat" is defined as any incident which creates an immediate threat or presents an imminent danger.
to the campus community. In addition to offenders armed with firearms (active shooters), other types of weapons or instruments may be used by those who want to cause harm. One or more assailants may be involved. They may be very near or far away, at one or several locations, targeting students, faculty/staff, or random victims. No two situations are exactly alike.

► Trust your instincts!

If there is a shooter or assault, try to remain calm. Your actions will influence others. A survival mindset can help you and those around you avoid catastrophe. Cooperate in taking responsibility for your personal safety and security.

► Are you able to evacuate?

• Try to stay calm and determine the location of the threat.
• Warn other faculty, staff, students and visitors to take immediate shelter.
• Call 911 as soon as possible, although escaping is your priority.
• If a safe exit does exist, take it as quickly as possible.
• Continue running until you are well cleared from the location of the threat. Find a safe location and call 911 to tell the police of your location.

► If the only exit is through a window, consider the consequences of the fall:

• How high are you from the ground?
• Can you land in shrubs or grass to decrease the potential for serious injury?
• Can you make an improvised rope out of clothing, belts or other items?

► If you cannot evacuate:

• Try to stay calm and determine the location of the threat.
• Take shelter in the nearest office, classroom, closet or other area which can be secured. Barricade the door using desks, bookshelves, or other heavy objects. If the door opens outward, attach one end of a belt, scarf, rope to the door handle and the other end to a heavy object.
• If the door has a window, cover it.
• Turn off lights.
• Look for other possible escape routes, such as windows or other doors.
• Call 911 and tell them what is happening. Speak quietly and then set your cell phone to vibrate or silent. If you can't speak, leave the line open so the dispatcher can listen to what is taking place. Normally the location of a 911 call can be determined without speaking.
• Stay low to the ground and remain as quiet as possible.
• Once in a secure location, do not open the door for anyone. Do not approach police officers as they attempt to locate and neutralize the threat. The police officers will return to assist you once the threat has been neutralized.
• When Campus Police arrive, obey all commands. You may be asked to keep your hands in the air, you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

► Is there an active shooter in your presence?

If you are in a crowded room and the threat is shooting, "play dead" or quietly crawl to safety. Do not attempt to make
contact with the individual, unless no other option is available.

► If you are with a group, as an action of last resort, you might choose to take the offense:

• If the shooter is entering the room, position yourself in location that allows for an element of surprise.
• Throw anything available at the threat. Aim for the face to distract him/her.
• Attack as a group, swarming around the threat.
• Grab the threat's arms, legs or head and take him/her to the ground. Use body weight to secure him/her.
• "Fight dirty" - kick, bite, gouge eyes.
• Have someone in the group call 911.
• When Campus Police arrive, obey all commands. You may be asked to keep your hands in the air, you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

► Have you apprehended the offender?

• Make sure the suspect is secured (body weight, belts, etc.)
• Move any possible weapons away from the threat.
• Do not hold a weapon.
• Call 911 and advise law enforcement that the threat/shooter is down.
• Provide your location and stay on the line if possible.
• When Campus Police arrive, obey all commands. You may be asked to keep your hands in the air, you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

► When law enforcement arrives:

• Give the location of the shooter/offender(s).
• Tell officers the number of shooter/offender(s).
• Provide a physical description of the shooter/offender(s)
• Describe the type and number of weapons.
• DO NOT approach officers.
• DO NOT point.
• DO NOT scream or yell.
• DO NOT pose a threat.
• Remain quiet.
• Follow directions.

Take a few minutes to view Run, Hide, Fight

http://www.youtube.com/watch?v=5VcSwejU2D0

Emergency telephones

Telephones have been installed at strategic locations around the campus. The purpose of these phones is to offer faster response time for students and staff who may be experiencing an emergency situation.

These phones are activated by pushing the large square button on the front. By pushing the button, students or staff will be put into immediate direct contact with someone who can summon the appropriate emergency personnel. Users should speak clearly and give a brief description of the emergency and the location of the phone. The red sign next to each phone identifies the exact location of the phone.
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
- Surprenant Building: Basement level beside elevator, 1st floor beside elevator, 2nd floor beside elevator, 3rd floor beside elevator, 4th floor beside elevator
- 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)
- Child Study Center: 1st floor hallway beside closet (1-C)
- 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)

The complaint procedure is intended to provide a mechanism to investigate and where possible resolve complaints of alleged violations of this Policy against employees and students. The procedures outlined below are intended to ensure that the College will conduct an impartial, fair, effective, and efficient investigation of all allegations of violations of this Policy without fear of retaliation. The complaint procedure is available to any employee or student, or applicant for employment or admission, who believes he/she has been subjected to Prohibited Conduct as defined under this Policy. A complaint filed in another forum does not preclude an individual from filing a complaint under this Policy. Further, a complaint filed in another forum, including a criminal or civil complaint, shall not delay an investigation of a complaint filed under this Policy.

b. Confidentiality of Process

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

c. Complainant Requests Confidentiality

Where a Complainant requests that no action be taken by the College or requests that her/his identity not be revealed, the College shall take reasonable steps to investigate and respond to the complaint, but shall inform the Complainant that such a request may hamper its ability to fully
investigate an alleged violation of this Policy and/or to take appropriate remedial steps, including disciplinary action. Where an allegation of Prohibited Conduct involves the potential of an ongoing threat to the health, safety or security of the College or a potential adverse employment action, the Affirmative Action Officer, or in the case of an alleged Title IX Offense, the Title IX Coordinator, shall inform the Complainant that it cannot ensure confidentiality and disclosure of their name may likely be required.

d. Off Campus Behavior
The College reserves the right to investigate alleged Prohibited Conduct under this Policy occurring off-campus when such conduct adversely affects the College Community, poses a threat to the College Community; interferes with the College’s pursuit of its educational objectives and mission, and/or if a student or employee is charged with a serious violation of state or federal law.

e. Interim Protective Measures
Title IX requires the College to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the final outcome of an investigation. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on-campus “no-contact” order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- changing work schedules or job assignments;
- limiting access to certain College facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

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

In general, when taking interim protective measures, the College shall minimize the burden on the victim. To the extent permitted by law, the victim shall be notified of any interim measures taken by the College concerning the respondent. Even under those circumstances where a victim does not wish to pursue a complaint and requests confidentiality,
the College must take immediate action to protect the victim while keeping her or his identity confidential.

f. Interim Action

The College reserves the right to suspend a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation under this Policy when it reasonably concludes that a student or employee: (a) poses a threat to health or safety; (b) poses a threat to College property or equipment; (c) is disruptive or interferes with the normal operations of the College; or (d) is charged with a serious violation of state or federal law. In such cases, the College shall provide the employee or student of the specific reason(s) for the interim action. During a student’s interim suspension or an employee’s leave, the College reserves the right to prohibit the individual from entering upon the College’s property or participating in any College activities absent written authorization from an appropriate official of the College.

g. Joint Investigation

In some circumstances a Responding Party’s conduct may constitute a potential violation of this Policy and/or other conduct policies applicable to employees or students. In such cases, in order to avoid duplicative investigatory efforts, a joint investigation under this Policy may be conducted by the AAO or, in the case of an alleged Title IX Offense, the Title IX Coordinator, and the administrator charged with enforcing conduct policies. For example, if the Responding Party is a student, the Affirmative Action Officer (or Title IX Coordinator if a Title IX Offense is alleged) and Student Code of Conduct Officer may jointly investigate the complaint. Based on the findings of their joint investigation, the student may be subject to disciplinary action for violations of this Policy and/or the Student Code of Conduct. Where the Responding Party is an employee, a joint investigation may be conducted by the Affirmative Action Officer (or Title IX Coordinator if a Title IX Offense is alleged) and the employee’s supervisor. Based on the findings of their joint investigation, the employee may be subject to disciplinary action for violations of this Policy and/or for inappropriate and unprofessional conduct.

h. Collateral Rights of Employees

Any disciplinary action taken against an employee shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements.

i. Anonymous Complaints

Any individual may file an anonymous complaint concerning any Prohibited Conduct referenced under this Policy. An individual may report the incident without disclosing his/her name, identifying the respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, the College’s ability to respond to an anonymous report may be limited. An anonymous complaint may be filed with the Affirmative Action Officer or, in the case of an alleged Title IX Offense, the Title IX Coordinator.

j. Amnesty

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policies. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the
College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

k. False Charges

Filing a false charge under this Policy is a serious offense. If an investigation reveals that a complainant knowingly filed false charges, the College shall take appropriate actions and issue sanctions pursuant to other applicable College policies, including any applicable collective bargaining agreement. The imposition of such sanctions does not constitute retaliation under this Plan.

II. Complaint Procedure

The complaint process is comprised of two procedures - the informal procedure and the formal procedure. In the event a complaint alleges a Title IX Offense, the College’s Title IX Coordinator shall have the responsibility for administering this Policy, including the Complaint Procedure.

a. Informal Procedures

Where appropriate, the parties to a dispute and/or the Affirmative Action Officer may attempt to reach an informal and prompt resolution of the potential complaint. Informal resolution is encouraged and any of the parties involved may request the intervention of the Affirmative Action Officer to assist in resolving the matter informally. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues. The informal procedure shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. Further, at no time shall a Responding Party question or confront a Complainant, or engage a third party to do so, as such conduct may constitute intimidation and/or retaliation, which are strictly prohibited under this Policy.

b. Formal Procedures

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

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

**Step 1 – Investigation**

When a Complainant believes that he/she has been subjected to Prohibited Conduct, the Complainant may file a formal written complaint with the Affirmative Action Officer, or in the case of an alleged Title IX Offense, the Title IX Coordinator. For student Complainants, a formal complaint may be filed within thirty (30) days following the end of the instructional period when the Complainant knew or should have known of the grievable act. For employee Complainants, a formal complaint may be filed within thirty (30) days from when the Complainant knew or should have known of the grievable act. The complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form (see Appendix A). 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 complaint through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing, signed by both parties and the Affirmative Action Officer shall retain the document, with copies to the parties. Thereafter, the matter shall be considered resolved between the parties.

Upon receiving a written complaint, the Affirmative Action Officer will notify the Responding Party in writing, of the complaint (see Appendix B), and provide the Responding Party with a copy thereof. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have ten (10) days from receipt of notice to submit to the Affirmative Action Officer a written response to the complaint.

Where practicable, within thirty (30) days from the date the Respondent’s written response is received, or the date it was due if none was submitted, the Affirmative Action Officer shall conduct an investigation and prepare and issue a Report of Preliminary Findings to the parties. The investigation shall include, but is not limited to, an analysis of the allegations and defenses presented, consideration of all relevant documents, including materials presented by the parties, interviews of the parties and other individuals and/or witnesses, and/or reviewing certain documents or materials in the possession of either party that the Affirmative Action Officer has deemed relevant to the complaint. The Affirmative Action Officer’s report shall specify the investigation undertaken and summarize his/her preliminary findings. The report shall be delivered to the parties in hand or by certified mail. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties every thirty (30) days until it is completed. Any request by a party to extend a deadline established under this procedure shall be presented in writing to the Affirmative Action Officer.

Thereafter, the parties will have ten (10) days from the date of their receipt of the
Report of Preliminary Findings to submit Rebuttal Statements to the Affirmative Action Officer. The parties may present no new allegations at that time. Where practicable, within seven (7) days of receiving the parties’ Rebuttal Statements, the Affirmative Action Officer shall review the Rebuttal Statements and prepare and submit a Report of Final Findings and Recommendations to the President’s Designee for consideration.

**Step 2 – Review and Decision by the President’s Designee**

Where practicable, within ten (10) days of receipt of the Affirmative Action Officer’s Report of Final Findings and Recommendations, the President’s Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the Affirmative Action Officer’s Final Findings and Recommendations. The Designee’s written decision shall be delivered in hand or by certified mail and shall include the Report of Final Findings and Recommendations. If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College’s Board of Trustees shall designate a Board member(s) as Designee to administer Step 2 of the Complaint Process.

**Step 3 – Appeal to President**

A party who is not satisfied with the Designee’s written decision may file an appeal with the President within five (5) days of receiving the Designee’s decision. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision accepting, rejecting or modifying the Designee’s decision. The President’s decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements.

If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College’s Board of Trustees shall consider the appeal and issue the written decision.

**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 Director of Veteran Affairs 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.

PUBLICITY

On-campus publicity for student sponsored events is coordinated by Student Life. All announcements, signs, posters, and fliers 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, those 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.

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.

All qualified students may request a reasonable accommodation in order to complete a technical standard, unless to provide such an accommodation would substantially alter the program and/or impose an undue hardship on the college. Reasonable accommodations include,
but are not limited to, seeing and hearing devices, voice activated technology, sign language interpreter etc. Any student concerned about his/her ability to satisfy a technical standard, with or without a reasonable accommodation, should immediately contact the Vice President of Academic Affairs at 508.854.4284 or the Americans with Disabilities (ADA) coordinator at 508.854.4475. (Students will be required to sign this document within their program of study)

HEALTH REQUIREMENT DEADLINES

Students who have not submitted their completed health files by the dates listed below to their respective programs will be removed from program (major) courses and will need to file for readmission into the program for the next available semester. Readmission is always based on space availability. Please review the readmission policy outlined in the QCC Handbook. Deadline dates and programs are listed below:

- Dental Assisting: July 31, 2015
- Dental Hygiene: July 6, 2015
- Medical Assisting: September 9, 2015 and January 8, 2016
- Nursing Education: July 20, 2015 and January 4, 2016
- Occupational Therapy Assistant: July 1, 2015
- Paramedic: September 1, 2015 and January 19, 2016
- Practical Nursing: July 20, 2015
- Radiologic Tech: July 1, 2015
- Respiratory Care: August 15, 2015
- Surgical Technology: August 15, 2015

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
- 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.

After withdrawal or dismissal from a health care program, students should immediately contact the Admissions Office to declare a major. Failure to do this, may affect the students’ future financial aid status.

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 timeline 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.

2. Only under extenuating circumstances 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 student must initiate the second time readmission process through a meeting with the A.D.N. Coordinator.

The student will make an appointment with the Dean of Healthcare to complete an Appeal for Readmission Denial Form.

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. Contact the Nurse Education (A.D.N.) Program Coordinator for the specifics.

Readmission to the Dental Assisting, 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.

Readmission for the EMT Paramedic Program is only allowed for the didactic semesters. A student who is unable to complete the clinical and/or field placement component of the EMT Paramedic Program cannot be readmitted. Contact the EMT Paramedic Program Coordinator for the specifics.

Students seeking readmission into the Dental Hygiene Program must readmit into the next incoming class if space is available.

5. Students will be considered for readmission only once into the Dental Education Programs (DHY and DAS), EMT-Paramedic, Medical Assisting, Nurse Education Programs (PN, A.D.N.,NUE and Advanced Placement NUL, NUP), Occupational Therapy Assisting, Radiologic Technology, Respiratory Care, and Surgical Technology Programs (DAS, DHY,
EMS, MSS, NUR, OTA, PNP, RDT, RCP, and 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 the Dental Hygiene Program, 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 previously received a passing grade 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 Nurse Education/Day, three spaces for Dental Hygiene and Practical Nursing; two spaces for Radiologic Technology, Respiratory Care, Occupational Therapy Assisting and Advanced Placement LPN/Paramedic Nurse Education and one space for Surgical Technology, Nurse Education Evening Program, and Practical Nursing Evening. 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) are required by specific health programs for readmission. The numerical value of the TEAS test used for readmission into the specific health program will be the same as those used for admission into the program. All students reentering a health program must meet the TEAS requirement of the specific health program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Composite Score</th>
<th>Math</th>
<th>Science</th>
<th>English</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting (HOBET V)</td>
<td>45%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Dental Hygiene (TEAS V)</td>
<td>n/a</td>
<td>54%</td>
<td>40%</td>
<td>53%</td>
<td>53%</td>
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<tr>
<td>Nurse Education (TEAS V)</td>
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<td>54%</td>
<td>40%</td>
<td>53%</td>
<td>53%</td>
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<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Occupational Therapy Assisting (HOBET V)</td>
<td>52%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Radiologic Technology (HOBET V)</td>
<td>52%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Respiratory Care (HOBET V)</td>
<td>52%</td>
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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Surgical Technology (HOBET V)</td>
<td>45%</td>
<td>n/a</td>
<td>n/a</td>
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<td>n/a</td>
</tr>
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</table>

*n/a=not applicable*
8. Request for Review of TEAS 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 and Surgical Technology may request a review if their composite score is between 41-44%. Students requesting readmission to Practical Nursing may request a review if their composite score is between 43 and 46%.

The student should contact Advising for more information.

Readmission to any of the health programs is also based on space availability.

P. Transfer into Nurse Education: Please contact Admissions for the specific requirements.

Q. Students who have been dismissed or withdrawn from a program within the School of Healthcare at Quinsigamond Community College for reasons of “clinically unsafe practice/behavior” or who violate the College’s Student Code of Conduct or Policy on Affirmative Action are not eligible for admission/ readmission to any Healthcare program.

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.

REFUND OF TUITION AND FEES

Students are responsible for their 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.

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.

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.

WITHDRAWAL PROCEDURE

1. A student intending to withdraw from a course prior to the tenth week of class should:
   - b. Obtain a withdrawal form from the Registrar’s Office (152A) or the Advising Office (61A).
   - c. 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.
**Student Responsibilities**

**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.

**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

**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, Trade Books, computer printers, software, supplies, backpacks, magazines, giftware, apparel, stuffed animals, greeting cards, candy, and much more!

The QCC Bookstore is located on the basement level of the Administration Building. Enter via the revolving doors, take a left, and find us at the very end of the hallway.
<table>
<thead>
<tr>
<th>WHAT...</th>
<th>WHERE...</th>
<th>WHO...</th>
<th>CALL...</th>
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<tbody>
<tr>
<td>Absences (Faculty)</td>
<td>152A &amp; 127S</td>
<td>Registrar</td>
<td>4257</td>
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<tr>
<td>Academic Advising</td>
<td>Adv. Ctr. 61A</td>
<td>Advisors</td>
<td>4308/4472/4314</td>
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<td>Activities</td>
<td>Fuller</td>
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<td>Add / Drop</td>
<td>152A &amp; 61A</td>
<td>Registrar's Office/Advising</td>
<td>4257/4308</td>
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<td>105S</td>
<td>Chaplain</td>
<td>4300</td>
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<td>Career Placement Services</td>
<td>272A</td>
<td>Office of Student Life</td>
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<td>Children's School</td>
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<td>Sorenson Video Phone Access (VP)</td>
<td>Disability Services</td>
<td>508.502.7647</td>
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<td>Southbridge Location</td>
<td>5 Optical Drive, Southbridge</td>
<td>877- QCC-FOR-ME (877.722.3676)</td>
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<td>Student Life</td>
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