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GENERAL COLLEGE POLICIES
Policy 1.01: Mission

Quincy College is an open access institution which encourages academic achievement and excellence, diversity, economic opportunity, community involvement and lifelong learning. The College facilitates valuable learning relationships that inspire students to realize their educational and professional future.

Original: October 1999
Revised: June 2006, July 2011
Policy 1.02: Values

At Quincy College, we are committed to the following values:

- Student learning and achievement.
- Excellence in teaching.
- Mutual respect, responsibility, and collaboration.
- Individual and institutional integrity.
- Diversity of people and perspectives.

Original: October 1999
Policy 1.03: Promises

During the next decade, our College will be at the forefront of meeting the challenge of a new century. We will endeavor to prepare graduates who are:

- Knowledgeable members of the workforce
- Productive members of the workforce
- Valued by baccalaureate institutions as candidates for transfer
- Contributors of our society with an appreciation for community service, economic and cultural development, and civic responsibility
- Dedicated to life-long learning and personal growth

Original: October 1999
Policy 1.04: Goals

The goals of Quincy College are:

- To create an educational environment that stimulates an enthusiasm for learning, critical thinking, cultural awareness, personal initiative, and civic responsibility;
- To encourage and enable students to realize their full potential and to achieve their personal, educational, and career goals;
- To offer programs that foster successful student transition to four-year colleges and/or careers;
- To offer certificate programs that develop and enhance the essential skills and knowledge necessary to be contributing members of the workforce;
- To provide essential resources and services in support of the academic programs;
- To facilitate service learning opportunities and internships which connect the community with the academic programs;
- To offer educational and training programs to meet the needs of employers;
- To encourage community education through non-credit programs; and
- To provide a forum for reasoned public discourse on intellectual, cultural, and social issues.

Original: October 1999
Policy 1.05: Accreditation Statement

Quincy College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools throughout collegiate institutions offering post-graduate education.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or of the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Original: October 1999
GOVERNANCE POLICIES
Policy 2.01: 1981 Statute Creating Special Account

Chapter
THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand, Nine Hundred Eighty-one

AN ACT ESTABLISHING A SPECIAL ACCOUNT FOR THE QUINCY JUNIOR COLLEGE.

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

SECTION 1.
Notwithstanding the provisions of section fifty-three of chapter forty-four of the General Laws or any provision of law to the contrary, the City of Quincy is hereby authorized to establish a special account for Quincy Junior College to be known as the “Quincy Junior College Operations Account”. Into such special account shall be deposited all tuition fees for enrollment of students in said college, all incidental fees for the enrollment of students in said college and all monies received by said city from the commonwealth as school aid or other financial assistance allocable to said college. Such special account shall be maintained by the city treasurer of said city in a banking institution in said city and expenditures from such special account shall be made by the president of Quincy Junior College with the approval of the Superintendent of the Quincy Public Schools under the direction of the school committee, or with the approval of the Superintendent of the Quincy Public Schools under the direction of the school committee of the said city without appropriation and used solely for the operation, maintenance, and provision of capital equipment for said college.

Appropriation from time to time may be made by said city into said special account and the purpose of providing additional financial assistance for said college and donations from private sources may be received and deposited into such special account. Said city treasurer shall be authorized to invest the monies in said special account and the interest accruing shall benefit Quincy Junior College. Such special account shall be maintained in accordance with generally accepted accounting principles and shall be audited annually by a certified public accountant. Monies received from student activity fees, so-called, which are used by the student government of said college shall not be included in said special account.

SECTION 2.
Said city treasurer, upon the written request of the President of Quincy Junior College with the approval of the of the Superintendent of the Quincy Public Schools and the approval of the school committee or upon the written request of the Superintendent of the Quincy Public Schools and with the approval of the school committee may advance funds from the General Fund of the city in any fiscal year in anticipation of the receipt of revenue of said Quincy Junior College for that same fiscal year. Such advances outstanding at any one time in any fiscal year shall not exceed, in the aggregate, twenty-five per cent of the annual expenses of the then current fiscal year as certified by the said Superintendent, or such larger amount as may be approved by the mayor and the City Council. All such sums so advanced shall be deposited into said account established under section one and the said Superintendent shall, prior to the end of each fiscal year repay such advances to the General Fund together with an amount equal to the interest as determined by the treasurer of said city to be allocable to any debt incurred during that fiscal year by said city in anticipation of revenue in order to make such advances.
SECTION 3.
The Superintendent of the Quincy Public Schools shall jointly, with the president of Quincy Junior College, file with the mayor, the City Council, the school committee and the treasurer of said city and the bureau of accounts, a written report relative to such special account established in section one within one hundred and twenty days after the books are closed for each fiscal year. Such report shall include a financial statement relating to the operation, maintenance, capital equipment, and properties of said college. The City Council of said city may review and comment upon such report and may file such review with the state auditor.

SECTION 4.
This act shall take effect on July first, nineteen hundred eighty-one.

Original: October 1999
Policy 2.02: 1994 Statute Establishing A New Board Of Governors

In the Year One Thousand, Nine Hundred Ninety-four

AN ACT ESTABLISHING A NEW BOARD OF GOVERNORS FOR QUINCY COLLEGE.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1.
Notwithstanding the provisions of any general or special law to the contrary, the City of Quincy is hereby authorized to establish, in the place of the Quincy School Committee, a board of governors to oversee and govern Quincy College as a municipal junior college and a department of the city of Quincy. The Quincy College Board of Governors shall appoint a president to act as chief operating officer. Such board shall manage and operate Quincy College pursuant to the terms of this act, chapter three hundred thirteen of the acts of nineteen hundred eighty-one and pursuant to chapter seventy-one of the General Laws, under the jurisdiction of the Department of Education and pursuant to section thirty of chapter sixty-nine of the General Laws, under the jurisdiction of the Higher Education Coordinating Council. The Board of Governors shall exercise all powers heretofore or hereafter exercised by the school committee pursuant to chapter seventy-one of the General Laws as from time to time amended. The president of Quincy College shall exercise all powers heretofore or hereafter exercised by the superintendent or principals pursuant to chapter seventy-one of the General Laws as from time to time amended.

SECTION 2.
The Quincy College Board of Governors shall consist of thirteen members appointed by a governor’s appointing council in the following manner:

At least one governor shall be an alumna or alumnus of the college. No more than four governors shall reside outside Quincy, excluding any residential requirement for one alumna or alumnus. The initial Board of Governors shall include one members of the school committee chosen by the vice chair of the school committee, and one city councilor chosen by the council president, each to serve a two-year term. At the end of their term they may be reappointed; provided, however, that their ex-officio status shall terminate on August thirty-first, nineteen hundred ninety-six.

Nothing shall prevent any other elected or appointed official of the City of Quincy from serving on the board; provided, however, that no employee of Quincy College may serve as a governor. The initial governor’s appointing council shall consist of two members of the school committee selected by the vice chair or the school committee, two city councilors selected by the council president and one member of the current Quincy College board of trustees, chosen by the chair of said board. This governor’s appointing council will appoint the remaining eleven governors who shall constitute the new governing Board of Governors of Quincy College and who shall commence their term on September first nineteen hundred ninety-four. After September first, nineteen hundred ninety-four, all governors will be appointed by a governor’s appointing council made up to two member of the school committee selected by the chair of the school committee, two city councilors selected by the council president and two governors by the chair of the board of governors.

The initial board of governors shall consist of five governors, including the two ex-officio members, and shall be appointed to two-year terms. Four shall be appointed to four-year terms and four shall be
appointed to six-year terms. The length of such terms shall be as follows: five governors from September first, nineteen hundred ninety-four to August thirty-first, nineteen hundred ninety-six, four governors from September first, nineteen hundred ninety-four to August thirty-first, nineteen hundred ninety-eight, four governors from September first, nineteen hundred ninety-four to August thirty-first, nineteen hundred twenty-thousand.

Except for the two ex-officio members, the length of the term each governor is appointed to shall be determined by lottery. Commencing on September first, nineteen hundred ninety-six, all reappointed or new trustees shall serve six-year terms. Any trustees may be reappointed once; provided, however, that no one may serve more than two consecutive terms, regardless of the length of his or her term. No governor shall be appointed who is an employee of Quincy College or who, as a result of his or her appointment, would violate the provisions of chapter two hundred sixty-eight A of the General Laws. Each non-elected governor shall file a statement of financial interest for the preceding calendar year with the city clerk’s office in the City of Quincy within thirty days of his appointment and each year thereafter on or before May first that such person is a governor and on or before May first of the year after such person ceases to be a Governor. No governor shall be allowed to continue in his or her duties unless said statement of financial interest has been filed with the city clerk’s office as required. The statement of financial interest filed pursuant to the provisions of this section shall be on a form similar to that prescribed by the state ethics commission pursuant to section five of chapter two hundred sixty-eight A of the General Laws.

SECTION 3.
Annually, the President of the College and the Mayor of the City of Quincy shall negotiate an amount of compensation to be paid by the College to the City of Quincy for services rendered by any municipal department of the city.

SECTION 4.
Annually, the President of the College and the Superintendent of Schools for the City of Quincy shall negotiate an amount of compensation to be paid by the College to the City of Quincy for services rendered by the school department of the city.

SECTION 5.
The City of Quincy shall indemnify and save harmless governors and employees, elected or appointed as set forth in chapter two hundred fifty-eight of the General Laws.

SECTION 6.
Notwithstanding the provisions of any general or special law to the contrary, all administrators, faculty, professional and non-professional employees the of Quincy School Committee who are staff members of Quincy College on the effective date of this act, except those employees appointed pursuant to chapter thirty-one of the General Laws, shall become employees of the Quincy Board of Governors without loss of any existing seniority, professional status, retirement rights, benefits or creditable service without interruption of coverage for group life and health insurance benefits and without reduction in compensation or change in year of service for placement on the salary schedule. All rights of said employees under existing collective bargaining agreements shall be maintained pursuant to section eleven of this act.

SECTION 7.
No teacher, librarian, associate dean, assistant, coordinator, or director of the Development Education Center, employed by the college on or after the effective date of this act, who has held such position or combination of positions for three consecutive years, shall be suspended without pay or discharged without just cause. Any such employee may challenge such suspension or discharge through the grievance and arbitration procedures contained in his or her collective bargaining agreement, if any. In the absence of a collective bargaining agreement grievance and arbitration procedure, such employee may challenge such suspension or discharge by serving written notice upon the chairperson of the board of governors within thirty days of receiving notice of such suspension or discharge. Within ten days after such notice has been served, the employee and the governors shall jointly petition the American Arbitration Association to appoint an arbitrator to resolve the dispute. Said association shall forward to the parties a list of three arbitrators. Each party shall have the right to strike one of the three arbitrators’ names if they are unable to agree on a single arbitrator from among the three. The arbitration procedures shall be conducted in accordance with the rules of the American Arbitration Association. The fee for the arbitration shall be split equally between the two parties involved. Any arbitration award thus rendered shall be in accordance with the provisions of chapter one hundred fifty C of the General Laws.

SECTION 8.
The professional certification provision of section thirty-eight G of the chapter seventy-one of the General Laws shall not apply to Quincy College employees.

SECTION 9.
Notwithstanding the provisions of any general or special law to the contrary, upon the effective date of this act, any employee appointed by the Quincy School Committee pursuant to chapter thirty-one of the General Laws and currently working in such a chapter thirty-one position at Quincy College shall remain an employee of the Quincy School Committee. The College shall pay the Quincy School Committee an amount to be negotiated between the Quincy School Committee and Quincy College, not to exceed the full cost of salary and benefits for each said employee.

The positions at Quincy College staffed by such employees shall continue in effect and the services performed by the employees in those positions shall continue to be provided for by the Quincy School Committee for as long as the Quincy School Committee deems it feasible to provide such services. The employees who fill such positions shall do so without loss of any existing seniority, civil service status, retirement rights, benefits, or creditable service, without interruption of coverage or change in years of services for placement on the salary schedule.

Any grievance initiated by or on behalf of said employee shall be processed according to the then current collective bargaining agreement between the Quincy School Committee and the exclusive representative of said employee. The decision of the committee, or an arbitrator, on such grievance shall be binding on the governors who shall give said decision full force and effect.

SECTION 10.
Notwithstanding the provisions of any general or special law to the contrary, any employee of the Quincy School Committee who is a member of the teachers’ retirement system and who becomes an employee of Quincy College pursuant to section five on the effective date of this act shall, for the purposes of chapter thirty—one of the General Laws, retain all rights and responsibilities or membership in said system. Notwithstanding the provisions of any general or special law to the contrary, any person who becomes an employee of Quincy College after the effective date of this act shall be eligible for
membership in the teachers’ retirement system; provided, however, that said person is employed on the basis of not less than half-time service as a professional teacher, administrator, including the president of Quincy College, psychologist, counselor, social worker, or guidance and placement professional, or said person is, on the effective date of this act, a member of the teachers retirement system.

SECTION 11.
The governors and their employees shall be subject to the provisions of chapter one hundred fifty E of the General Laws. For purposes of said chapter one hundred fifty E, the City of Quincy shall be deemed the public employer of the governors’ employees.

The City of Quincy may designate a representative, including any governors, to act in its interest in labor relations matters with its employees. After the effective date of this act, employees represented by their respective bargaining associations, units, organizations or affiliates shall continue to be represented by those associations, units, organizations, or affiliates for collective bargaining purposes pursuant to said chapter one hundred fifty E until such time as they elect otherwise or another unit is certified to represent the employees in accordance with the provisions of said chapter one hundred fifty E. Upon the effective date of this act, collective bargaining rights and obligations theretofore existing between the Quincy School Committee and the respective bargaining associations, units, organizations, or affiliates for collective bargaining purposes pursuant to said chapter one hundred fifty E shall be assumed by and imposed upon the City of Quincy and the governors of Quincy College. Any collective bargaining agreement in force on the effective date of this act, covering employees represented by the respective bargaining associations, units, organizations, or affiliates shall remain in effect until a successor agreement is executed and ratified by the parties. If the collective bargaining agreement of any of the respective bargaining associations, units, organizations, or affiliates has expired before the effective date of this act and no successor agreement has been negotiated, the terms and conditions of said expired agreement shall remain in full force and effective until the parties have executed and ratified an initial successor agreement.

SECTION 12.
On or before April first of each and every year, the President of Quincy College shall submit to the Quincy College Board of Governors an annual itemized budget for Quincy College. Said budget shall contain estimates of college revenues and recommendations for proposed expenditures for the ensuing fiscal year.

The Board of Governors shall hold a public hearing on the annual budget as submitted by the College President at which time all interested persons shall be given an opportunity to be heard on the proposed expenditures or any items thereof. The approved budget shall govern the expenditures of Quincy College during the fiscal year. No expenditures shall be incurred in excess of those shown in the approved budget; provided, however, that the budget, from time to time, may be amended by the preparation and submission of a proposed supplementary budget by the College President to the Quincy College Board of Governors for said board’s approval, rejection or amendment. No transfers from one line item to another line item shall be made in said budget without the approval of the Quincy College Board of Governors.

SECTION 13.
Section one of chapter 313 of the acts of 1981 is hereby amended by striking out, in line items four, five, and fourteen, each time it appears, the word “Junior”.
SECTION 14.
Said section one of chapter 313 is hereby further amended by striking out, in lines fourteen and fifteen, and in lines sixteen and seventeen, the words “Superintendent of the Quincy Public Schools” and inserting in place thereof, in each instance, the following words: “College President”.

SECTION 15.
Said section one of said chapter 313 is hereby further amended by striking out, in lines fifteen and sixteen, the words “School Committee” and inserting in place thereof the following words: “Quincy College Board of Governors”.

SECTION 16.
Said section one of said chapter 313 is hereby further amended by striking out, in lines seventeen and eighteen, the words, “schools committee of said city”, and inserting in place thereof the following words: “Quincy College Board of Governors”.

SECTION 17.
Said section one of said chapter 313 is hereby further amended by striking out the third paragraph and inserting in place thereof the following paragraph:
“Said city treasurer shall be authorized to invest the monies in said account and the interest accruing shall inure to the benefit of Quincy College; provided, however, that if such account, after the payment of the annual expenses of the College, shall be in excess of one million dollars, said excess funds shall no longer be maintained by the city treasurer and the College President shall be authorized, upon recommendation of the Board of Trustees and upon approval of the Mayor of the City of Quincy designate such excess funds for deposit on an interest bearing account designated by a finance committee which shall include the President of Quincy College, two trustees, the city auditor and the city treasurer as members. Such special account shall be maintained in accordance with generally accepted accounting principles and shall be audited annually by a certified public accountant.”

SECTION 18.
Said section one of chapter 313 is hereby amended by adding the following paragraph: “Nothing in this act shall be construed to exempt Quincy College from the provisions of any general or special law applicable to any other department of the City of Quincy with regard to fiscal management, except as specifically provided herein, including but not limited to the provisions of section thirty four of chapter seventy-one of the General Laws.”

SECTION 19.
Section two of said chapter 313 is hereby repealed.

SECTION 20.
Section three of said chapter 313 is hereby amended by striking out, in line one, the words “Superintendent of the Quincy Public Schools” and inserting in place thereof the following words: “College President”.

SECTION 21.
Said section three of chapter 313 is hereby further amended by striking out, in line two, the word “Junior”.

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SECTION 22.
Said section three of said chapter 313 is hereby further amended by striking out, in line three, the words “School Committee” and inserting in place thereof the following words: “Quincy College Board of Governors”.

SECTION 23.
This act shall take effect upon its passage.


Original: October 1999
Policy 2.03: By Laws Of The Board Of Governors

ARTICLE I. ORGANIZATION AND OFFICERS OF THE BOARD OF GOVERNORS

Section 1. Composition and Functions of the Board.
The composition, functions, duties, powers and responsibilities of the Board of Governors, its committees, or subcommittees, shall be provided and authorized by the laws of the Commonwealth as in effect from time to time, subject to such rules, regulations, policies or guidelines as the Higher Education Coordinating Council may, from time to time, adopt, amend, or repeal for the management, control, administration, or regulation of the system of public higher education, or any part thereof.

Section 2. Officers of the Board
The elected officer of the Board of Governors shall be a Chair, Vice-Chair, Second Vice-Chair, and Secretary, who shall be the President. Each officer shall have the duties, functions, powers, and the responsibilities of his/her office as prescribed by the laws of Commonwealth, these Bylaws, and parliamentary custom. The Board shall elect an Assistant Secretary at its annual meeting. The terms of the Chair, Vice-Chair, and Second Vice-Chair shall be for two years. No member may serve consecutive full terms in the same office. However, any member elected to an office to fill an unexpired term of an office is, upon expiration of that term, eligible for election to a full term in that office.

The President of the College shall also be an officer of the Board of Governors, ex officio, and shall have such duties, functions, powers, and responsibilities as the Board of Governors from time to time prescribe consistent with the laws of the Commonwealth.

Section 3. The Chair of the Board of Governors
The Chair of the Board of Governors shall have the following powers and duties:
   a. To preside at all meetings of the Board of Governors at which he/she is present. In his/her absence, the Vice-Chair will preside, or in his/her absence, the Second Vice-Chair will preside, or any other member selected by motion and vote.
   b. To call special meetings of the Board of Governors.
   c. To establish special standing committees, with the approval of the Board.
   d. To, from time to time, appoint members of the Board of Governors to the Board Nominating Committee and to special standing committees of the Board of Governors.
   e. To serve, ex officio, on all committees of the Board of Governors, and as a voting member on any or all committees of the Board of Governors should the Chair elect to appoint him/herself as such.

Section 4. The Secretary shall have the following Duties:
   a. The Secretary shall sign all legal documents as authorized by the Board.
   b. The Assistant Secretary shall keep record of all meetings, post all legal Notices, and perform such other duties as may be prescribed.

ARTICLE II: MEETINGS OF THE BOARD

Section 1. Annual and Regular Meetings
The annual meeting of the Board of Governors shall be held on the fourth Wednesday in September. Regular meetings shall be held at such times as may be determined by the Board, but no less than four times annually. All meetings shall be held within the Commonwealth.
Section 2. Special Meetings
Such meetings of the Board of Governors may be held at any time and place within the Commonwealth when called by the Chair of the Board of Governors in writing given to the Secretary, or Assistant Secretary, specifying the purpose(s) of the meeting. The time and place of such meeting shall be fixed by the Chair of the Board of Governors in consultation with the Secretary. Written notice of such meeting shall be sent to each Governor by mail at least five business days prior to the date fixed for each meeting, which notice shall state the time, place, and purpose(s) for which it has been called, except in the case of a special meeting called to address an emergency defined in General Laws, Chapter 39, Section 23A, in which case no minimum notice requirements shall apply.

Section 3. Notice of Regular Meetings
Written notice, or in hand, of each regular meeting of the Board of Governors shall be sent to each Governor by mail, or in hand, at least five business days prior to the date fixed for said meeting, which notice shall state the time and place thereof.

Section 4. Agenda of Regular Board Meetings
A written agenda of matters, including minutes of prior meetings, to be considered at each regular meeting of the Board of Governors shall be sent to each Governor by mail, or in hand, at least five business days prior to the date fixed for said meetings. Items to be included in the agenda for a regular meeting shall be submitted to the Secretary in writing by the Chair of the Board of Governors or by the President of the College.

Matters not on the agenda may be considered by the Board at any regular meeting upon a unanimous vote of those members present for such consideration. Unless otherwise determined by the Chair of the Board of Governors, the following shall be the order of business of the Board of Governors.

I. Open Forum
II. Approval of Minutes
III. President’s Report
IV. Old Business
V. New Business
VI. Additional Business
VII. Communications
VIII. Reports of Committees
IX. Hearings
X. Executive Session
XI. Establishment of next Meeting Date
XII. Adjournment

Section 5. Quorum
A majority of the Board of Governors present at a meeting is a quorum, but no act is valid unless voted at a meeting of the Board of Governors by a majority vote of the members present of the Board. Less than a quorum may adjourn to a future date.

Section 6. Conduct of Meetings
Conduct of meeting of the Board of Governors shall be in accordance with the State Open Meeting Law (as governed by General Laws, Chapter 39, Section 23A and 23B.) By a majority vote of the Governors present, the Board may enter into Executive Session, as governed by said Section 23B (Unless otherwise specified, the latest edition of Robert’s Rules of Order shall govern the Board insofar as the rules are compatible with the laws of the Commonwealth.)

Section 7. Citizen Participation
Citizens who wish to present any matter of concern to the College shall make a written request to the Secretary of the Board of Governors at least 48 hours prior to the meeting. The Chair shall allot a visitor, during Open Forum, not more than five minutes unless this time is increased or decreased by a majority vote of the Board.

ARTICLE III: COMMITTEES OF THE BOARD OF GOVERNORS

Section 1. Nominating Committee
There shall be a Nominating Committee of the Board of Governors, whose members shall consist of such Governors as may be appointed by the Chair of the Board of Governors and who shall serve until the next annual meeting. The Nominating Committee shall nominate candidates for election as officers of the Board and shall submit its nominations in writing to the Secretary not later than the second Wednesday of September.

ARTICLE IV. MISCELLANEOUS PROVISIONS

Section 1. Amendment, Revision or Repeal of Bylaws
These Bylaws may be amended, revised, or repealed by vote of a majority of the entire number of Governors at any meeting of the Board of Governors; provided, however, that the text of any amendment, revision, or repeal as originally proposed shall be sent to the Governors at least thirty days before this meeting. The provisions of this article may be waived by a unanimous vote of the entire Board.

Section 2. Delegation of Authority
The Board of Governors may delegate, from time to time, to the President of the College, any of the powers and responsibilities necessary of the Board of Governors necessary for the operation of the College.

Original: October 1999
Revised: June 2006
Policy 2.04: Governance Process

The Quincy College Board of Governors embraces a view towards governance that is strategic, future-oriented, proactive, and deliberative. The view encourages diversity in viewpoints, reinforces the centrality of Board policy making and empowers the President with clear direction.

Specifically the Board will:

- Operate in all ways mindful to its trusteeship obligation to its community.
- Take action only in official Board meetings called, scheduled, and conducted according to statutory requirements.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the community’s values. The Board’s major focus will be on the intended long-term impact of the College on the community.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a whole.
- Monitor and discuss the Board’s process and performance regularly for continuous improvement.
- Seek input from various sources including staff, students, alumni, employers, and other community members.
- Make decisions, to the extent possible, on a consensus basis.

Chairperson’s Role –

The Chairperson is elected by the Board of Governors. As the elected leader of the Board, the Chair shall maintain the integrity of the Board’s process and represent the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in, rare specifically authorized instances.

- The Chair shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- Discussion at Board meetings will be on the issues, which, according to Board policy, belong to the Board to decide.
- Deliberation will be fair, open and thorough, but also efficient, timely, orderly and to the point.
- The Chair will attempt to arrive at a consensus by the Board members on Board decisions. The Chair will stimulate discussion among Board members.
- The Chair is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of the Chair.

Board Members Role-

The Board Governors functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

- Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
• Understanding and supporting the Board governance concept and Board policies. Being knowledgeable concerning the Strategic Plan for accomplishing its goals concerning organizations, facilities, budget, and key processes.
• Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national board association meetings and by utilizing resources available in the College.
• Attending College events.
• Representing the College to the community.
• Representing the community to the College.
• Being active in legislative advocacy.
**Policy 2.05: Code Of Ethics**

Preamble – The chief executive officer (CEO’s) of community, technical and junior colleges set the ethical tone for their institutions through both their personal conduct and their institutional leadership. Therefore, each CEO should adhere to the highest ethical standards and promote the moral development of the college community. To achieve these goals, CEO’s should support moral reflection, dialogue and principled conduct among themselves, their board of directors, administrators, faculty, staff, students, and the community at large. While no code of ethics alone can guarantee ethical behavior, the values set forth in this code are intended to guide CEO’s in carrying out these duties.

Values – To promote individual development and the common good, CEO’s should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal, which should permeate the institution and become for CEO’s a primary responsibility to uphold and honor. These values should include:

1. Trust and respect for all persons within and without the college.
2. Honesty in actions and utterances.
3. Fairness and justice in treatment of all
4. A pervasive sense of integrity and promise keeping.
5. A commitment:
   a. to intellectual and moral development,
   b. to quality,
   c. to individual empowerment,
   d. to the community college philosophy, and
   e. to college above self.
6. Openness in communication.
7. Belief in diversity within an environment of collegiality and Professionalism.

**Responsibilities to Board Members:**

1. To insure that all board members have equal access to complete information in a timely manner.
2. To avoid not only conflict of interest, but also the appearance of it.
3. To represent accurately positions of the Board in public statements.
4. To foster teamwork and common purpose.
5. To carry out Board policies in a conscientious and timely manner.

**Responsibilities to Administration, Faculty and Staff:**

1. To encourage the highest standards of excellence in teaching and the advancement and application of knowledge.
2. To respect both the personal integrity and professionalism of administrators, faculty and staff.
3. To promote a college environment that fosters mutual support and open communication among all administrators, faculty and staff.
4. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
5. To seek and respect the advice of administration, faculty and staff in matters pertaining to college life and governance.
6. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

**Responsibilities to Students:**

1. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
2. To provide quality education and equal access to educational opportunities for all students.
3. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
4. To seek and respect contribution of students to college decisions.
5. To ensure that there is no unlawful discrimination, harassment or exploitation in any aspect of student life.

**Responsibilities to Other Educational Institutions:**

1. To keep informed about developments at all levels of education, particularly with respect to community, technical and junior colleges.
2. To be honest in reporting college operations and needs.
3. To honor agreements and to maintain confidential information.
4. To respect the integrity of programs offered by other institutions and to promote collaborations.

**Responsibilities to Business, Civic Groups and the Community at Large:**

1. To ensure that the college responsibly meets the changing needs in its state and communities.
2. To promise only what is realistic and keep promises that have been made.
3. To ensure that all interested parties have an opportunity to express their views regarding college policies.
4. To ensure equal opportunities for all groups to take part in college programs.
5. To avoid conflict of interest in contracts, services and sharing of information.
6. To honor all laws pertaining to the college.

**Rights of Chief Executive Officers:**

A CEO should have the right:

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college, to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.
Original: October 1999
Revised: April 2006
Policy 2.06: Civility

Quincy College was founded on the belief that learning is a lifelong activity, and that education can improve the quality of life for individuals and society.

The College values freedom of expression and recognizes the constitutional and statutory rights of students and staff. It is the intent of the College to promote and foster an atmosphere and environment conductive to the academic mission of the institution.

Quincy College is a community of individuals. As such, we should always strive to recognize the dignity and worth of each member of our community, regardless of status (student, administrator, support staff or faculty member). We should treat every other individual, irrespective of status, rank, title or position, with dignity and respect.

Original: October 1999
Policy 2.07: Quincy College Senate By-Laws

ARTICLE I STATEMENT OF PURPOSE

As one of the internal governance bodies, the Quincy College Senate reviews, advises, and makes recommendations to the President on all substantial academic, institutional, and student life issues.

ARTICLE II COMPOSITION OF THE COLLEGE SENATE

Section 1 – Constituencies

Constituencies of the Quincy College community include faculty, adjunct faculty, deans, staff, non-unit personnel, and students.

1.1. “Faculty” is members of the Quincy Educational Association (QEA) - Unit D. Each faculty member is assigned to one of the following divisions:
   1.1.1. Business and Public Service
   1.1.2. Liberal Arts
   1.1.3. Library Services
   1.1.4. Natural and Health Sciences
   1.1.5. Nursing

1.2. “Adjunct faculty” is those instructors teaching credit-bearing courses during the current fall semester at Quincy College and is not covered by the QEA contract. Furthermore, “Adjunct Professor Faculty” is “adjunct faculty” who have been teaching at Quincy College for at least ten years.

1.3. “Deans” are personnel who have Dean in the title of their job.

1.4. “Staff” is non-faculty employees who are members of the Quincy Educational Association (QEA) – Unit E.

1.5. “Non-unit personnel” are employees of Quincy College who do not hold the title of Dean, who are not covered by the QEA contract, and who are not considered “Senior Staff.”

1.6. “Student” is any person, in good academic standing, has taken at least 9 credits at Quincy College, and has registered for at least 2 courses for college credit while serving as a member of the Senate or of a Standing Committee.

Section 2 – Standing Committees

2.1. Curriculum Development and Review Committee
2.2. Institutional Issues Committee
2.3. Policies & Procedures Committee
2.5. Student Life Committee

Section 3 – Sub-Committees

“Sub-Committees” are sub-committees of the Senate or of Standing Committees.
3.1. Senate By-Laws Committee is a sub-committee of the Senate.

Section 4 – Ad Hoc Committees
“Ad-Hoc Committees” are temporary committees created under special circumstances in order to address a specific problem or task.

Section 5 – Academic Year
The “academic year” begins September 1st and extends to August 31st of the following year.

Section 6 – DAPI Process
DAPI is a cyclical evaluation process that provides a systematic approach to decision-making. The process consists of four phases: Description, Appraisal, Projection, and Implementation.
- 6.1. The description phase describes a current issue at hand.
- 6.2. The appraisal phase fully assesses that issue.
- 6.3. The projection phase defines a goal, establishes a plan and details the changes needed to achieve the goal.
- 6.4. The implementation phase executes the plan.

Section 7 – Substantial Material
Substantial material is significant material determined by a consensus of the committee but does not include budget, staffing, collective bargaining, advice of legal counsel, or management prerogatives.

Section 8 – Academic Issues
Academic issues include: the creation, development, implementation, modification, and evaluation of courses, programs, and curricula; standards for enrollment and participation in all courses and programs; and evaluation of students’ progress and achievement of outcomes in courses, programs and degrees.

Section 9 – Student Life Issues
Student life issues are student activities relating to admission, enrollment, financial aid, nonacademic and student support services as well as any extracurricular activities.

Section 10 – Institutional Issues
Institutional issues are those issues not strictly limited to academic or student life concerns.

ARTICLE III COMPOSITION OF THE SENATE

Section 1 - Vice President of Academic Affairs
The Vice President of Academic Affairs is an ex officio member of the Senate.

Section 2 - Faculty, Adjunct Faculty, Deans, Staff, Non-Unit Personnel, Students
The Senate membership is 60% faculty and 40% adjunct faculty, deans, staff, non-unit Personnel and students (10 Senators).
- 2.1 Faculty
  - 2.1.1 The number of Senators from each division is determined by the number of faculty in that division in proportion to the total number of faculty in all divisions.
2.2 Adjunct Faculty shall have two Senators with at least one of the Senators being an “Adjunct Professor Faculty.”
2.3 Deans shall have one Senator.
2.4 Staff shall have three Senators.
2.5 Non-Unit Personnel shall have one Senator.
2.6 Students shall have two Senators.

Section 3 - By-Laws Committee
The By-Laws Committee members shall be composed of volunteers from the membership of the Senate and is chaired by the Vice-Chair of the Senate. The purpose of the By-Laws Committee is to review the By-Laws annually and make proposed changes to the Senate.

ARTICLE IV COMPOSITION OF STANDING COMMITTEES

Section 1 Curriculum Development and Review Committee
1.1. Faculty - each division must be represented on this committee.
1.2. Adjunct Faculty shall have two members.
1.3. Deans shall have one member.
1.4. Staff shall have two members.
1.5. Non-Unit Personnel shall have one member.
1.6. Students shall have one member.

Section 2 - Institutional Issues Committee
2.1. Faculty - each division must be represented on this committee.
2.2. Adjunct Faculty shall have two members.
2.3. Deans shall have one member.
2.4. Staff shall have three members.
2.5. Non-Unit Personnel shall have one member.
2.6. Students shall have one member.

Section 3 - Policies & Procedures Committee
3.1. Faculty - each division must be represented on this committee.
3.2. Adjunct Faculty shall have two members.
3.3. Deans shall have one member.
3.4. Staff shall have two members.
3.5. Non-Unit Personnel shall have one member.
3.6. Students shall have two members.

Section 4 - Each Program Review Committee
4.1. Faculty - each division must be represented on this committee
4.2. The Vice-President of Academic Affairs will appoint faculty as needed.
4.3. Adjunct Faculty shall have two members.
4.4. Deans shall have one member.
4.5. Staff shall have two members.
4.6. Non-Unit Personnel shall have one member.
4.7. Students shall have one member.

Section 5 – Student Life Committee
5.1. Faculty - each division must be represented on this committee.
5.2. Adjunct Faculty shall have two members.
5.3. Deans shall have one member.
5.4. Staff shall have two members.
5.5. Non-Unit Personnel shall have one member.
5.6. Students shall have one member.

ARTICLE V SELECTION OF SENATE & STANDING COMMITTEE MEMBERS

Section 1 – Selection of Members
Senators and members of the Senate Standing Committees will be elected as follows:

1.1 The Vice-President of Academic Affairs will appoint a faculty member as chair for the Program Review Committee.
1.2 Faculty within their departments shall self-nominate and be elected by consensus.
1.3 The Chair will ask Adjunct faculty to self-nominate within the first month of the fall semester. In the event that there are more candidates than positions available, the Chair will facilitate an election.
1.4 Deans shall self-nominate and shall be elected by consensus.
1.5 The Chair will ask Staff to self-nominate. In the event that there are more candidates than positions available, the Chair will facilitate an election.
1.6 The Chair will ask Non-unit personnel to self-nominate. In the event that there are more candidates than positions available, the Chair will facilitate an election.
1.7 The Director of Student Life will ask Students to self-nominate. In the event that there are more candidates than positions available, the Director of Student Life will facilitate an election.

Section 2 - Time Frame
The membership of the Senate and the Standing Committees shall be established within the first three weeks of the fall semester.

Section 3 - Vacancy
In the case of a vacancy, a replacement shall fulfill the remainder of the member’s term. Replacements will be chosen according to the same procedure used to elect the original member being replaced.

Section 4 - Constituency
No one person may belong to more than one constituency as defined in this Article.

Section 5 - Membership
To foster diversified experience and knowledge of the function of Senate and its committees, it is recommended that faculty and staff change membership in committee every few years. If a person’s constituency changes, the rules for the new position apply.

ARTICLE VI MEETINGS

Section 1
The Senate and Standing Committees shall meet during the fall and spring semesters of each academic year, but shall not meet during the first and last two weeks of the semester unless a Chair calls a special meeting as defined in Article VI Section 3.

Section 2
All Senate and Standing Committee meetings are open to all members of the Quincy College community.

Section 3
The Chair may call a special meeting of the Senate upon:
   3.1. Discretion of the Chair.
   3.2. The written request of the College President
   3.3. The written petition of one-third (1/3) of the standing members of the Senate.

Section 4
There shall be two weeks between Senate meetings and Standing Committee meetings.

ARTICLE VII FUNCTIONAL RULES

Section 1 - Term Limits
1.1 The Chair of the Senate shall serve for a term of two years, commencing in September of each odd numbered year.
1.2 The Vice-Chair of the Senate shall serve for a term of one year and if serving during an even year then will serve the next two years as Chair of the Senate.
1.3 For all other members of the Senate and Standing Committees, the term of service is one year.

Section 2 - Agenda
2.1 Senate and Standing Committees shall have an agenda. (see Appendix B)
2.2 The agenda of all committees shall be regarded as public and shall be made available to any member of the college community.
2.3 Proposed agenda items for any meeting must be submitted in writing to the Chair no later than ten days prior to the next meeting.
2.4 The agenda, including copies of all reports and proposals shall be distributed to all members of the committee no later than one week prior to the next meeting.
2.5 The Senate Agenda shall include a report from the President and each Standing Committee.

Section 3 - Minutes
3.1 Senate and Standing Committees shall have minutes of each meeting in one of two formats. (See Appendix H).
3.2 The minutes of all committees are public and shall be made available to any member of the college community.
3.3 The minutes shall be submitted to the Chair for distribution to the members at least ten days prior to the next meeting.

Section 4 - Functional Rules for Chairs
4.1 The Chair of the Senate shall:
   4.1.1. Be elected from faculty.
4.1.2. Be confirmed at the final meeting of the Senate in the odd year’s spring semester.
4.1.3. Have served at least one full year as Vice-Chair of the Senate prior to assuming the
office of the Chair of the Senate.
4.1.4. Set an agenda for each Senate meeting.
4.1.5. Publish the agenda for any special meetings prior to the meeting.
4.1.6. Forward routine business to the Standing Committees and report these referrals to the
Senate at the next meeting.
4.1.7. Have authority over Standing Committees, keep a record of all matters that have been
referred to each committee, and provide such support as necessary to facilitate the
proper functioning of the committees.
4.1.8. Following each Senate meeting, communicate the Senate actions to the President and
forward all approved documents to the President’s Office.

4.2. The Chairs of the Standing Committees shall:
4.2.1. Be elected during the first meeting of the academic year with exception of the Program
Review Committee Chair that may be appointed by the Vice-President of Academic
Affairs.
4.2.2. Set the agenda of the Standing Committee meetings and forward the agenda to the
members of the committee and the Chair of the Senate.
4.2.3. Following each Standing Committee meeting, communicate the activities of the
committee to the Senate Chair.
4.2.4. Keep the minutes and forward the minutes to the Senate Chair at least one week prior
to the next Senate meeting, and present them to the Standing Committee for approval.
4.2.5. Notify the Senate Chair of any business that must be placed on the Senate agenda.
4.2.6. Attend Senate meetings to inform the Senate of the Standing Committee’s actions.
4.2.7. Bring all signed original proposals to the Senate that have been approved by the
Standing Committee.
4.2.8. Obtain all required signatures on all official documents produced by that Standing
Committee.
4.2.9. Receive copies of all finalized documents from the President’s Office.

Section 5 – Functional Rules for Vice-Chairs

The Vice-Chair shall:
5.1 Be elected by a majority vote of the committee at the first meeting of the academic year.
5.1.1 The Senate Vice-Chair shall be elected from the faculty.
5.1.2 The Senate Vice-Chair upon the completion of the term of office of the Senate Chair
shall succeed the Chair.
5.1.3 The Senate Vice-Chair shall Chair the By-Laws Committee.
5.2 Serve for a term of one year.
5.3 Perform the functions of the Chair in the absence of the Chair.

Section 6 - Functional Rules for Recording Clerks

The Recording Clerk shall:
6.1 Be elected by a majority vote of the committee at the first meeting of the academic year.
6.2 Serve for a term of one year.
6.3 Take the minutes of every meeting using one of the two formats. (see Appendix H)
6.4 Submit the minutes to the Chair for distribution to the members at least ten days prior to the next meeting.

Section 7 - Vacancy
In the event that any Officer can no longer serve, the committee will elect the replacement Officer from among its members. In the event a member can no longer serve, the constituency will elect the replacement.

Section 8 - Quorum
A quorum shall consist of a simple majority of the standing members of the Senate or of the Standing Committees.

Section 9 - Voting Rights for Temporary Members
When augmented membership of a committee is required to complete a specific task, may be extended to temporary members after approval by a 2/3 majority of the standing members of the committee.

Section 10 - Proxy
When a member is unable to attend a Senate or a Standing Committee meeting a proxy may be appointed. The member shall complete the proxy form (See Appendix I) and send a hard copy of the form with the proxy. The proxy shall sign the form which signifies acceptance of this duty. The proxy procedure shall be as follows:

10.1 The member must deliver a completed hard copy to the proxy.
10.2 The member must inform the Chair that s/he is sending a proxy.
10.3 The proxy should announce whom s/he represents.
10.4 Proxy forms are appended to the committee’s minutes.
10.5 Proxy votes will count toward a quorum.
10.6 A member can use only one proxy per semester per committee.
10.7 A proxy must be a member of the committee.

Section 10 Ad Hoc Committees
The Senate may establish ad hoc committees as needed for a limited purpose and of duration not beyond the end of an academic year. The charge, membership and all other matters relating to any ad hoc committee shall be determined by vote of the Senate.

ARTICLE VIII STANDING COMMITTEES PURPOSE

Section 1 - Curriculum Development and Review Committee
The purpose of the Curriculum Development and Review Committee shall be to assist in the development, evaluation, and review of substantial curriculum matters, including, but not limited to: curriculum proposals, initiatives and modifications. The Committee will make recommendations on curricula to the Senate. (See Appendix C)

Section 2 - Policies and Procedures Committee
The purpose of the Policies and Procedures Committee is to advise the College with regard to the evaluation, review, and development of policies, procedures and standards related to college programs and policies, including, but not limited to, standards of academic achievement, activities, services, and support services. (See Appendix D)
Section 3 - Student Life Committee
The purpose of the Student Life Committee shall be to assist with development, evaluation, and implementation of proposals for student organizations, activities and services. (See Appendix E)

Section 4 - Program Review Committee
The purpose of the Program Review Committee is to analyze, evaluate, and make recommendations to the Senate concerning existing academic programs. (See Appendix G)

Section 5 - Institutional Issues Committee
The purpose of the Institutional Issues Committee is to advise the Senate on institutional issues that are not the responsibility of any other committee. (See Appendix F)

Section 6 General Principles and Practices Governing Committees
6.1 Service on Senate, Standing Committees and ad-hoc committees is regarded as a privilege as well as a professional responsibility of all members of the Quincy College community.
6.2 The Standing Committees are established by the Senate to serve the needs of the college community. Hence, they are at all times responsible to the Senate and should keep the Senate, and the College community informed of their activities.
6.3 Each Standing Committee is required to:
   6.3.1 Hold the first meeting during the month of September of each academic year, at which meeting the Chair shall be elected from among the members.
   6.3.2 Meet at least once each academic semester and as often as necessary to complete committee business. Committee meetings shall occur at least two weeks before Senate.
   6.3.3 Report to the Senate shall reflect the DAPI process adopted by the college. The proponent of the proposal is responsible for the DAPI process. The committee may adopt forms to facilitate this process. (See Appendix C – G)
6.4 Whenever technologically practical, virtual meetings will be an acceptable form of conducting committee business.
   6.4.1 In case of a virtual meeting, a week’s notice is required as well as a quorum of four.

ARTICLE IX AMENDMENTS

Section 1
These By-Laws may be amended annually by a 2/3 vote of the members of the Senate present and standing at a meeting designated by the Chair for this purpose.

Section 2
All proposed By-Law amendments must be referred to the By-Laws Committee for its review and recommendation.

Original: October 1999
Revised: March 2006, May 2009, September 2013
Policy 2.08: Program Review

I. Purpose of the Program Review Committee

The institution undertakes both short- and long-term planning, including candid and realistic analyses of programs. The focus of the periodic Program Evaluation is to increase institutional effectiveness, achieve college mission, establish feasible priorities and evaluate programs in a manner which reflects their individual and unique circumstances. The program review process is intended to be a constructive, fair, and realistic undertaking.

The committee will provide recommendations for improving the quality of the program and/or sustaining the existing excellence of a program.

II. Committee Membership

Membership of the Program Review Committee will be established each April in accordance with the following guidelines:

A. Standing Committee Members

1. Each Vice President shall appoint (1) representative.
2. Representatives will be selected in accordance with the by-laws of the Senate from the following areas:
   - Learning Assistance (2)
   - Public Service and Entrepreneurship (2)
   - Liberal Arts and Science (2)
   - Technology and Allied Health (2)
   - Plymouth (1)
   - Adjunct Faculty (1)
   - Student Representative (2)

B. Rotating Membership

The rotating membership of the committee consists of (1) contract faculty member and can include one adjunct faculty member teaching within the program and/or invited to act on behalf of the program being evaluated.

III. Timetable

A. In early April of each year, the College President will convene a special meeting whose purpose is:

1. To establish the next year’s committee membership. To elect a Chair from among those whose programs are not up for review in the next year?
2. To set the order and time frame for the next year’s program evaluations.
3. To schedule next year’s meetings.
B. Immediately after that meeting the new Chair of the Program Review Committee will publish throughout the College:

1. The names of the committee members.
2. The order and time frame for reviews.
3. The next year’s meeting schedule.
4. The list of evaluative criteria.

IV. Committee Procedures

A. Except for liberal Arts and the Core, which will get four months apiece, each review will be allotted two months.

B. The committee will meet for two hours at least twice each month, or more often as needed, during September, October, November, December, February, March, April, and May.

C. The committee will review four programs per year unless Liberal Arts or the Core is scheduled.

D. A program review can be inserted into the cycle at the behest of the President, but otherwise the attached cycle applies.

V. Review Procedures

A. No later than one (1) week prior to first meeting: the program's faculty representative will submit their formal self-study. The self-study should demonstrate concretely how the program in question meets all the criteria listed below.

B. During the initial review meeting: The faculty representatives of the program will make a formal presentation of their self-study findings. All other committee members will present any pertinent information orally and in writing.

C. During the second meeting: After two (2) weeks of reviewing self-study documents from the first meeting, the committee will debate, discuss, and question all aspects of the reviewed program. The committee may request pertinent additional information.

D. During the third meeting: the committee will formulate its assessment based upon the findings of the self-study submitted by the program.

E. During the final meeting: The committee will reach consensus on the final draft of the committee’s report. The report should then be submitted to the Senate within ten days.

F. If consensus cannot be reached, the results of a written ballot can be used as a way to determine whether a majority of the committee agrees on the final draft of its assessment report. If requested, the organization and completion of a minority report can be done.

G. Four-month review schedules will be established by the committee on an individual case basis.

VI. Evaluation Criteria
A. Program or Discipline Goals

Educational focus and centrality to the mission of the institution will be assessed. The following will be identified and summarized (please attach program catalog description, sequence and/or discipline offering):

1. Purpose
2. Background and History
3. Specific instructional goals
4. Fit with college mission/strategic plan and community need
5. Primary target population(s)
6. Others

B. Environmental Scan

The review will include an analysis of current trends:

1. Research on occupational/discipline trends
2. National discipline trends and developments in pedagogy to the area
3. Trends in sister institutions and in the region
4. Implications of trends or developments for Quincy College
5. Others

C. Community Need

The review will include an analysis of program outcomes in relation to local/regional community need.

1. Occupational Programs
   a. Formal Needs Assessment
      i. employment demand
      ii. employment requirement
      iii. specialized skills
      iv. others
   b. Tech Scan Forecast
      i. changing future needs, emerging skill
      ii. others

2. Transfer Programs/Disciplines
   a. For non-occupational area review will include feedback from external constituents.

D. Quality Factors

1. Faculty
   a. Academic and experience qualifications: Adjunct and full-time faculty and staff.
   b. Additional staffing issues: full-time/part-time ration, day/evening weekend ratio, load and currency
   c. Others
2. Instructional methodology
   a. learning outcomes
   a. existing pedagogy
   b. assessment criteria
   c. instructional materials
   d. use of technology
   e. currency and relevant content
   f. analysis of cultural diversity, soc equity, and globalization
   g. Non-classroom experiences (co-op, field placement, field trips, etc.)
   h. innovation
   i. others

3. Instructional resources and support
   a. library collection
   b. instructional media
   c. computing hardware, software and labs
   d. staff support
   e. others

4. Quality and currency of program discipline labs
   a. Currency
   b. Student demand and access
   c. Pedagogy of lab instruction
   d. Comparison to industry standards
   e. OSHA
   f. Staffing
   g. Scheduling
   h. Others

5. Student Access
   a. program/discipline scheduling
   b. off-campus
   c. alternate delivery systems
   d. others

6. Partnerships
   a. High schools articulation, joint usage, recruiting, etc.
   b. non-credit linkages
   c. transfer relationships – 4-year institutions
   d. business and community linkages

7. Student Outcomes
   a. graduation/completion rates
   b. employment success (% employed in field)
   c. transfer success
   d. instructional goal/attainment
   e. others
8. Student survey results:
The review will include a summary of current and former student surveys.
   a. satisfaction with instructional quality and offerings
   b. adequacy of preparation employment/transfer
   c. adequacy of materials, equipment and/or labs
   d. adequacy of library
   e. access and scheduling
   f. program completion/non-completion issues
   g. others

9. Employer satisfaction: survey results if possible
   a. student preparedness: occupational/generic
   b. program currency/quality

10. External Accreditation/Approval Status and Implications

E. Advisory Committees
   1. Evaluation of membership and effectiveness of committee
   2. Advisory committee’s evaluation of program or discipline quality, labs, outcomes, currency, etc.

F. Enrollment Patterns and Productivity
   A report will be prepared by Enrollment Services with the enrollment graduation trends and comparisons. This will include:
   1. Enrollment analysis – 5 years
   2. Graduation rates
   3. Completion of educational goal (through exit interview)
   4. Comparison to sister institutions
   5. Retention – course and program/disciplines
   6. Demographic analysis includes age, race, and gender
   7. Other factors (non-degree students take courses)

G. Program Cost and Availability of Resources
   A report will be provided by the Vice President, Administrative Services and Chief Financial Officer.
   1. FTE cost comparison with other Quincy College programs and similar programs in Massachusetts.
   2. Staffing cost issues.
   3. Discipline-specific labs:
      a. efficiency in scheduling and full utilization of facilities
      b. per program cost of maintaining or achieving currency
   4. Other college resources (e.g. computer access)
   5. Resources are shared with other college programs, including academic support
   6. Liberal Arts, etc.
H. Analysis and Summary of Major Findings

1. Effectiveness of outcome
2. Community need
3. Quality
4. Productivity
5. Costs
6. Other

VII. Program Review Committee Recommendations
A. Maintain with specific recommendations for development (e.g. curriculum, labs equipment, and focus for mat. Pedagogy).
B. Modify with recommendations for re-scheduling including an implementation plan.
C. Phase out with rational and timetable.

Original: October 1999
COLLEGE ENVIRONMENT POLICIES
Policy 3.01: Student Rights and Responsibilities

As a microcosm of a democratic society, a college has many responsibilities to its community. Not the least of these should be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the procedures whereby necessary changes are brought about through an orderly process.

The College itself is a community, and must abide by the rights and regulations of the community and the laws by which it is governed. All those who enjoy the rights of participation in that community must also accept the responsibilities of its membership. A basic responsibility of those who enjoy the rights of citizenship is to respect the rights and regulations of the community.

The faculty has the responsibility to maintain an intellectual, fair, and safe environment for learning and the administration the responsibility for overseeing and facilitating education, social and public service programs. The president may suspend students for cause. The faculty may send a student to an appropriate college official for cause.

The student is encouraged to participate in some form of student government that provides all students a voice in college affairs. All students in good standing and in compliance with the Code of Conduct are eligible to participate, as well as hold office.

A. Students have a right to:
   1. Write, publish, and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
   2. Assemble and voice their views peacefully on college property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves, and will not interfere with the operations of the College.
   3. Enjoy privacy and confidentiality as members of the college community. No information in the student’s record will be released to any source without the student’s written consent, other than directory information, as required by law.
   4. Review their college record with reasonable notice in the presence of a faculty member or administrator.
   5. Belong to or refuse to belong to any organized group within the college.
   6. Have representation and voice on all committees of the college having to do with academic standards, student life, and curriculum matters.
   7. Obtain an education of the highest available quality.
   8. Participate in all financial aid programs available at the college, providing eligibility requirements are met.
   9. Receive fair and equal treatment by faculty, staff, and the administration in all college matters such as instruction, evaluation, and services.
   10. Receive due process in any grievance or disciplinary procedure.

B. Students have the responsibility to:
1. Be knowledgeable of and comply with the policies and procedures of the College and the Student Government.
2. Be knowledgeable of and comply with the regulations and laws of duly constituted civil agencies within the community of which the College is a part.
3. Meet course requirements. Students are free to take reasoned exception to views expressed.
4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
5. Carry and be prepared to show official identification card at all times on college grounds.
6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
7. Obey lawful instructions of college personnel.

Original: October 1999
Policy 3.02: Equal Opportunity and Harassment Complaint Policy and Procedures

To obtain information and/or report possible discrimination or harassment or retaliation, please contact one of the following people listed below:

Susan Bossa  
Title IX Coordinator  
Phone: (617) 984-1656  
sbossa@quincycollege.edu

Jessica Cherry, Esq.  
General Counsel  
Phone: (617) 984-1734  
jcherry@quincycollege.edu

All investigations will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

I. Policy: Quincy College is committed in spirit as well as in action, to not only meet, but also to exceed all federal, state and local statutes governing equal opportunity and inclusion. The College is an academic community dedicated to openness, tolerance and respect. Our doors are open to all students and employees, and it is our policy to guarantee equal employment and educational opportunities without regard to age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability, which can be reasonably accommodated.

The College is committed to maintaining and promoting a policy of non-discrimination and does not discriminate in its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities. Furthermore, the College will act in good faith, to affirmatively recruit and consider for promotion individuals in protected categories. Age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, or disability are not factors in employment, promotion, transfer, compensation, lay-off, disciplining and terminations. All Quincy College employees have the right to equal opportunity in hiring, training, promotion, transfer, and reasonable accommodation to an individual's disability, in accordance with the Rehabilitation Act of 1973 and the Americans Disability Act of 1990. Employees have the right to work in an environment free of any form of discrimination. In addition to these rights under applicable laws, all College employees (including student employees) have the responsibility to:

- ensure that his/her conduct does not discriminate against other employees, students, applicants for employment, applicants for admission or any other individuals in the workplace;
- confidentially and thoroughly cooperate in any investigation of alleged discrimination by providing any/all information they possess concerning the matter being investigated;
- not retaliate against any individual who puts forth a claim of discrimination or cooperates with an investigation of an allegation of discrimination; and
- actively participate in the College's efforts to prevent and eliminate discrimination in the workplace and learning environment.
This policy applies to all services, education programs, employment practices and employment programs sponsored by the College and incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Family and Medical Leave Act of 1993.

II. Procedures: The College shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public including for the provision of reasonable accommodation for persons with disabilities. In keeping with these regulations, the same procedures as outlined under the Sexual Harassment Policy shall apply. The College’s Director of Human Resources is responsible for implementing all elements of this Affirmative Action/Equal Employment Opportunity program. Quincy College is committed to a strong and effective Affirmative Action/Equal Employment Opportunity program.

All employee questions, concerns, or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or regarding the College's Affirmative Action policies should be forwarded to the Director for Human Resources, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169.

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 should be forwarded to Susan Bossa, Associate Vice President for Student Development, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169 or by calling 617-984-1656 or at sbossa@quincycollege.edu.

Section I - Quincy College Policy and Campus Responsibility

These procedures are designed to implement Quincy College's policies which require equal opportunity for all members of the Quincy College community and prohibit harassment of any member of the Quincy College community. Quincy College is committed to enforcing the requirements of applicable federal and state laws, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Chapter 151B of the Massachusetts General Laws.

Furthermore, it is the policy of Quincy College to promote a College community that is free of harassment of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities and services, and the selection of vendors who provide services or products to Quincy College. Quincy College will not tolerate harassing conduct that affects employment or educational condition or interferes unreasonably with an individual’s school or work performance, or that creates an intimidating, hostile, or offensive work or school environment.

Harassment of employees or students occurring on campus, in connection with work-related travel, and/or at Quincy College sponsored events will not be tolerated. Furthermore, retaliation against an
individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Quincy College takes allegations of harassment and violations of equal opportunity seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, Quincy College will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline. Each campus is responsible for disseminating and enforcing the policy and procedures so that each member of the college community is aware of the policy and held responsible for his/her behavior.

Section II - Definitions

Equal Opportunity

"Equal opportunity" means the right to enjoy equal opportunity in employment, admission to, and participation in Quincy College's programs and activities, the provision of College services, and the selection of vendors who provide services or products to Quincy College, without regard to an individual's race, color, religion, sex, age, sexual orientation, national origin, disability, or veteran status.

Harassment

"Harassment" means unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. display or circulation of written materials or pictures that are degrading to a person or group as previously described; and

2. verbal abuse or insults about, directed at, or made in the presence of an individual or group as previously described.

Sexual Harassment: For information regarding Sexual Harassment, please refer to the Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act.

Unwelcome conduct may be considered harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness.

Retaliation

An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of these Equal Opportunity and Anti-Harassment Complaint Procedures. The complaint of retaliation will be treated as a new and separate complaint.
Confidentiality

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

Section III - Complaint Procedures A. Responsible Persons and Covered Individuals

Complaint Procedures
All members of the Quincy College community are responsible for abstaining from, discouraging and reporting any form of harassment or discrimination. The primary responsibility for ensuring that a proper investigation and resolution of discrimination or harassment or retaliation complaints rests with the Title IX Coordinator(s) or designee, who will administer the policy and procedures described herein.

The Title IX Coordinator(s) or designee will receive complaints, advise complainants and respondents about Quincy College’s procedures and options for responding to complaints, conduct investigations, and determine its findings.

The Vice Presidents, Associate Vice Presidents, and Deans (hereinafter, Vice Presidents/Deans), working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning discrimination and harassment. In addition, the Vice Presidents/Deans have other responsibilities as described herein.

These complaint procedures are available to any member of the Quincy College community who believes that he or she has been discriminated against or harassed. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in discrimination or harassment or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community consist exclusively of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging discrimination or harassment or retaliation (the "complainant") has filed a complaint with any outside agency or court.

The Provost will be notified whenever the person accused of discrimination or harassment or retaliation (the "respondent") is a Quincy College student.

The Director of Human Resources will be notified whenever the person accused of discrimination or harassment or retaliation (the "respondent") is a Quincy College faculty or staff member.
Those found to be in violation of Quincy College's discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. Students may also be issued oral reprimands, put on disciplinary probation, suspended from Quincy College for a stated period of time, and/or expelled from Quincy College.

In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and may take corrective action even if the conduct does not rise to the level of violating Quincy College's equal opportunity and anti-harassment policies.

B. Initiating Complaints

Prompt reporting of discrimination or harassment or retaliation is in the best interest of the entire Quincy College community and is essential to a fair, timely and thorough investigation. Accordingly, all complaints must be filed within 90 calendar days of the action that prompts a complaint. (NOTE: this filing period may be extended for good cause.)

Notwithstanding any provision of this policy, Quincy College reserves the right to investigate and take action on its own initiative in response to behavior and conduct which may constitute discrimination or harassment or retaliation or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

Attorneys are not permitted to be present or participate in the complaint process.

Initiating the Process: In order to initiate a proceeding under this policy, the complainant must first file an oral or written complaint with the Title IX Coordinator(s) or designee. The complainant initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the complaint procedures. When initiating the complaint process, the complainant should complete the "Quincy College Complaint Form" (See Appendix A). All relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;

the specific nature of the discrimination or harassment or retaliation involved in the complaint;

other individuals who might be aware of or have knowledge of the situation;

what actions, if any, the complainant has taken as a result of the incident(s); and

what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).

C. Complaint Investigation
1. After the complainant has provided the appropriate information, the Title IX Coordinator(s) or designee will conduct an investigation as appropriate to determine whether there has been a violation of Quincy College's policy. Both the complainant and the respondent have the right to present witnesses. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Title IX Coordinator(s) or designee has completed the investigation he/she will, to the extent appropriate, inform the person filing the complaint and the respondent of the results of that investigation. A complete investigation will be completed within sixty (60) days of the complaint with all appropriate information being filed. If it is determined that more than sixty (60) days is necessary to conduct a complete investigation, the complainant and the respondent will be notified.

2. If the Title IX Coordinator(s) or designee determines that inappropriate conduct has occurred, he/she will recommend corrective action to the Provost in the case of a student, or to the individual's supervisor and the Director of Human Resources responsible for the appropriate work unit in the case of an employee. Disciplinary or other action will be approved by the appropriate Senior Vice President consistent with Section III, (A) (4) of these Equal Opportunity and Anti-Harassment Complaint Procedures.

3. Both a complainant and a respondent who is aggrieved by disciplinary action imposed as a result of an investigation may, within ten (10) working days of the imposition of the action by the appropriate Senior Vice President, file a written appeal to the President. The President or designee will review the results of the Title IX Coordinator(s) or designee's investigation, the decision of the Senior Vice President, and the discipline imposed and within ten (10) working days will make a final decision regarding the appeal. Nothing in these procedures is intended to interfere with the right of any member of the Quincy College community to utilize other applicable grievance or appeal procedures following the imposition of corrective action. An appeal must be in writing and must be based on a credible claim that:
   a. The investigation was not conducted in conformity with the prescribed procedures; or
   b. New information that was reasonably unknown at the time of the investigation, and which is sufficiently relevant that it could alter the College's decision had it been discovered.

4. Some complainants may wish to explore informal alternatives, which may involve, but are not limited to, one or more of the following:
   a. the Title IX Coordinator(s) or designee may counsel the complainant concerning options for responding to the problem on his/her own initiative, for example through oral or written communication with the respondent or the respondent's department head/supervisor (in the case of an employee) or an appropriate administrator (in the case of a student);
   b. the Title IX Coordinator(s) or designee may arrange for a meeting(s) and/or distribution of relevant policy statements and/or other forms of educational materials to the appropriate department,
c. if both complainant and respondent agree, the Title IX Coordinator(s) or designee may arrange and facilitate a meeting between the parties in an attempt to reach a mutually acceptable resolution; or

d. other options may be pursued which are consistent with applicable laws and/or Quincy College policies and procedures.

Note: Although the informal options above are available, it is at the complainant's discretion as to whether or not to explore these informal alternatives. A complainant who wishes to explore these informal alternatives may, in the complainant's sole discretion, bypass an informal process for a formal process at any point.

5. It is the intention of Quincy College that the process described herein be the sole process for investigating complaints of discrimination or harassment or retaliation. Nothing in these procedures is intended to interfere with Quincy College's right to investigate and take appropriate action with respect to any other conduct or behavior.

6. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of discrimination. No complaint will be considered "false" solely because it cannot be corroborated.

7. These procedures may be modified, revised or amended at the discretion of Quincy College.

Section IV - State and Federal Remedies

In addition to the above, reporting parties who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days (maybe longer in some circumstances); and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident.

**U.S. Equal Employment Opportunity Commission (EEOC)**
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone 1-800-669-4000
Fax 617-565-3196
TTY 1-800-669-6820

**Massachusetts Commission Against Discrimination (MCAD)**
Boston Office:
One Ashburton Place, Room 601
Boston, MA 02108
Phone 617-994-6000
TTY 617-994-6196
Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education’s Office for Civil Rights (OCR). The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

Office for Civil Rights (OCR)
U.S. Department of Education
33 Arch Street, Suite 1030
Boston, MA 02110-1490
Telephone: 617-289-0100
Fax: 617-289-0151

Approved by Quincy College Board of Governors:  May 21, 2015
Updated: August 16, 2018
Appendix A: Quincy College Student Complaint Form

Quincy College Complaint Form

Please complete this form and return it to the Title IX Coordinator at Presidents’ Place on the Quincy campus or the Dean of the Plymouth Campus on the Plymouth campus.

Susan Bossa, Title IX Coordinator
Phone: (617) 984-1656
Email: SBossa@QuincyCollege.edu
Office: President's Place, Suite 325

Ron McCarthy, Director of Plymouth Campus
Phone: (617) 984-1708
Email: Rmccarthy@QuincyCollege.edu
Office: Plymouth Campus

Jessica Cherry, Esq. General Counsel
Phone: (617) 984-1734
Email: Jcherry@QuincyCollege.edu
Office: President's Place, Suite 706N

When the form has been completed and signed, and then signed by the Title IX Coordinator, General Counsel, or other appropriate representative from the College, your complaint has been properly received and noted by the College. We will provide you with a copy of this form as well as complete information about the complaint process.

For those students who are not able to hand deliver this form (i.e. distance education students) in person to the Title IX Coordinator or the Dean of the Plymouth Campus, please submit the form online with appropriate signature using your assigned Quincy College email. The Title IX Coordinator will contact you to verify that your complaint has been properly received and noted by the College.

If you have any questions, please feel free to contact any of the Title IX Coordinators.

QC ID (if assigned): ________________________

Name:__________________________________________________________________________

Last  First  M.I.

Address:________________________________________________________________________

City:_________________________ State:________ Zip Code:__________________________
Telephone Number(s):________________________________________________________

E-mail:______________________________________________________________

Who is your complaint against
Check one or more:

☐ Faculty Member  ☐ Staff  ☐ College Department
☐ College Department  ☐ Quincy College  ☐ Other

Type of Complaint
Check one or more:

☐ Age  ☐ Pregnancy
☐ Disability  ☐ Race
☐ Gender  ☐ Religion
☐ National Origin  ☐ Retaliation
☐ Other

Complaint
Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Name of person or entity you believe discriminated against you and why you have contact with them (e.g. supervisor, co-worker, faculty, classmate).

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Describe the corrective action you are seeking. Attach additional pages if necessary.

____________________________________________________________________________________________
____________________________________________________________________________________________

For retaliation complaints, please explain why you believe someone retaliated against you:
Witnesses to Complaint
The relationship information requested means co-worker, supervisor, customer, student(s), faculty, Dean, Administrator etc.

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I certify the aforementioned is true and correct.

Signature of Complainant
Date

For Staff Use Only:
Received by: ____________________________

Name
Title

Administrative Follow-up (steps taken):

Final Results:
Intake Checklist

Student’s Name: ____________________________________________________________

Last First M.I.

Quincy College Student ID: ___________________________

I have advised and given written notification to the Complainant of:

☐ The availability of Quincy College and community resources including:
  - Student Success Coaches
  - Licensed Mental Health Counseling
  - Victim Services Organizations
  - Legal Assistance
  - Visa and Immigration Assistance

  Initials of QC Official

☐ Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act

  Initials of QC Official

☐ The availability of interim measures and campus resources including:
  - Title IX Coordinator contact information
  - Code of Conduct Office contact information

  Initials of QC Official

I certify that I have provided the complainant written notification of resources.

________________________________________________________
Signature of College Official Receiving Complaint Date

________________________________________________________
Signature of College Official Adjudicating Complaint Date

Intake Checklist

Student’s Name: ____________________________________________________________

Last First M.I.

Quincy College Student ID: ___________________________
I have advised and given written notification to the Complainant of:

- The availability of Quincy College and community resources including:
  - Student Success Coaches
  - Licensed Mental Health Counseling
  - Victim Services Organizations
  - Legal Assistance
  - Visa and Immigration Assistance

- Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act

- The availability of interim measures and campus resources including:
  - Title IX Coordinator contact information
  - Code of Conduct Office contact information

I certify that I have provided the complainant written notification of resources.

Signature of College Official Receiving Complaint

Signature of College Official Adjudicating Complaint

Date

Date
Policy 3.02A: RACIAL HARASSMENT POLICY

1. **Policy:** Quincy College is dedicated not only to learning, but also to the development of ethnically sensitive and responsible programs and persons. Because the College prepares individuals for participation in an increasingly diverse world, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, racial, and religious differences. The College seeks to achieve these goals through sound educational programs and conduct policies that encourage effective collaborations, productive individual contributions and professional responsibility. Racial harassment, clearly in conflict with the general mission of this College, is strictly prohibited.

II. **Definition:** Racial harassment includes, but is not limited to, verbal, physical, or written abuse directed towards an individual or group on the basis of race or racial affiliation. While some examples of racial harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant or subtle graffiti and insensitive use of language, including epithets and humor, often go unacknowledged. Both types, however, can be equally damaging and, depending on the circumstances, can be considered by definition to be a form of discrimination.

As a public institution, the College policies must be consistent with existing state and federal constitutions and civil rights laws. In keeping with the College’s role as an educational institution, however, the College policy regarding racial harassment is stringent in defining unacceptable behavior.

Beyond state law and college regulations, Quincy College sees as part of its educational mission the responsibility for creating an open environment, which develops and nurtures respect for cultural and linguistic differences, and seeks to educate its members of the need for all types of diversity within its community.

III. **Procedures:** If an employee feels that he/she has been a victim of racial harassment he/she is encouraged to contact the Executive Staff Team Member of his/her program or department and the Director for Human Resources. In keeping with the applicable federal and state regulations, the same procedures as outlined under the Sexual Harassment Policy shall apply.

Original: October 1999  
Revised: March 2006  
Updated: August 16, 2018
Policy 3.03: Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act (VAWA)

Approved by Quincy College Board of Governors: May 21, 2015
Updated: August 20, 2018
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Sexual Misconduct Policy

Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, Quincy College will not tolerate nor condone any form of sexual misconduct. Quincy College students are prohibited from engaging in sexual misconduct, as defined below. No one shall be retaliated against for participating in the College’s complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity. The following sections detail the official policy of Quincy College in regard to acts of sexual misconduct.

Violence Against Women Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA), which President Obama re-authorized and signed into law in 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) provision. Quincy College is committed to following these provisions. Under VAWA, Quincy College is required to:

1) Report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates;
2) Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
3) Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Reporting Obligations Under the Clery Act

In regard to sexual misconduct cases, the Clery Act requires Quincy College to:

- **Publish an Annual Security Report (ASR)** by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires Quincy College to make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education. The Quincy College Annual Security Report is published by the Office of Institutional Research and Assessment in conjunction with Campus Services and Facilities and can be found at [http://quincycollege.edu/departments/institutional-research-assessment](http://quincycollege.edu/departments/institutional-research-assessment)

- **To have a public crime log.** Quincy College is required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. The Quincy College crime log is maintained by Campus Security and is available upon request.
• Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including remote classrooms. The statistics must be gathered from campus security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" (See Policy 11.02 – Reporting the Annual Disclosure of Crime Statistics).

• Issue timely warnings about Clery Act crimes (to include forcible and non-forcible sex crimes) which pose a serious or ongoing threat to students and employees. Please reference the Quincy College Emergency Response Plan for information regarding timely warning notifications (See also Policy 11.01 - Timely Warning Policy).

• Devise an emergency response, notification and testing policy. The Quincy College Emergency Response Plan which details the details of emergency response, immediate notification, timely warnings and testing procedures (See Policy 11.11 – Issuing an Emergency Notification and Policy 11.12 – Emergency Response).

**Sexual Misconduct Definitions**

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples.

Sexual misconduct is a broad term used to encompass a range of behaviors including:

- dating violence
- domestic violence
- nonconsensual sexual contact
- nonconsensual sexual penetration
- sexual assault
- sexual exploitation
- sexual harassment
- stalking

The included definitions of effective consent, dating violence, domestic violence, and stalking are in accordance with VAWA’s required definitions for student conduct code policies. Some behaviors covered by these definitions might be referred to as rape, sexual assault, or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

**Dating Violence**

Dating violence is defined by:

- A reference to a violent crime
• Committed by
  o A person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on the victim’s statement with consideration of the length of the relationship, the type of the relationship, and frequency of the relationship.

Domestic Violence
Domestic violence is defined by:
• A reference to a violent crime
• Committed by
  o Current or former spouse or intimate partner
  o Person sharing a child with the victim
  o Person cohabitating with or has cohabitated with the victim as a spouse or intimate partner

Effective Consent
Quincy College students are expected to engage in sexual behavior of any kind only with the fully informed and effective consent of all parties involved. Effective consent must be obtained for each instance and each escalation of sexual activity. Obtaining effective consent is the responsibility of the party initiating sexual activity. Doing otherwise may constitute sexual misconduct and is a violation of Quincy College policy. As defined by VAWA and by Quincy College, effective consent is defined by:
• A voluntary and informed agreement to engage in sexual activity
• The agreement must be informed through mutually understandable words or actions
• Consent cannot be authorized by someone who is incapacitated
• Past consent does not imply future consent
• Silence or absence of resistance does not imply consent
• Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
• Consent can be withdrawn at any time
• Coercion, force, or threat at any time invalidates consent

Furthermore:
• Initiators of sexual activity are responsible for obtaining effective consent
• Consent is not effective if obtained from an individual who is incapable of giving consent due to the following or other reasons:
  o a mental, intellectual, or physical disability
  o is under the legal age to give consent
  o is asleep, unconscious, or physically helpless
  o is incapacitated by alcohol or other drugs
• Consent to one type of sexual activity does not imply consent to any other or all types of sexual activity
• A person can withdraw consent at any time
• Refusal, lack of consent, or non-consent may be expressed in many ways, verbally or physically
• Physical resistance is not necessary to communicate a lack of consent

Individuals who initiate sexual activity assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions. The question is whether or not the person who initiated the sexual activity knew or whether a sober and reasonable person in the same position should have known whether the other person gave effective consent.

Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments.

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

Force
Force may include words, conduct or appearance. Force includes causing another’s intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can be all forms of force.

Nonconsensual Sexual Contact
Nonconsensual sexual contact is defined as any physical contact with another person of a sexual nature without that person’s effective consent. The touching of a person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one’s own intimate parts; or forcing a person to touch another’s intimate parts would be violations of this policy if they occur without effective consent.

Nonconsensual Sexual Penetration
Nonconsensual sexual penetration is defined as the sexual penetration of any bodily opening with any object or body part without effective consent. This could be committed by force, threat, intimidation, coercion, or through exploitation of another’s mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent’s position should have been aware.

Sexual Assault
Sexual assault has been committed when an individual engages in sexual activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. Sexual assault includes any forced act against one’s will where sex is the weapon. This can include, but is not limited to:

• Sexual Battery: the unwanted touching of an intimate part of another person for the purpose of arousal by the actor
• Sodomy: forced anal intercourse
• Oral Copulation: forced oral-genital contact
• Rape by a Foreign Object: forced penetration by a foreign object including digits (fingers and toes)
• Rape: penile-vaginal intercourse against a person's will and without consent

Recent legislation also makes it a felony to engage in video voyeurism, secretly capturing images of another person in a private place without consent. Whether or not specifically stated, it is an element of every sexual assault that the sexual act was committed without consent of the victim.

**Sexual Harassment**

Sexual Harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing; or
- Submission to, or rejection of, such conduct is used as the basis for employment decisions (such as advancement, performance evaluation, or work schedule) or academic decisions (such as grading or letters of recommendation); or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s working conditions or academic experience, or of creating a hostile working or academic environment.

Even one instance of sexual harassment, if severe enough, may create a hostile environment. A non-exhaustive set of examples of conduct that might constitute sexual harassment are included below. One or more of these actions will only be considered sexual harassment when that conduct has the purpose or effect of unreasonably interfering with another individual’s working conditions or academic experience, or of creating a hostile working or academic environment. **Examples of verbal sexual harassment** may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one’s own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such as smacking or licking lips, kissing sounds, or "wolf whistles."

**Examples of nonverbal sexual harassment** include unwelcome conduct such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature. In addition, nonconsensual sexual contact, sexual exploitation, and nonconsensual sexual penetration may constitute nonverbal instances of sexual harassment.
Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College’s educational mission.

Sexual Exploitation
Sexual exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

Stalking
Stalking is defined by:
- Engaging in a course of conduct (at least two or more acts by which the accused directly, indirectly or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property)
- Directed at a specific person and
- Causes a reasonable person to fear for his or her safety of others or causes that person to suffer substantial emotional damage

Training for the College Community
The Vice Presidents, Associate Vice Presidents, and Deans (hereinafter, Vice Presidents/Deans), working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning sexual misconduct.

Incoming Students and New Employees
Under VAWA, new students and new employees will be offered primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking. In accordance with VAWA, these programs will be:
- Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking;
- Culturally relevant, inclusive of diverse communities and identities, sustainable, responsible to community needs, and informed by research or assessed for value, effectiveness, or outcome;
- Consider environmental risk and protective factors as they occur on the individual, relationship institutional, community, and societal levels.

Training for new students will occur through material such as:
- Orientation training for new students
- Introductory email from President
- Reminders on television monitors throughout campus
- Flyers
- Policy handouts
- Sexual misconduct workshops – provided by Student Success Coaches

Training for new employees will occur through material such as:
- Initial mandated online training sessions through Safe Colleges, Inc.
- Reminders on television monitors throughout campus

Ongoing Training for Students and Employees
Ongoing training for students will occur through material such as:
- At target events
- Introductory email from President
- Reminders on television monitors throughout campus
- On the Quincy College webpage
- Student Success Coaching Office awareness workshops.

Ongoing training for employees will occur through material such as:
- Annual online retraining or updates through Safe Colleges, Inc.
- Reminders on television monitors throughout campus
- Student Success Coaching Office awareness workshops.

Employees Involved in the Investigative Process
VAWA mandates that all college employees involved in the investigative process of sexual misconduct cases receive at least annual training related to sexual crimes and the college’s investigative procedures. Employees as Quincy College who will be involved in the investigative process will receive training annually.

Sexual Misconduct Policy Applicability
The Quincy College sexual misconduct policy shall apply to all members of the College community, whether the sexual crime takes place on campus or off campus.

Students who engage in behavior that violate local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

The college reserves the right to take disciplinary action against a student for off campus conduct when such conduct poses a direct or indirect threat or adversely affects the college community, if the conduct poses a threat to another member of the college community or if the student is charged with a violation of local, state or federal law.

Bystander Intervention
Quincy College expects all members of the College community to take reasonable actions to prevent or stop an act of sexual misconduct. Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.
If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call campus security or local law enforcement. Do not be afraid to call on others for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

Recognizing Signs of Abuse
Behavioral signs or changes may indicate sexual abuse and can include:\n
- Anxiety
- Depression
- Sleep disturbances including nightmares or night terrors
- Change in eating habits
- Unusual fear of certain people or places; reluctance to be alone with a certain person
- Changes in mood that could including anger, or aggressiveness towards others.
- Withdrawal; runaway behavior
- Change in attitude towards school or academic performance; lack of interest in friends, sports, or other activities
- Unexplained or frequent health problems like headaches or stomachaches
- Poor self-esteem; avoidance of relationships
- Self-mutilation or change in body perception like thinking of self or body as dirty or bad; suicidal thoughts

Rights of the Victim
Quincy College is committed to making accommodations for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

Sexual Misconduct Procedures
The following sections detail Quincy College’s procedures for reporting, investigating, and enforcing disciplinary actions related to sexual misconduct cases. These procedures may be modified, revised or amended at the discretion of Quincy College.

1 Darknessstolight.org - http://www.d2l.org/site/c.4dICUOKGcISE/b.7938027/k.6B67/Signs_of_Sexual_Abuse.htm
Reporting Procedures

1) All members of the Quincy College community are responsible for reporting any form of sexual misconduct. The primary responsibility for ensuring that a proper investigation and resolution of sexual misconduct, sexual harassment, or retaliation complaints rests with the Title IX Coordinator(s) or designee, who will administer the policy and procedures described herein.

   a. The Title IX Coordinator(s) or designee will receive complaints, advise complainants and respondents about Quincy College’s procedures and options for responding to complaints, conduct investigations, and determine its findings.

2) These complaint procedures are available to any member of the Quincy College community who believes that a violation of the sexual misconduct policy has been committed. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in sexual misconduct, sexual harassment, or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community consist exclusively of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging sexual misconduct, sexual harassment, or retaliation (the “complainant”) has filed a complaint with any outside agency or court.

3) The Vice President for Academic Affairs will be notified whenever the person accused of sexual misconduct, sexual harassment, or retaliation (the “respondent”) is a Quincy College student.

4) Notwithstanding any provision of this policy, Quincy College reserves the right to investigate and take action on its own initiative in response to behavior and conduct which may constitute sexual misconduct, sexual harassment, or retaliation, regardless of whether an actual complaint has been filed.

5) Prompt reporting of sexual misconduct, sexual harassment, or retaliation is in the best interest of the entire Quincy College community and is essential to a fair, timely and thorough investigation. Accordingly, all complaints should be filed within 90 calendar days of the action that prompts a complaint. (NOTE: this filing period may be extended for good cause.)

6) Those found to be in violation of Quincy College’ sexual misconduct or retaliation policy will be subject to disciplinary sanctions.
How to Report Sexual Misconduct to Quincy College

Students and staff are encouraged to report sexual misconduct that is perpetrated against them or other members of the Quincy College community. Individuals have numerous options for reporting the misconduct and obtaining support; which option an individual chooses depends upon the nature and severity of the misconduct, whether the student wishes the report to remain confidential, and whether the individual wishes to pursue a formal complaint. Upon a report of sexual misconduct, a victim will receive a written explanation of their rights and options in regards to the report. An individual may directly report an act of sexual misconduct directly to a Title IX Coordinator or designee.

Quincy College Title IX contact information:
- Jessica Cherry, General Counsel
  Phone: (617) 984-1734 - Email: jcherry@QuincyCollege.edu

- Susan Bossa, Title IX Coordinator
  Phone: (617) 984-1656 - Email: SBossa@QuincyCollege.edu

When reporting to a Title IX Coordinator, the individual(s) must first file an oral or written report with the Title IX Coordinator(s) or designee (See attached Quincy College Complaint Form). The individual(s) initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the reporting procedures. When initiating the report process, the individual(s) should provide the following information via a “confidential internal intake form” and or electronically on My QC Campus Portal by clicking on the “Submit an Incident Report” hyperlink:

a) all relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;

b) the specific nature of the sexual misconduct, sexual harassment, or retaliation involved in the complaint;

c) other individuals who might be aware of or have knowledge of the situation;

d) what actions, if any, the complainant has taken as a result of the incident(s); and

e) what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).

Individuals may also choose to report to the General Counsel, Quincy College professor, staff member, or dean.

Jessica Cherry, General Counsel
Phone: 617-984-1734 – Email: Jcherry@QuincyCollege.edu
How to Respond to Reports of Sexual Misconduct

Employees Responsibility to Report
When a student reports an act of sexual misconduct to an employee of Quincy College, the employee may be obligated to report disclosed information depending upon their position. The following details the responsibility of employees to report sexual misconduct dependent upon their position:

Professional Counselors – Quincy College does not have licensed counselors on staff. The College refers student needing counseling services to outside agencies. Outside licensed counselors who provide mental health counseling to members of the campus community are not obligated to report any information to the College. These counselors are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication”. Counselors are obligated to report behavior that may result in harm to self or others.

Student Success Coaches – Other individuals that work or volunteer in on-campus counseling centers may talk to a victim without revealing any personally identifying information to the College. However, those individuals must report the nature, date, time, and general location of the incident to their Title IX Coordinator. Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes.

Responsible Employees – Responsible employees must report all relevant details to the Title IX Coordinator. If a student requests confidentiality, the College will consider the request, but cannot guarantee that it will be honored. A report to these employees (called “responsible employees”) constitutes a report to the College—and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

Confidentiality
The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.
If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.
When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, factors to consider:

- The increased risk that the accused will commit additional acts of sexual or other violence, such as:
  - history of sexual violence complaints about the same accused individual;
  - history of arrests or records from a prior school indicating a history of violence;
  - whether the accused has threatened further violence;
  - whether the sexual violence was committed by multiple perpetrators;
whether the sexual violence was perpetrated with a weapon;
whether the victim is a minor;
whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Statement Against Retaliation
An individual who has engaged in a protected activity is safeguarded against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.
Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Non-Discrimination Policy (Policy 3.02), Sexual Harassment and Harassment Free Workplace Policy (3.03) and Student/Employee Grievance Procedures Policy (6.14/10/23). The complaint of retaliation will be treated as a new and separate complaint.

Investigative Process – Overview
Except in those cases where the student has contacted a strictly confidential resource, the College will conduct a prompt, thorough, and fair investigation and will take appropriate measures to terminate the misconduct, prevent its recurrence and address its effects. After the complainant has provided the appropriate information, the Title IX Coordinator(s) or designee will conduct an investigation as appropriate to determine whether there has been a violation of Quincy College’s policy. The Title IX coordinator will be qualified in accordance to annual training requirements and will not have a conflict of interest in regard to the investigation.

In accordance with VAWA, the College will provide timely notice of meetings and decisions to the parties involved. The accused and victim(s) will be provided timely access to information found in the investigative process to be used in disciplinary proceedings. The investigation time frame is subject to extension with good cause and with written notice to the accused and victim(s).

Once a finding or decision is made by the College, the College will communicate and document the rationale of the decision. This response may include formal disciplinary action, which may be instituted by an individual complainant or the College itself. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated any part of the sexual misconduct provisions of this policy.

Both the complainant and the respondent have the right to present witnesses. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Title IX Coordinator(s) or designee has completed the investigation
he/she will, to the extent appropriate, inform the person filing the complaint and the respondent of the results of that investigation.

When possible, the investigation will be completed within sixty (60) days of the complaint with all appropriate information being filed. If it is determined that more than sixty (60) days is necessary to conduct a complete investigation, the complainant and the respondent will be notified.

If the Title IX Coordinator(s) or designee determines that inappropriate conduct has occurred, he/she will recommend corrective action to the Provost/Senior Vice President of Academic Affairs in the case of a student, or to the individual’s supervisor and the Director of Human Resources responsible for the appropriate work unit in the case of an employee. Disciplinary or other action will be approved by the appropriate Senior Vice President consistent with disciplinary action procedures of this policy.

No complainant will be required to have direct interaction with an alleged perpetrator in any informal resolution or mediation involving a complaint of sexual assault.

It is the intention of Quincy College that the process described herein be the sole process for investigating complaints of sexual misconduct, sexual harassment, or retaliation. Nothing in these procedures is intended to interfere with Quincy College’s right to investigate and take appropriate action with respect to any other conduct or behavior. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of sexual misconduct. No complaint will be considered “false” solely because it cannot be corroborated.

Notification
All parties must be notified simultaneously and in writing of:
   a) the result of the disciplinary proceeding;
   b) any appellate procedures available (which will be available to both parties);
   c) any change to the result that may occur prior to the time that the result becomes final;
   d) when the results become final.

Hearings and Proceedings
In accordance with VAWA, the College will allow all parties to have advisors present during hearings and proceedings. The College cannot restrict the choice of an advisor(s), but may restrict the amount of their participation, so long as it is restricted equally between the parties involved. For example, if the College permits one party to submit third-party expert testimony, it must do so equally for both parties.

Submission of Evidence
Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The Quincy College official presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Quincy College official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.
Interim Measures during an Investigation
While an investigation or grievance proceeding is pending, Quincy College will take interim measures as appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct. Interim measures may include, for example, changing the class schedule or work schedule of the person who was subject of the alleged misconduct and/or the person alleged to have committed the misconduct, issuing a no-contact order, or similar action. Such measures may also include connecting the persons who were or may have been subjected to sexual misconduct with counseling, health care, academic support, or other resources.

Standard of Evidence
The burden of proof in all cases is “the preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

Potential Disciplinary Outcomes
Those found to be in violation of Quincy College’s discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, suspensions, expulsion, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment.

In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and may take corrective action even if the conduct does not rise to the level of violating Quincy College’s sexual misconduct or retaliation policies.

Appeal Process
Both a complainant and a respondent who is aggrieved by disciplinary action imposed as a result of an investigation may, within ten (10) working days of the imposition of the action by the appropriate Senior Vice President, file a written appeal to the President. The President or designee will review the results of the Title IX Coordinator(s) or designee’s investigation, the decision of the Senior Vice President, and the discipline imposed and within ten (10) working days will make a final decision regarding the appeal. Nothing in these procedures is intended to interfere with the right of any member of the Quincy College community to utilize other applicable grievance or appeal procedures following the imposition of corrective action. An appeal must be in writing and must be based on a credible claim that:

a) The investigation was not conducted in conformity with the prescribed procedures; or

b) New information that was reasonably unknown at the time of the investigation, and which is sufficiently relevant that it could alter the College’s decision had it been discovered.
Alternative Resolution Options
Some complainants may wish to explore informal alternatives, which may involve, but are not limited to, one or more of the following:

a) the Title IX Coordinator(s) or designee may counsel the complainant concerning options for responding to the problem on his/her own initiative, for example through oral or written communication with the respondent or the respondent’s department head/supervisor (in the case of an employee) or an appropriate administrator (in the case of a student);

b) the Title IX Coordinator(s) or designee may arrange for a meeting(s) and/or distribution of relevant policy statements and/or other forms of educational materials to the appropriate department, etc.;

c) if both complainant and respondent agree, the Title IX Coordinator(s) or designee may arrange and facilitate a meeting between the parties in an attempt to reach a mutually acceptable resolution; or

d) other options may be pursued which are consistent with applicable laws and/or Quincy College policies and procedures.

Note: Although the informal options above are available, it is at the complainant’s discretion as to whether or not to explore these informal alternatives. A complainant who wishes to explore these informal alternatives may, in the complainant’s sole discretion, bypass an informal process for a formal process at any point.
Resources for Immediate and Ongoing Assistance

On Campus Resources: Any student or employee of Quincy College who reports an incident will be provided with a copy of the appropriate policies, instructions regarding options for moving forward and a list of resources available for assistance.

Susan Bossa, Title IX Coordinator  
Phone: (617) 984-1656  
Email: SBossa@QuincyCollege.edu  
Office: President’s Place, Room 325

Jessica Cherry, General Counsel  
Phone: (617) 984-1734  
Email: Jcherry@QuincyCollege.edu  
Office: President’s Place, Suite 706N

Community Resources

For immediate emergency and medical assistance call 911. The Crisis Hotline can also be called 800-656-HOPE (4673).

Go to an urgent care center (e.g., a hospital)

- Receive help for physical injuries.
- Screen for STDs/pregnancy.
- If possible, do not shower or clean up. Do not change clothes. Hospital staff can collect evidence using a rape kit.
- If you want to file a police report, you can call the police from the emergency room.
- Ask about the nearest rape crisis center.

If you are in an abusive relationship, it is important to create a safety plan. Domestic violence advocates and teen dating abuse advocates are people who are trained to help you create a safety plan. Advocates can:

- Figure out ways for you to leave an abuser
- Discuss how to deal with emergencies
- Suggest safe places to go, such as a shelter or the home of a friend or family member where your abuser might not look
- Help you learn about a court order of protection, which requires your abuser to stay away from you
- Suggest services and provide support

Additionally, you can do any or all of the following:

- **Calling the police.** If you are in immediate danger, call 911.

- **Calling hotlines.** Learn more about different help hotlines. Hotlines provide support and resources. They also can help you create a safety plan for leaving an abuser.
• **Reaching out to people you trust.** People who care want to help. You can start with family, friends, or community organizations.

• **Talking to a health care professional.** Doctors, nurses, and counselors can offer physical aid, emotional support, and resources. Go to a hospital emergency room if you need immediate help for injuries.

• **Contacting an advocate.** Advocates are people who are trained to help someone who has lived through domestic violence, dating violence, or sexual assault. You can talk to an advocate on the phone or in person, confidentially and for free. Advocates can explain options and programs in your community that may include legal support, counseling, emergency services, and other resources. You can learn more by calling help hotlines such as the [National Domestic Violence Hotline](tel:800-799-SAFE) at 800-799-SAFE (7233) or the [National Teen Dating Abuse Helpline](tel:866-331-9794) at 866-331-9794.

**Abuse and Assault Hotlines**

- **DOVE (Domestic Violence Ended) Crisis Hotline:** 617-471-1234 or 888-314-3683
- **Llamos y Hablamos:** Spanish Language Sexual Abuse Hotline: 800-223-5001
- **A New Day:** Sexual and relationship abuse Hotline: 888-293-7373
- **Parental Stress Hotline:** 800-632-8188
- **Safelink:** Massachusetts 24/7 domestic violence Hotline: 877-758-2020
- **South Shore Women’s Resource Center:** Domestic Violence Hotline: 888-746-2664
- **Victim Assistance Program Hotline:** 508-583-3306

**Counseling Services**

Please be advised that Quincy College does not endorse any of the organizations below. This guide serves merely as a resource to students, and the choice in providers and assistance is solely the responsibility of the student.

• **Bay State Community Services**
  13 Temple Street, Quincy, MA 02169, 617-471-8400; [www.Baystatecs.org](http://www.Baystatecs.org)
  Accepts many insurances plans including MassHealth and Commonwealth Care plan

• **Maria Droste Services**
  1354 Hancock Street, Quincy, 617-471-5686; [http://mariadrosteservices.org/](http://mariadrosteservices.org/)
  Sliding fee available

• **New Directions Counseling Center**
  Interfaith Social Services
  105 Adams Street, Quincy, MA 02169, 617-773-6203 x12; [www.InterfaithSocialServices.org](http://www.InterfaithSocialServices.org)
  Accepts most insurance plans including MassHealth, Commonwealth Care, and a sliding fee

• **South Bay Mental Health** (administrative office in Brockton; many local locations)
  Weymouth Clinic
  541 Main Street, Suite 303, Stetson Building, Weymouth, MA 02190, 781-331-7866;
  [www.southbaymentalhealth.com](http://www.southbaymentalhealth.com)
  Accepts many insurances plans including MassHealth and Commonwealth Care plans
- **Aspire Health Alliance**  
  500 Victory Road, Quincy, 617-847-1950; [www.aspirehealthalliance.org](http://www.aspirehealthalliance.org)  
  Crisis Team: contact 617-774-6036  
  *Accepts many insurances plans including MassHealth and Commonwealth Care plans*

- **Volunteers of America Family Counseling Center**  
  1419 Hancock Street, Quincy, 617-770-9690; [www.voamass.org](http://www.voamass.org)

- **Wellspring Counseling Services**  
  814 Nantasket Ave., Hull, MA 02045, 781-925-3211; [www.wellspringhull.org](http://www.wellspringhull.org)  
  *Provides free counseling services; specializes in domestic violence; free legal counsel available*

State and Federal Reporting Remedies for Employees
Employees who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College’s complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days (maybe longer in some circumstances); and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident.

**U.S. Equal Employment Opportunity Commission (EEOC)**  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone 1-800-669-4000  
Fax 617-565-3196  
TTY 1-800-669-6820

**Massachusetts Commission Against Discrimination (MCAD)**  
- **Boston Office:**  
  One Ashburton Place, Room 601  
  Boston, MA 02108  
  Phone 617-994-6000  
  TTY 617-994-6196  

- **Springfield Office:**  
  436 Dwight Street, Room 220  
  Springfield, MA 01103  
  Phone 413-739-2145

Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education’s Office for Civil Rights (OCR). The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

**Office for Civil Rights (OCR)**  
U.S. Department of Education  
33 Arch Street, Suite 1030  
Boston, MA 02110-1490  
Telephone: 617-289-0100  
Fax: 617-289-0151
Other Helpful Links

Massachusetts State Law on Rape and Sexual Assault
Massachusetts State Law about Sex
Massachusetts State Law on Sexual Harassment
Massachusetts Law About Domestic Violence
Womenshealth.gov
Notalone.gov
Bestcolleges.com - The Realities of Sexual Assault on Campus

Original: October 1999
Revised: August 2018
Quincy College Complaint Form

Please complete this form and return it to the Title IX Coordinator at Presidents’ Place on the Quincy campus or the Dean of the Plymouth Campus on the Plymouth campus.

Susan Bossa, Title IX Coordinator
Phone: (617) 984-1656
Email: SBossa@QuincyCollege.edu
Office: President’s Place, Room 509

Ron McCarthy, Director of Plymouth Campus
Phone: (617) 984-1708
Email: RMccarthy@QuincyCollege.edu
Office: Plymouth Campus

Jessica Cherry, General Counsel
Phone: (617) 984-1734
Email: Jcherry@QuincyCollege.edu
Office: President’s Place, Suite 706N

When the form has been completed and signed, and then signed by the Title IX Coordinator, General Counsel, or other appropriate representative from the College, your complaint has been properly received and noted by the College. We will provide you with a copy of this form as well as complete information about the complaint process.

For those students who are not able to hand deliver this form (i.e. distance education students) in person to the Title IX Coordinator or the Director of the Plymouth Campus, please submit the form online with appropriate signature using your assigned Quincy College email. The Title IX Coordinator will contact you to verify that your complaint has been properly received and noted by the College.

If you should any questions, please feel free to contact any of the Title IX Coordinators.

QC ID (if assigned):_____________________

Name:_____________________________________________________
   Last                     First                     M.I.

Address:_________________________________________________________________

City:_________________________ State:__________ Zip Code:_________________________

Telephone Number(s):________________________________________________________

E-mail:______________________________________________________________
**Who is your complaint against**
Check one or more:

- Faculty Member
- College Department
- Staff
- Quincy College
- Other

**Type of Complaint**
Check one or more:

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<td>National Origin</td>
<td>Retaliation</td>
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**Complaint**
Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

____________________________________________________________

____________________________________________________________

Name of person or entity you believe discriminated against you and why you have contact with them (e.g. supervisor, co-worker, faculty, classmate).

____________________________________________________________

____________________________________________________________

____________________________________________________________

Describe the corrective action you are seeking. Attach additional pages if necessary.

____________________________________________________________

____________________________________________________________

____________________________________________________________

For retaliation complaints, please explain why you believe someone retaliated against you:

____________________________________________________________

____________________________________________________________

Witnesses to Complaint
The relationship information requested means co-worker, supervisor, customer, student(s), faculty, Dean, Administrator etc.

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I certify the aforementioned is true and correct.

Signature of Complainant

Date

For Staff Use Only:

Received by:

Name

Title

Administrative Follow-up (steps taken):

Final Results:
Complaint Intake Checklist

Student’s Name: ____________________________

Last First M.I.

Quincy College Student ID: ____________________________

I have advised and given written notification to the Complainant of:

☐ The availability of Quincy College and community resources including:
  - Student Success Coaches
  - Licensed Mental Health Counseling
  - Victim Services Organizations
  - Legal Assistance
  - Visa and Immigration Assistance

☐ Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act

☐ The availability of interim measures and campus resources including:
  - Title IX Coordinator contact information
  - Code of Conduct Office contact information

I certify that I have provided the complainant written notification of resources.

Signature of College Official Receiving Complaint ____________________________ Date _____________

Signature of College Official Adjudicating Complaint ____________________________ Date _____________
I AM A STUDENT

I AM REPORTING:

SEXUAL MISCONDUCT

POLICE - 911
Quincy: 617-479-1212
Plymouth: 508-830-4218
Crisis Hotline: 800-656-HOPE
(4673)

And/or

Title IX Coordinators:
Jessica Cherry: 617-948-1734
jcherry@quincycollege.edu
Susan Bossa: 617-948-1656
sbossa@quincycollege.edu

OR

Code of Conduct Officer (CCO),
Quincy College Professor,
Staff Member or Dean

WHO CAN I REPORT TO?

DISCRIMINATION

Title IX Coordinators:
Jessica Cherry: 617-948-1734
jcherry@quincycollege.edu
Susan Bossa: 617-948-1656
sbossa@quincycollege.edu

OR

OR

RETALIATION

Title IX Coordinators:
Jessica Cherry: 617-948-1734
jcherry@quincycollege.edu
Susan Bossa: 617-948-1656
sbossa@quincycollege.edu

And/or

Massachusetts Office of
Diversity and Equal
Opportunity 617-727-7442

WHAT HAPPENS NEXT?

1) Upon receipt of a complaint, Title IX Coordinator or designee will conduct an investigation into allegation(s)
2) When possible, results of investigation will be rendered within 60 Days
3) Complainant and Respondent are notified of results
4) Both Complainant and Respondent have 10 days to appeal decision
5) Vice President will review and make final decision within 10 days of receiving appeal

I AM A STUDENT

I AM REPORTING:

SEXUAL MISCONDUCT

POLICE - 911
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Title IX Coordinators:
Jessica Cherry: 617-948-1734
jcherry@quincycollege.edu
Susan Bossa: 617-948-1656
sbossa@quincycollege.edu

And/or

Massachusetts Office of
Diversity and Equal
Opportunity 617-727-7442

WHAT HAPPENS NEXT?

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3) Complainant and Respondent are notified of results
4) Both Complainant and Respondent have 10 days to appeal decision
5) Vice President will review and make final decision within 10 days of receiving appeal
I AM A FACULTY MEMBER

WHO CAN I REPORT TO?

SEXUAL MISCONDUCT

POLICE - 911
Quincy: 617-479-1212
Plymouth: 508-830-4218
Crisis Hotline: 800-656-HOPE (4673)

DISCRIMINATION

Human Resources Department
617-984-1611

Department Chair

RETALIATION

Human Resources Department
617-984-1611

Department Chair

WHAT HAPPENS NEXT?

6) Upon receipt of a complaint, the Director of Human Resources or his/her designee will conduct an investigation into allegation(s)
7) When possible, results of investigation will be rendered within 60 Days
8) Complainant and Respondent are notified of results
9) Both Complainant and Respondent have 10 days to appeal decision
10) Senior Vice President will review and make final decision within 10 days of receiving appeal

I AM REPORTING:

And/or

SEXUAL MISCONDUCT

Human Resources Department
617-984-1611

And/or

Department Chair

OR

And/or

Department Chair

OR

And/or

Department Chair

OR

And/or

Massachusetts Office of Diversity and Equal Opportunity
617-727-7442

OR

And/or

Massachusetts Office of Diversity and Equal Opportunity
617-727-7442

I AM A FACULTY MEMBER

WHO CAN I REPORT TO?
WHO CAN I REPORT TO?

WHO CAN I REPORT TO?

I AM A STAFF MEMBER

I AM REPORTING:

SEXUAL MISCONDUCT

POLICE - 911
Quincy: 617-479-1212
Plymouth: 508-830-4218
Crisis Hotline: 800-656-HOPE (4673)

DISCRIMINATION

Human Resources Department
617-984-1611

Human Resources Department
617-984-1611

RETALIATION

Your Manager / Supervisor

And/or

And/or

And/or

OR

OR

OR

Your Manager / Supervisor

Massachusetts Office of Diversity and Equal Opportunity
617-727-7442

Massachusetts Office of Diversity and Equal Opportunity
617-727-7442

WHAT HAPPENS NEXT?

16) Upon receipt of a complaint, the Director of Human Resources or his/her designee will conduct an investigation into allegation(s)
17) When possible, results of investigation will be rendered within 60 Days
18) Complainant and Respondent are notified of results
19) Both Complainant and Respondent have 10 days to appeal decision
20) Senior Vice President will review and make final decision within 10 days of receiving appeal

I AM A STAFF MEMBER

I AM REPORTING:

SEXUAL MISCONDUCT

POLICE - 911
Quincy: 617-479-1212
Plymouth: 508-830-4218
Crisis Hotline: 800-656-HOPE (4673)

DISCRIMINATION

Human Resources Department
617-984-1611

Human Resources Department
617-984-1611

RETALIATION

Your Manager / Supervisor

And/or

And/or

And/or

OR

OR

OR

Your Manager / Supervisor

Massachusetts Office of Diversity and Equal Opportunity
617-727-7442

Massachusetts Office of Diversity and Equal Opportunity
617-727-7442

WHAT HAPPENS NEXT?

16) Upon receipt of a complaint, the Director of Human Resources or his/her designee will conduct an investigation into allegation(s)
17) When possible, results of investigation will be rendered within 60 Days
18) Complainant and Respondent are notified of results
19) Both Complainant and Respondent have 10 days to appeal decision
20) Senior Vice President will review and make final decision within 10 days of receiving appeal
Policy 3.04: Drug-Free Workplace Policy

I. Policy: It is the policy of Quincy College to maintain a drug-free and alcohol-free workplace and learning environment. Quincy College seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees. Since the inappropriate and/or illegal use of alcohol and other drugs on college property or at college activities may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower productivity and the quality of work performed by employees, and undermine the public’s confidence in the College, a strong policy prohibiting such use has been established.

An employee of the College (including student employees) shall not unlawfully use, possess, manufacture, distribute, dispense, or sell illegal drugs or controlled substances (as defined in the Controlled Substance Act, 21 U.S.C. Section 812) or alcohol while on duty or on Quincy College’s premises or while conducting company business off the premises. Such action is absolutely prohibited in accordance with the College policy, and state and federal law.

It is the policy of Quincy College to enforce all state and federal laws pertaining to controlled substances and to prosecute individuals who violate those laws on College property.

II. Procedures: Any employee who violates this policy will be subject to disciplinary action up to and including termination, and may have legal consequences. For unit employees, this disciplinary action will be in accordance with the relevant provisions of the applicable collective bargaining agreement. Disciplinary action may include suspension from employment, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program as a condition of continuing employment, or termination of employment. Violations of criminal law will also be reported to the appropriate law enforcement agency.

Any employee who is convicted of a workplace violation of any criminal drug statute must notify the Director of Human Resources of that conviction in writing no later than five days after such conviction. If the employment of an employee so convicted is partially or fully federally funded, the College will notify the federal agency providing those funds of the conviction.

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Drug abuse is also a potential health, safety, and security problem. Employees (including student employees) needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any of the health insurance plans offered through the Quincy College Group Insurance Plan should consult their plan booklets or service offices to determine which programs may be paid through their health insurance. The Human Resources Department can provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence. All members of the College community are urged to carefully and seriously reflect on their personal responsibility to remain drug and alcohol free, and to demonstrate care and concern for others who may be experiencing a substance abuse problem through timely intervention and referral.

Original: October 2004
Revised: February 2006
Policy 3.05: Smoking Policy

I. Policy: Quincy College recognizes the medical evidence that indicates that smoking and use of tobacco products is a serious health hazard. In our effort to consider the needs and concerns of smokers and non-smokers, and to provide a healthful working environment, the College has adopted the following policy with respect to smoking, vapor, and/or tobacco products:

- If an employee or student uses such products, he or she may do so only in those areas where smoking is appropriately marked and permitted. The College prohibits use of such products within 25 feet of any College building or within the confines of any college building. Smoking in public buildings is a violation of state law and a hazard to the health of others as determined by the Surgeon General.
- The sale of such products on campus is prohibited.
- The College will continue to emphasize the dangers of smoking and the use of vapor and tobacco products to the College community through various programs.
- Successful implementation of this policy requires a cooperative effort and all members of the College community are urged to assist in this regard.

II. Procedures: If an employee or student is found to be acting in violation of the College Smoking Policy he/she will be subject to appropriate disciplinary action up to and including termination, depending upon the circumstances of the situation.

Original: October 1999
Revised: February 2006
Policy 3.05A: Marijuana Policy

I. Policy: The use, possession, sale, or cultivation of marijuana for medical and/or recreational purposes is not allowed on any Quincy College property; nor is it allowed at any college sponsored event or off campus activity.

Use of marijuana (and/or any other drug) on college premises is strictly forbidden and subject to action under the Student Code of Conduct. Individuals may also face criminal sanctions for the unlawful possession, use or sale of marijuana under state or federal law.

Effective January 01, 2013, Massachusetts law legalized the use of medical marijuana. Federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, even individuals with medical marijuana prescriptions will not be able to possess or use marijuana on the Quincy College campus or college sponsored events or off campus activities.

Original: January 2016
Policy 3.06: Persona Non Grata

I. Policy
In matter of clear and present possible physical harm by any Quincy College student, employee or visitor toward another individual at the College, the College President has authority to declare an individual, or individuals, persona non grata at the College. Such individuals are immediately suspended from classes and from employment and, if on campus, will be escorted off campus, and shall not return to the campus without permission and escort unless and until such status is removed by the President or as a result of a special hearing board.

II. Procedure
Each individual declared as persona non grata shall have such status communicated to him/her by the College President in writing. Such written communication shall state the reason for such actions and indicate that within five class or business days a special hearing board will be assembled to hear and review this matter. Each student, employee or visitor shall also be informed of his/her right to counsel at such hearing, to present information or evidence and to make written and/or verbal statements.

In all such cases the individual(s) will have the right to a special College hearing within five class days of the persona non grata notification. A special hearing board shall be appointed consisting of three members including one administrator, one contract faculty member appointed by the College President, and one student appointed by the College President, with two members present being a quorum. By majority vote of a quorum the special hearing board will recommend to the President that the assigned persona non grata be removed or continued. If the persona non grata is removed and the individual is allowed to return, the individual may then be charged through the regular Administrative Disciplinary Procedure for any offenses committed. A student who has been declared persona non grata has no right to a refund as a result of their being placed on that status.

The President of the College has the option of having any case heard by the Board of Governors in lieu of the special review (hearing) board cited above.

Original: October 1999
Revised: January 2006
Policy 3.07: Proper Attire In Science Laboratory Courses

I. Policy

Safety in science laboratory courses is something that Quincy College takes very seriously, as science laboratory courses present a host of chemical and biological hazards not found in the typical classroom. Paramount to safety in laboratory courses is the use of proper attire each time a student attends class. For the purposes of this policy, a “science laboratory course” is defined as any course that meets in the one of the Saville Hall Science labs.

It is ultimately the student’s responsibility to ensure that he/she is dressed in proper attire, which includes closed-toed shoes, long pants or a long skirt, and shirts or blouses that do not allow excessive exposure of the skin.

Examples of improper attire include, but are not limited to:

1. Shorts
2. Short skirts or short dresses (above knee height)
3. Sandals
4. Open-toed or backless shoes
5. Rubber clogs with holes (ex: Crocs™)
6. Loose or baggy clothing
7. Loose neckties
8. Shirts or blouses that allow midriff or chest exposure
9. Low-hanging jewelry such as long necklaces or long earrings

II. Procedure

If a student attends a science laboratory course without wearing proper attire, he/she will be asked to leave and may only return when he/she has changed into proper attire. At the instructor’s discretion and per the guidelines set forth in his/her syllabus, a violation of this policy may carry an academic penalty not to exceed the penalty for missing one class meeting.

Original: September 2011
Policy 3.08: Service Animal Policy

Quincy College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Quincy College complies with the American Disabilities Act (ADA) regulations related to “service animals.” Please note that “emotional support animals” do not provide a specific service and are not permitted on the campus. (See the ADA regulations for more information.)

Service Animals
As of March 15, 2010, The Americans with Disabilities Act (ADA) regulations defines “service animal” as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a documented disability, including: physical, sensory, psychiatric, Traumatic Brain Injury (TBI), Post-Traumatic Stress Disorder (PTSD), intellectual, or other mental disabilities.

Type of Work a Service Animal May Provide
The work performed by a service animal must be directly related to its handler’s disability. Examples of work performed by service animals include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support or assistance with balance and stability to individuals with mobility disabilities.
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a service animal include:

- crime deterrent effects
- the provision of emotional support, comfort, or companionship, often referred to as "therapy" or "companion" animals

Service Animal Documentation
Consistent with Massachusetts law, all service animals on campus shall possess a valid animal license. All service animals should be properly vaccinated and wear a current license and rabies vaccination tag. It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a certified service animal.

Where Service Animals are Allowed
Under the ADA and state regulations, service animals are allowed to accompany people with disabilities in all areas of the college where students, faculty or members of the public are normally allowed to go. People who use service animals will not be segregated from or treated less favorably than other students.
However, it may be appropriate to exclude a service animal from certain sterile environments where the presence of a service animal may compromise the environment. For example, a service animal would be allowed in classrooms, administrative buildings, and dining areas. They may be excluded from research areas, labs, mechanical room/custodian closets, or where the animal’s presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. In such circumstances, the person with the disability would be considered for all reasonable accommodations. Access to restricted areas may be granted on a case by case basis by contacting the Student Accessibility Services Coordinator at the designated campus.

This policy applies only to facilities owned by the College or under its control. Please be aware that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical locations. Such restrictions are established by the individual facilities according to their own policies and procedures and the College has no control over such restrictions.

Health, Hygiene, Cleanliness, Allergies & Fear
Service animals must be clean. Daily grooming and occasional baths should be utilized to keep the animal’s odor to a minimum. Adequate flea prevention and control must be maintained. If a service animal’s odor is offensive to other individuals, the handler will be requested to bathe the service animal prior to returning to the College. A service animal’s handler must clean up after the animal. If due to the disability the handler is unable to do so, the handler shall make alternative arrangements to do so. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the college.

Public Etiquette Rules
There are only two questions that can be asked of a person with a service animal:
1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

However, these questions may not be asked if the tasks performed by the animal are obvious. For example, if a service animal is pulling a wheelchair or guiding a person who is blind. Additionally, the person with the service animal should not be asked if the animal has been certified, trained or licensed.

Members of the public should avoid:
- Petting a service animal, as it may distract the animal from its work.
- Feeding a service animal.
- Deliberately startling a service animal.
- Calling or attempting to attract the attention of a service animal.
- Attempting to separate a service animal from its handler.

Control of a Service Animal
The College is not responsible for the care or supervision of a service animal. A service animal must be under the control of its handlers at all times. A service animal shall have a leash or tether, unless the handler is unable because of a disability to use a leash or tether, or the use of such would interfere with
the service animal’s safe, effective performance of its work or tasks. Under those circumstances, where a service animal is not tethered, the service animal must be otherwise under the handler’s control (i.e., voice control, signals, or other effective means).

Exclusion and Removal of a Service Animal from College Property
The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- Is out of control and its handler does not take effective action to control the animal (including if/when the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process).
- Is not housebroken, is ill, or presents a reoccurring offensive odor.
- Is not properly licensed and/or vaccinated.

If the College removes a service animal from its premises, it shall afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

Questions
For questions regarding service animals, please speak with a Quincy College Student Accessibility Services Coordinator at (617) 405-5915 (Quincy campus) or (617) 984-1731 (Plymouth campus).

Complaints
Any person who believes that his/her right to use a service animal on College property has been violated may file a complaint with the Associate Vice President of Student Development, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1656; or by emailing sbossa@quincycollege.edu.

Original: March 2019
ADMISSIONS POLICIES
Policy 4.01: Open Enrollment

As an open enrollment institution, Quincy College admits those students who have completed the secondary school sequence. Quincy College admits select students, from diverse educational backgrounds, including students still in high school, to provide them access to higher education. Quincy College admits international students who meet basic requirements of English proficiency, completion of high school sequence, and, as per the U.S. Citizenship and Immigration Services, financial eligibility.

A General Education Diploma (G.E.D) may be substituted for a traditional high school diploma in all cases. Classes start six times a year in September, December, January, May, July, and August. The College also offers 5, 7, and 10 week classes that start mid-semester. Please see our website for all offerings.

**Note:** Nursing, Natural and Health Sciences programs are not open enrollment. Please speak with an advisor.

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**Original:** October 1999
**Revised:** June 2006
Policy 4.02: General Studies Admission

The procedure to apply for General Studies Admissions is as follows:

1. Student requests application materials (query process).
2. Student submits application form with appropriate application fee.
3. The Student is contacted by the Admission Office by phone and by mail with an acceptance letter, and he/she is invited to visit the College, to take a placement test and to talk with an Admission officer to discuss options available on campus. They are also asked to bring in their high school diploma, immunization data and transcripts from other colleges.
4. The student takes the placement exam, and is given a placement sheet test scores by Academic Support.
5. The student meets one on one with an Admissions counselor to complete a course selection, and is given a plan to complete his or her degree.

Original: October 1999
Revised: March 2006
Policy 4.03: Allied Health Admissions Policy

Admission Process to Associate Degree Program in Nursing

1. Student calls, writes, or comes into the Office of Admissions to review an application packet.

2. Student must complete the following prerequisites courses to be eligible to apply for admissions:
   • Anatomy & Physiology I* with lab or General Biology I* with lab

3. Student schedules the TEAS V test at the ATI website (www.atitesting.com). All applicants must achieve a minimum of proficient as defined by Academic Preparedness Categories for the TEAS V assessment (68.7%).

4. Applicant must attend a Nursing Program Information session prior to submitting an application.

5. Application must be submitted within the published application period.

6. Incomplete applications will not be accepted.
   • Completed application includes the following:
     • Official high school transcript or GED
     • Official college transcript(s) if prerequisites not taken at Quincy College
     • $50 Application Fee (Non Refundable)
     • Qualifying scores on the TEAS V test
     • Work History validation, if applicable
     • Evidence of attendance at Nursing Information Session

7. Applications are reviewed and ranked using the following components:
   • TEAS V performance level
   • Prerequisite course grades
   • Proctored Written Personal Statement (Student will be given the date of the proctored personal statement)
   • Quincy College course work completed
   • Prior Work History Validation in healthcare field

8. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.

9. All admitted students are required to:
   • Complete Health form
   • Submit to a CORI check
   • Attend a scheduled Nursing Program Orientation
   • Meet with a nursing program advisor
   • Pay a seat deposit and matriculation fee

Admission Process for Advanced Placement Associate Degree in Nursing
1. Student calls, writes, or comes into the Office of Admissions to review an application packet. The number of applicants accepted is based on space availability.

2. Student must complete the following prerequisite courses to be eligible to apply for admissions:
   - Chemistry with a lab
   - Anatomy & Physiology I* & II with lab
   - English Composition I
   - General Psychology
   - Mathematics Elective (MAT103 or higher)
   - Unrestricted licensure as LPN
   - “B-” average or higher in LPN program

3. Student schedules the TEAS V test at the ATI website. All applicants must achieve a minimum of proficient as defined by Academic Preparedness Categories for the TEAS V assessment.

4. Application must be submitted within the published application period.

5. Applications are reviewed for completeness and incomplete applications are returned to applicant.
   Completed application includes the following:
   - Official high school transcript or GED
   - Official college transcript(s) if prerequisites not taken at Quincy College
   - $50 Application Fee (Non Refundable)
   - Qualifying scores on the TEAS V test
   - Copy of current LPN license
   - Prior Work History Validation if applicable
   - Official LPN transcript

6. Applications are reviewed and ranked using the following components:
   - TEAS V performance level
   - Prerequisite course grades
   - Proctored Written Personal Statement (Date will be posted prior to the start of the published application period)
   - Quincy College course work completed
   - Prior Work History Validation

7. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.

8. All admitted students are required to:
   - Complete Health form
   - Submit to a CORI check
   - Attend a scheduled Nursing Program Orientation
   - Meet with a nursing program advisor
   - Pay Seat Deposit and matriculation fee

Admission Process to the Practical Nursing Certificate Program
1. Student calls, writes, or comes into the Office of Admissions & Advising to review an application packet.

2. Student schedules the TEAS V test at the ATI website. All applicants must achieve a minimum of proficient as defined by Academic Preparedness Categories for the TEAS V assessment.

3. Application must be submitted within the published application period.

4. Applications are reviewed for completeness and incomplete applications are returned to applicant. Completed application includes the following:
   - Official high school transcript or GED
   - $50 Application Fee (Non Refundable)
   - Qualifying scores on the TEAS V test
   - Work History Validation, if applicable.

5. Applications are reviewed using the following components:
   - TEAS V performance level
   - Proctored Written Personal Statement (Student will be given the date of the proctored personal statement)
   - Quincy College course work completed
   - Prior Work History Validation in healthcare field

6. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.

7. All admitted students are required to:
   - Complete Health form
   - Submit to a CORI check
   - Attend a scheduled Nursing Program Orientation
   - Meet with a nursing program advisor
   - Pay a Seat Deposit and Matriculation Fee

* Successful Completion of course means earning a “C” or better.

**Admission to Medical Laboratory Technician Program**

**Applications:**
Applications are accepted between April 1 and August 1 on a rolling basis for fall classes.

**Accreditation:**

Quincy College has achieved “serious applicant status” and graduates of the MLT program are eligible to sit for national certification examinations.

**Admission Process:**
1. Student calls, writes, or comes into the Admissions Office to review an application packet. Student makes an appointment to meet with the Chair of the Medical Laboratory Technician Program.

2. The application packet requests the following information from the student:
   A. College Placement Scores:
      Minimum scores needed for admission to the Medical Laboratory Technician Program:
      Reading Comprehension: 80
      Sentence Skills: 80
      Arithmetic: 70
      or successful completion* of ENG 101 (or equivalent) and college level math with a “C” or better.
   B. Transcript of prerequisite course work
   C. Written personal statement **
   D. Summary of work history in healthcare field.

   * Successful Completion of course means earning a “C” or better. | ** No more than 500 words.

3. After successful completion of the College placement test and completion of the program prerequisites the student completes an application packet and submits it to the Admissions Office by the deadline dates and pays an application fee.

4. Incomplete applications are not accepted. Completed applications include the following:
   • Official high school transcript
   • Official college transcript (if applicable and if pre-requisites were not taken at Quincy College)
   • $50.00 Application Fee (non-refundable)
   • Qualifying scores on College Placement test

5. Applicants are notified via Admissions by the end of August.

6. Once the cohort is filled a wait list is generated.

7. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st full time program).

8. If a student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.

9. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.

10. Students admitted into the MLT Program are required to attend a mandatory orientation.

11. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
• **Health Forms** - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program’s mandatory orientation. A complete health form includes the following documentation:
  - Medical history
  - Complete physical
  - A negative Mantoux within two months of the first MLT class. This documentation must include date and results
  If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
  - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
  - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
  - Varicella (Chicken Pox) documentation of positive titer or two live doses
  - Hepatitis B – documentation of positive titer or three doses of vaccine.

• **CORI** - Since the MLT Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College MLT Program is specifically conditional on a satisfactory CORI check. Admission into the MLT Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College MLT program. For more information on the CORI process, please see the CORI policy in this catalog.

• **Course Registration Forms** - Students admitted into the MLT Program must have their course registration forms signed by the appropriate program Chair. Enrollment Services does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

12. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.

13. In order to maintain a reserved seat in the MLT Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:
  • Mandatory Orientation
  • Seat Deposit
  • Health Form
  • CORI
**Registration Form**

**Note:** Clinical Failure
If a student is applying to the MLT Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:

- The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
- If the student’s clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
- If the student’s clinical failure record is more than three years ago, then the student may apply without the recommendation of the Chair.
- A decision is communicated to the Office Admissions & Advising within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.

**Admission to Phlebotomy Program**

**Applications:**
Applications are accepted on a rolling basis.

**Admission Process:**
1. Student calls, writes, or comes into the Admissions Office to review an application packet.

2. The application packet requests the following information from the student:
   A. College Placement Scores:
      - Minimum scores needed for admission to the Phlebotomy Program:
        - Reading Comprehension: 70
        - Sentence Skills: 70
      - or successful completion of ENG 101 with a “C” or better.
   B. Summary of work history in the healthcare field. If no work history, then a personal statement regarding desire to work in the healthcare field.
   C. Transcript of any Quincy College credits completed with a minimum grade of a “C”.
   D. Official high school transcript.
   E. $50 application fee.

3. After successful completion of the application packet, the student brings the application packet to the Admissions Office and pays the fee.

4. Incomplete applications will not be accepted.

5. Applicants are notified via Admissions.

6. Once the cohort is filled a wait list is generated.

7. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program.
8. If a student is not admitted and wants to be considered for the next cycle, she/he must reapply.

9. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.

10. Students admitted into the PHB Program are required to attend a mandatory orientation.

11. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.

   • **Health Forms** - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program’s mandatory orientation. A complete health form includes the following documentation:
     - Medical history
     - Complete physical
     - A negative Mantoux within two months of the first PHB class. This documentation must include date and results.
     If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
     - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
     - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
     - Varicella (Chicken Pox) documentation of positive titer or two live doses
     - Hepatitis B – documentation of positive titer or three doses of vaccine.

   • **CORI** - Since the MLT Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College PHB Program is specifically conditional on a satisfactory CORI check. Admission into the PHB Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College PHB program. For more information on the CORI process, please see the CORI policy.

   • **Course Registration Forms** - Students admitted into the PHB Program must have their course registration forms signed by the appropriate program Chair. Enrollment Services **does not** accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

12. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.
13. In order to maintain a reserved seat in the PHB Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:
- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form
- Application

**Note:** Clinical Failure
If a student is applying to the PHB Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:
- The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
- If the student’s clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
- If the student’s clinical failure record is more than three years ago, then the student may apply without the recommendation of the Dean.
- A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.

**Admission to the Surgical Technology Program**

**Applications:**
Applications are accepted between April 1 and August 1 on a rolling basis for fall classes.

**Accreditation:**
The Surgical Technology Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs. You may contact the CAAHEP for more information on the web at www.caahep.org, by mail at 1361 Park Street, Clearwater, FL 33756 or by telephone at 727-210-2350.

**Admission Process:**
1. Student calls, writes, or comes into the Admissions Office to review an application packet. The student makes an appointment with the program director.

2. Student schedules the College Placement test.
   - Minimum scores needed for admission to the Surgical Technology Program:
     - Reading Comprehension: 86
     - Sentence Skills: 96
     - Arithmetic: 70
3. After successful completion of the College placement test, and prerequisite course work, the student submits an application packet by the deadline dates and pays an application fee.

4. Incomplete applications are not accepted. Completed applications include the following:
   • Official high school transcript
   • Official college transcript (if applicable, and if prerequisites were not taken at QC)
   • $50.00 Application Fee (non-refundable)
   • Qualifying scores on Admissions Exam

5. Applicants are notified via mail by the Office of Admissions.

6. Once the cohort is filled a wait list is generated.

7. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st full time program).

8. If a student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.

9. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a nonrefundable matriculation fee.

10. Students admitted into the ST Program are required to attend a mandatory orientation.

11. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
   • Health Forms - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program’s mandatory orientation. A complete health form includes the following documentation:
     - Medical history
     - Complete physical
     - A negative Mantoux within two months of the first ST class. This documentation must include date and results.
     If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
     - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
     - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
     - Varicella (Chicken Pox) documentation of positive titer or two live doses
     - Hepatitis B – documentation of positive titer or three doses of vaccine.
   • CORI - Since the ST Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College ST
Program is specifically conditional on a satisfactory CORI check. Admission into the ST Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical coursework are ineligible for graduation from the Quincy College ST program. For more information on the CORI process, please see the CORI policy.

- Course Registration Forms - Students admitted into the ST Program must have their course registration forms signed by the appropriate program Chair. Enrollment Services does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

12. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.

13. In order to maintain a reserved seat in the ST Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

14. Documents and activities that must be submitted and completed by a specific deadline date include:
   - Mandatory Orientation
   - Seat Deposit
   - Health Form
   - CORI
   - Registration Form

Note: Clinical Failure

- If a student is applying to the ST Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:
  - The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
  - If the student’s clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
  - If the student’s clinical failure record is more than three years ago, then the student may apply without the recommendation of the Dean.
  - A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.
Policy 4.03A: CORI Policy

Where Criminal Offender Record Information (CORI) checks are a part of a general background check for clinical placement of students, the following practices and procedures will be followed:

1. CORI checks will only be conducted as authorized by the Criminal History Systems Board. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the Criminal History Systems Board.

3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be consistent with this policy and any applicable law or regulation.

4. If a criminal record is received from the Criminal History Systems Board, the authorized individual will closely compare the record provided by the Criminal History Systems Board with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

5. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization’s CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.

6. Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History Systems Board’s Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, Quincy College will make a determination based on comparison of the CORI record and documents provided by the applicant. Quincy College may contact the Criminal History Systems Board and request a detailed search consistent with the Criminal History Board Policy.

7. If Quincy College reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 of this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but may not be limited to, the following:

- Relevance of the crime to the position sought;
- The nature of the work to be performed;
- Time since conviction;
- Age of the candidate at the time of the offense;
- Seriousness and specific circumstances of the offense;
- The number of offenses;
- Whether the applicant has pending charges;
• Any relevant evidence of rehabilitation or lack thereof; and
• Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

8. Quincy College will notify the applicant of the decision and the basis of the decision in a timely manner.

Original: November 2005
Policy 4.04: International Student Admission

The procedure for admitting international students is as follows:

1. The student requests an international student application packet by e-mail, phone, and mail, walk-in or downloads from our website at quincycollege.edu/departments/international-enrollment.

2. Student sends completed application and application fee to the International Student Services Office. If the student is outside the US at the time of application, he/she must provide TOEFL, Step, or IELTS test scores for proof of English proficiency.

3. The application is reviewed and the checklist is completed to confirm that all necessary documents are included. The checklist consists of the following:
   - Original or certified copy of secondary school or college diploma with English translation
   - Original financial statement that is no more than 6 months old (certified letter from bank or bank statements conversion to US dollars)
   - Completed Affidavit of Support Form (if applicable)
   - Proof of birth date and country of citizenship as indicated on passport or birth certificate
   - English Proficiency:
     a) TOEFL score sent directly from ETS (code 3713), minimum scores: 423 (written), 113 (computer), 38 (IBT)
     b) Step test minimum score – Grade Pre-1
     c) IELTS score of 4.5 and above
     d) If in the US, score of 69 and above on the Quincy College Placement test or completion of English Composition I at a US College or University. If a student has not met the English proficiency on the LOEPS exam, the student is advised to attend English language classes and acceptance to Quincy College remains conditional until the proficiency level is met.

For transfer students only:
   - Official transcripts from United States Colleges and Universities you have attended
   - Completed International Student Transfer Form
   - Copy of your current I-20, as well as any previous I-20’s you have been issued
   - Copies of your current visa and I-94 card, as well as any extensions or previous changes of visa status since your last entry in the United States.

4. If an application is incomplete, a letter is mailed to the student listing what paperwork is missing.

5. Once the application is complete one of three steps is taken:
   a. If the student is overseas, the International Office mails a packet with an acceptance letter, Initial Form SEVIS Form I-20, SEVIS I-901 fee information, health insurance information and visa interview document.
   b. If the student is transferring in from another college in the US, additional materials are provided with his/her application, a completed transfer form from the previous school is returned to the International Office and the immigration record is transferred to Quincy College where a new SEVIS Form I-20 is issued to the student.
c. If the applicant requires a change of status to the F-1 visa, a SEVIS Form I-20 for a Change of Status is issued and the I-539 process is completed with the assistance of the International Student Services Office. The student is advised that if his/her change of Status is denied, he/she is unable to continue to attend Quincy College. B-2 and F-2 Change of Status applicants are not allowed to register until the Change of Status is adjudicated by the USCIS.

6. Once all visa issues have been settled, students may proceed to advising and registration. All international students are required to take the LOEPS exam for placement and advisement purposes prior to registration. Only students who show proof of English and math proficiency by submitting a transcript showing completion of English Composition I and College Algebra with a “C” or better are exempt from taking the exam.

7. Advising of all international students is done in the International Student Office, including course selection, credential evaluations of transfer credits, and degree program options. An advising sheet is completed for all international students regarding degree programs and requirements. All international students must be cleared for registration by an International advisor prior to enrolling.

8. New international students must attend the International Student Orientation held one week prior to the class start date. During this orientation new international students receive information regarding immigration regulations, school policies and procedures and other necessary information.

9. Returning international students are eligible for institutional scholarships.
   a. Academic Scholarships - Students with a grade point average of 3.75 or above are eligible to receive financial scholarships through Quincy College. Students must meet with the Vice President for Administration and Finance to discuss eligibility.
   b. Institutional Scholarships - A selection committee from the college community reads and selects finalists. The scholarships are offered during the spring semester and the awards are for the following fall semester. These scholarships are available for use at Quincy College and cannot be transferred to another school (Please see International Office for criteria and eligibility).

Original: October 1999
Revised: March 2006
Policy 4.05 Academic Standing

Quincy College welcomes transfer students and those with advanced knowledge of subject areas. A maximum of 30 credits from all sources may be awarded toward a degree.

Transfer Credits

Credits earned at other accredited, degree-granting institutions may be applied toward your degree or certificate program at Quincy College. Have your former college send an official transcript of your grades to the QC Admissions Office. To qualify for transfer credit, courses must correspond to offerings at Quincy College and a minimum grade of “c” must have been earned. Students are required to provide a catalog or an official course description from the institution where the credits were earned. Courses will be accepted without regard to age, except in those subject where in the judgement of Quincy College, the subject matter of the course has materially changed. Laboratory science courses transferred to the programs in the school of Allied Health must have been completed within the time period requirements of the specific program.

CLEP and ACT.PEP Examinations

Quincy College recognizes that many people have acquired skills from work experience or private study. Students who demonstrate this knowledge by satisfactory performance on the College Level Examination Program Subject Examination (not a CLEP General Examination or American College Testing exam) will be awarded credits for that subject, based on the American Council in Education scoring recommendations.

Although Quincy College is not a testing site, the Admissions Office can provide information regarding specific subject exams accepted by the College and the procedures for having exam results evaluated. Students awarded credit will be required to pay a per credit fee.

Original: January 2006
Policy 4.05A: Transfer Credits

I. Policy
Credit transfer is the process of receiving academic credits towards a degree or certificate program at Quincy College based on work completed at another recognized institution of higher education. Students are eligible to transfer credits in accordance with the regulations set forth below.

II. Definitions

1. Institutions
Courses are accepted from institutions of higher education that are accredited by any regional accrediting associations in the United States, (e.g. New England Association of Schools and Colleges).

Academic course work from foreign institutions is also considered. Many foreign institutions use a different system for assessing learning than is practiced in the United States. In such cases, transcripts may be first evaluated by an Educational Credential Evaluator, which will send the transcript to Quincy College. Any fees involved in such evaluation are paid by the student.

2. Grades and Courses
A course must be graded a “C” or better to transfer into Quincy College. Academic support courses, remedial courses, vocational courses, learning support courses, courses with essentially non-academic content and courses that are basically secondary school or pre-college level taken in high school are not transferable. Quincy College does not grant credit for professional certificate programs. Natural science courses must be taken within the last ten years, and computer courses must be taken within the past five years. For nursing programs, science courses must be taken within the past seven years.

3. Subject Matter Equivalency
Courses considered for transfer must possess content that approximates the content of courses offered at Quincy College. A student may be asked to supply the course outline from the other institution. A maximum of 30 credits may be transferred for an associate degree program and a maximum of 15 for a certificate.

4. Quarter-Semester Credit Conversion
All credits accepted by Quincy College are transposed to semester credit hours. One-quarter credit is equal to two-thirds of a semester credit.

5. Time Limit
For Nursing, Natural & Health Sciences programs, science courses must have been taken within the last five years and Computer Science courses within the last seven years. For all other programs, science courses must have been taken within the last ten years and computer courses within the last seven years.

6. Alternative Means of Earning Credits
Credits for College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted, if the student scores at or above the American Council on Education’s (ACE) recommended scored for the exam question. Quincy College does not accept CLEP general exams.

Quincy College accepts credits from military training based upon proper documentation of the student’s military education. Credit is awarded based upon the American Council on Education’s recommendations and the needs of the student’s program.

Experiential Learning credits are accepted based on committee approval.

7. Residency Requirement
   The following must be completed at Quincy College:
   a. A minimum of 30 credit hours for an associate degree program or 15 credit hours for a certificate program. Last semester must be completed at Quincy College.

8. GPA Calculations
   Transfer credits are not included in GPA calculations.

9. Appeal Process
   Students have the right to appeal decisions made by the Office of Admissions with regard to their transfer credit. An appeal should be made in writing at the Enrollment Office. The appeal will be forwarded to the Vice President for Academic Affairs for a decision.

10. Questions
    Any questions on transfer procedures, policy, or individual transfer situations should be directed to the Office of Admissions.

III. Procedure
    Students who have earned credits at other colleges or universities are required to submit an official academic transcript to the Office of Admissions as part of the application process. The transcript review is done based on the declared major of the student. A copy of the transcript report is accessed within My QC Portal.

    Enrolled students who have not transferred credits to Quincy College can do so by contacting their former colleges/universities to request official transcripts. Transcripts may be sent to the following address: Quincy College, Admissions, and ATTN: Transcript Evaluation, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169.

**Original:** October 2004  
**Revised:** January 2006
Policy 4.05A (i): Advanced Placement

Quincy College recognizes the examinations of the College Board Advanced Placement Program. The AP examinations are prepared by the College Board and the papers are graded by readers of Educational Testing Service, Princeton, NJ 08540. Quincy College will award credits to students if the test score in AP examination is at least three (3).

<table>
<thead>
<tr>
<th>AP Test</th>
<th>Test Score</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>3</td>
<td>3</td>
<td>ART100</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>3</td>
<td>BIO111/112 or 121/122</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>4</td>
<td>CHE121/131 or 122/132</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Micro</td>
<td>3</td>
<td>3</td>
<td>ECO201</td>
</tr>
<tr>
<td>Macro</td>
<td>3</td>
<td>3</td>
<td>ECO202</td>
</tr>
<tr>
<td>English Language/Comp</td>
<td>3</td>
<td>3</td>
<td>ENG101</td>
</tr>
<tr>
<td>English Literature/Comp</td>
<td>3</td>
<td>3</td>
<td>ENG201</td>
</tr>
<tr>
<td>Spanish</td>
<td>3</td>
<td>3</td>
<td>SPN101</td>
</tr>
<tr>
<td>French</td>
<td>3</td>
<td>3</td>
<td>FRN101</td>
</tr>
<tr>
<td>American Government</td>
<td>3</td>
<td>3</td>
<td>GOV201</td>
</tr>
<tr>
<td>American History</td>
<td>3</td>
<td>3</td>
<td>HIS101/102</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>3</td>
<td>MAT201</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>3</td>
<td>MAT207</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>4</td>
<td>PHY111/112 or 121/122</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>3</td>
<td>PSY101</td>
</tr>
</tbody>
</table>

A fee equivalent to Experiential Learning credit fee will be charged for transferring these credits to Quincy College. There will be no fee if a student only wants to use these as pre-requisites towards placement at a higher level.

Original: April 2006
Policy 4.05B: Experiential Learning Credits

I. Policy
Experiential learning credits, also known as “Life Experience Credits,” are credits that are awarded for already acquired college level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College course work. All credit earned must be approved by the Experiential Learning Review Committee.

II. Definitions
Students must:
• Be enrolled in a degree or for-credit certificate program.
• Have completed 12 credits at Quincy College.
• Be in good academic standing (Cannot be on probation and must have a GPA of at least 2.0).
• Be at least 24 years of age.
• Must have a resume that demonstrates the type of experience appropriate for academic college-level credit assessment.

III. Procedure
If a student is eligible for experiential credits, the following procedure should be followed:
• Identify the learning experience or experiences that you believe qualify you for Quincy College experiential learning credits;
• Meet with the appropriate Dean to discuss your experience and the experiential learning process and requirements;
• Obtain from the Dean the relevant course outline(s) and the document “Information and Instructions Regarding Applying for Experiential Learning Credits” and, with the Dean, complete the Experiential Learning application;
• Submit the completed application, along with the Portfolio Evaluation Fee, to the Enrollment Office;
• Prepare and complete your portfolio;
• Submit your completed portfolio, along with the receipt for payment of the Portfolio Evaluation Fee, to the appropriate Dean;
• You will receive notification from the Dean to whom you submitted your portfolio of whether your application for experiential Learning credits has been approved or denied.
• If your application has been approved, pay the Experiential Learning transfer fee at the Enrollment Services Office so that your Experiential Learning credits will appear on your transcript;
• If your application is denied, meet with the Dean to whom you submitted your portfolio to identify omissions in or problems;
• With your portfolio.

Fees
To cover administrative costs, students are charged a non-refundable portfolio assessment fee of $100 at the time of making a request for these credits. There is also a per credit Experiential credit fee that must be paid before the credits are transferred to a student’s grade history.
Maximum Credits
The total number of credits any student can transfer from all sources is 30 in a degree program and 15 in a certificate program of which the maximum number of credits allowed under Experiential Learning is 12 in a degree program and six in a certificate program.

Exception
Students who have Criminal Justice as their major do not qualify for any Experiential Learning credits.

Original: January 2006
Policy 4.06: Early Admission

Quincy College admits students who have not yet graduated from high school. The early admissions program serves two distinct populations of students:

1. Students with above average ability and maturity may be accepted by Quincy College at the end of their sophomore year in high school. With the high school’s approval, Quincy College credits can be transferred to the high school to complete high school diploma requirements and a year’s college credit is earned at the same time.

2. Seniors who do not have enough credits to graduate from high school may enroll as special students in college courses and, with their high schools’ permission, transfer the credits back to their high school to complete graduation requirements. The credits earned will also count toward a college degree should the student decide to continue his or her education and be accepted into Quincy College.

In both cases, a written recommendation from the applicant’s high school guidance office is required and should be submitted with the application for admission.

Original: October 1999
Revised: June 2006
Policy 4.07: Readmission to Quincy College

I. Policy

Students who leave Quincy College in good academic standing and with no outstanding financial obligations to the College will be automatically readmitted for future semesters upon their application to the Admissions Office except in Nursing, Natural and Health Sciences Programs. Readmitted students, who have been out of school for more than two consecutive semesters, must fulfill current program requirements for graduation. Those taking up to two semesters off may re-enroll under current program requirements or their original program requirements provided their original required courses are still offered by Quincy College.

Students must indicate in writing at the time of their re-enrollment if they wish to follow original program requirements; otherwise current requirements will apply.

Students in the Associate Degree in Nursing Program must complete all program requirements within four years of their first Nursing course. Students in the Practical Nurse Certificate Program must complete all program requirements within four years of their first Nursing course.

Original: October 1999
Revised: January 2006
Policy 4.08: Academic Placements

I. Policy
All new matriculating (degree/certificate seeking) students are assessed with placement tests (ACCUPLACER or LOEPS) prior to enrolling in courses. Students whose skills are deemed insufficient to successfully handle college level work will be advised to take academic support courses in the subject area of deficiency. These courses carry college credits per course but do not fulfill requirements for graduation. Quincy College will close down access to an academic account for any new degree/certificate seeking student who has not done the required testing and advising session prior to the end of the add/drop period in their first semester. Please check with the Office of Admissions about scores required for a specific program and placement.

II. Procedure
The Placement Assessment is administered several times a week and can be scheduled by calling the Admissions Office at 617-984-1710 or in Plymouth at 508-747-0400.

Original: October 1999
Revised: June 2005, June 2006
ACADEMIC POLICIES
Policy 5.00: Matriculation Policy

A matriculating (degree/certificate seeking) student is one who has met prescribed admission requirements, has been officially admitted to an academic program listed in the catalog, and has registered for a course in the curriculum.

Matriculating (degree/certificate seeking) students (admitted to catalog programs) maintain their status for ten academic years from the first semester of course registration at the College unless otherwise specified by specific requirements of certain programs. A minimum of three credit hours of appropriate Quincy College course work must be successfully completed each academic year or an application for readmission must be filed with the Admissions Office.

Note: All matriculating (degree/certificate seeking) students must set up a time with an advisor every semester, before registering for classes, to make sure you are progressing toward completing your requirements.

Original: May 2009
Policy 5.01: Degree Requirements

I. Policy
Quincy College awards degrees to students who are either high school graduates or G.E.D. recipients and have met degree requirements as approved by the Quincy College Board of Governors and recommended by the President. It is the responsibility of each student to meet the degree standards of the program in which he/she is enrolled.

II. Definitions
The degree of Associate in Arts or Associate in Science will be awarded to students who meet the following requirements:

1. The satisfactory completion of a minimum of 60 semester hours, of which 30 semester hours shall have been earned at Quincy College (last semester must be completed at Quincy College).
2. A cumulative grade point average of 2.0 or better.
3. Satisfactory completion of the specific course requirements within the curriculum chosen by the student.
4. A satisfactory record of college citizenship.
5. Payment of all fees and tuition owed to Quincy College.
6. Completion of an exit interview, if receiving Financial Aid.
7. Participation in required College-wide or program-specific assessment activities.

Original: October 1999
Policy 5.02: Certificate Requirements

Quincy College awards certificates to students who are either high school graduates or G.E.D. recipients and have met certificate requirements as approved by the Quincy College Board of Governors and recommended by the President. It is the responsibility of each student to meet the certificate standards of the program in which he/she is enrolled. The certificate will be awarded to students who meet the following requirements:

1. The satisfactory completion of the required number of semester hours, at least one half of which must be earned at
   1. Quincy College (last semester must be completed at Quincy College).
   2. A cumulative grade point average of 2.0 or better.
   3. Satisfactory completion of the specific course requirements with the curriculum chosen by the student.
2. A satisfactory record of college citizenship.
3. Payment of all fees and tuition owed to Quincy College.
4. Completion of an exit interview, if receiving Financial Aid.
5. Participation in required College-wide or program-specific assessment activities.

Original: October 1999
Revised: January 2006, June 2006
Policy 5.03: Variance To Program Requirements

I. Policy
Academic programs are planned to ensure that students receive broad-based exposure to the kind of learning that deepens understanding, sharpens analytical thinking, and enhances one’s ability to communicate with others, as well as to provide the student with a firm groundwork in his/her chosen field of study. Consequently, variances in program requirements are granted only in special circumstances.

II. Definitions
Early Childhood Education Program: No variances will be given for required courses.

Computer Science: Programming Concentration: No variances will be given for required or elective courses.

Other Transfer Programs: No variances will be given for either required or elective courses. Transfer programs were designed to enable a student to transfer to another college based on research and collaboration with the other colleges to maximize the transferability of the courses. Exception: At the discretion of the program Dean, a variance may be given if a student provides a letter, on college letterhead, from the admissions or transfer office of the college to which the student seeks to transfer, certifying that the course will transfer.

III. Procedure
Students desiring a variance in program requirements must secure a variance form from the Registrar’s Office and have it completed and signed by the appropriate Dean prior to enrolling in the course for which the variance is requested. Variances in the core curriculum must be approved by the Vice President for Academic Affairs.

Original: October 1999
Revised: June 2006, July 2012
Policy 5.04: Academic Standing

A student shall be classified as a sophomore if he/she has met freshman requirements and has earned at least 30 semester hours of credit.

Original: October 1999
Policy 5.05: Attendance and Performance

I. Policy

It is the responsibility of all students to attend classes in order to achieve a successful level of performance. Attendance, grading and performance requirements for each class will be announced at the beginning of each semester. Attendance records will be kept in order to provide verification as needed. The College reserves the right to withdraw students, upon recommendation of the faculty, when there is no potential for successful college work.

Original: October 1999
Policy 5.05A: Auditing a Class

I. Policy
With some exceptions noted below, Quincy College classes may be taken on an audit basis to provide an opportunity to learn more about a subject or to brush up and update knowledge about a course.

II. Definition
If a student is auditing a class, he/she may elect not to do homework, take exams, or participate in class projects. No grades and no course credits are awarded for a course taken on an audit basis. However, a QEA member or other adult learner taking the course for continuing education purposes may receive a certificate of attendance or certificate of completion at the conclusion of the course.

Exceptions to courses available for audit: All Nursing courses, all science labs, EDU courses that require pre-practicum observations or student teaching. Natural science courses are available only by permission of the division Dean.

III. Procedure
In order to audit a class, the student needs to register, but specify that the registration is for auditing a class. The tuition is one-half the tuition for a credit course.

A student may change a course from audit to credit during add/drop period, upon payment of the full tuition for the course. A change from audit to credit is NOT allowed after add/drop period.

A change from credit to audit is allowed until the last day of withdrawal by completing an add/drop form and returning the form, along with free payment, to Enrollment Services. In the event of a change from credit to audit status, no refund of the tuition paid will be made.

Original: October 1999
Revised: February 2013
Policy 5.06: Grading Policies

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Policy 5.07: Grading System

I. **Policy**

Final grades are issued to students in letter grades at the end of each semester as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 and above</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
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<tr>
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</tr>
<tr>
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</table>

**Original:** October 1999
Policy 5.07A: Incomplete Grades

Faculty members may assign an “incomplete” grade when a student, who has enrolled in a course and participated in a significant portion of the expected coursework, fails to complete assignments or examinations prior to the end of the course. In this circumstance, the instructor should assign a grade of “incomplete” on the form provided by the registrar and notify the student in writing of the work necessary to obtain a final grade in the course. When the student completes the missing work, the instructor should complete a “Change of Grade” form indicating the final course grade, and submit it through their dean. An “incomplete” grade must be resolved before the end of the following semester. “Incomplete” grades not made up by the end of the following semester will automatically become an “F” grade.

Original: January 2006
Revised: July 2019
Policy 5.07B: Withdrawal

A student desiring to withdraw from a course or from the College must complete an official withdrawal form. Failure to attend class or merely giving notice to an instructor is not considered an official withdrawal. If the student withdraws, a W classification is recorded on his/her transcript.

The effective date of the withdrawal to determine a tuition refund will be the date that the official form is received.

Students who withdraw from any or all classes must do so in writing through the Enrollment Services Office. The office may require the student to get an approval from his/her advisor. No withdrawals are official until recorded by the enrollment services office. No withdrawals are permitted within the last three weeks of a semester. The Vice President of Academic Affairs may make exceptions to this policy.

Original: January 2006
Policy 5.07C: Repeating Courses

If the student repeats a course, only the higher grade is calculated into the cumulative grade point average, but both grades will appear on the transcript. Credit is awarded for one course only.

Original: January 2006
Policy 5.07D: Make-Up Examinations

Make-up of final examinations must be arranged with the instructor involved. No charges will be made to students who present a doctor’s certificate of illness or in the case of two exams scheduled for the same time. A make-up fee may be assessed in cases not applying to the above.

Original: January 2006
Policy 5.07E: Holds Policy

I. **Policy**
   Holds may be placed on a student’s record for a variety of reasons – financial, academic, or administrative. No grades, further registrations, transcripts or other services will be provided until the hold has been resolved and removed.

II. **Definition**
   An asterisk appearing before a student’s name on a class list indicates that some type of hold has been applied to that student’s registration.

III. **Procedure**
   Any student whose name appears with an asterisk should inquire at the Enrollment Services Office so that the hold can be resolved and normal services restored to the student’s account.

Original: October 2004
Policy 5.07F: Academic Probation Policy

I.  Policy

Academic Probation
Any student having completed twelve (12) credits, but not having attained a 2.0 cumulative grade-point average, shall be placed on Academic Probation.

Removal from Academic Probation
A student Academic Probation shall be returned to good academic standing upon attaining a cumulative GPA of 2.0 or higher.

Academic Suspension
Any student on Academic Probation, who fails to maintain the required GPA by the time they have earned 24 credits will be suspended from Quincy College for the entire duration of the following fall or spring semester. A student on Academic Suspension will be notified for which semester the suspension applies.

Readmission from Suspension
Students on Academic Suspension are eligible to apply for readmission to Quincy College at the end of the affected semester. Students readmitted from Academic Suspension will re-enter the College on Academic Probation and be required to follow the protocols of the Academic Probation Procedure.

II.  Definition

Continuing on Academic Probation
A student on Academic Probation must attain a steadily increasing GPA in order to continue on Academic Probation. If at any point a student fails to attain a semester GPA of 2.0 while on Academic Probation, the student will be prevented from taking classes in the following semester.

III.  Procedure

Academic Probation Procedure
A student placed on Academic Probation must meet with his/her professional advisor in the Office of Academic Advising to prepare an Academic Improvement Plan (AIP) in order to take classes in subsequent semesters.

Suspension Appeal
Any student who is suspended from the college may appeal to have his/her suspension overturned. Students who wish to appeal their suspension must do so by submitting a written Letter of Appeal to the Provost. Students appealing their suspension will meet with the Director of Academic Advising and submit an Academic Improvement Plan (AIP) in conjunction with their Letter of Appeal.

The Academic Review Committee will consider submitted appeals and convey their recommendation to the Provost for final decision.
Policy 5.08: Dean’s List

Students whose semester GPA is 3.75 or above and who complete six or more credits within that semester are included on the Dean’s List.

Original: October 1999
Revised: October 2005
Policy 5.09: Honors Convivium

The Honors Convivium is held each spring in recognition of those students who have achieved a superior cumulative grade point average prior to their last semester at the college. Students are eligible for this event under the following conditions:

- Cumulative GPA of 3.50
- Successful completion of 45 credit hours with a minimum of 30 credit hours in Quincy College.*
- Have applied for graduation and
- Have met all obligations, financial and others to Quincy College.

*Standards for credit hour completion may differ in cases of Practical Nursing, Advanced Placement Nursing, and one year certificate programs.

Quincy College also awards scholarships to students at the Convivium. A student is eligible to apply for a scholarship if he/she has:

- Completed at least 12 credits at Quincy College.
- Have a cumulative GPA of 3.50 and
- Have met all financial and other obligations to the college.

These scholarships, valid for one year, can only be used towards payment of tuition in the coming semesters. More information about how to apply for these scholarships is available on the web and in the financial aid office.

Original: October 1999
Revised: April 2006
Policy 5.10: Graduate With Honors

Graduates having a 3.25 to 3.49 cumulative grade point average will graduate cum laude. Graduates having a 3.50 to 3.74 grade point average will graduate magna cum laude. Graduates having a 3.75 to 4.0 cumulative grade point average will graduate summa cum laude.

Original: October 1999
Revised: January 2006
Policy 5.11: Add/Drop Process

A student wishing to drop or add a course may do so by the deadline established in the Academic Calendar by completing an Add/Drop form and submitting it to the Registrar’s office, preferably in person. If a student wishes to change his/her full program, an appointment must be made with his/her academic advisor to discuss the change. A change of major form must be completed through Registrar’s office.

Original: October 1999
Revised: July 2018
Policy 5.12: Course Selection

Upon successful completion of a course, a student may not enroll in a lower level course in the same subject for academic credit. Any exceptions to this policy must be in the form of a written approval from the Vice President of Academic Affairs.

Original: October 1999
Policy 5.13: Independent Study

Quincy College recognizes that scholars have unique interests and provides for those who would like to pursue special research projects under the guidance of a faculty member. Independent study is not intended to be a substitute for a regular course, but rather an opportunity for a student to work in a special area related to his/her field of endeavor in depth and with specific objectives.

To qualify for Independent Study, a student with 30 earned credits from Quincy College must have a 3.0 average in his/her area of specialty and at least a cumulative 2.7 average overall. No student may pursue more than three credits per semester to a total of six independent study credits while earning an Associate Degree. Proposals for independent study must be presented no less than five (5) days prior to the start of the semester in which the study is to take place. Acceptance or rejection of the proposal will be made within five (5) class days of the presentation. The acceptance of an independent study is optional on the part of the instructor. Approval is obtained through the faculty sponsor to the chairperson and finally from the Vice President of Educational Services. The fee for independent study credits will be the same as for a regular course and the grade issued will be in accordance with the College’s grading system.

Under unusual circumstances, students may be permitted to take a college credit-bearing course in which an independent study format is used. Ordinarily, independent study may not be taken if the course is a laboratory science or skill course (biology, typing, etc.), is offered during the semester in which the request is made, lacks a detailed outline and/or individualized instruction material, or is required for graduation at the end of the semester in which the request is made.

Original: October 1999
Policy 5.14: Final Grade Appeal Process

A student who believes that he/she has received a final grade that is not justified may apply to the Academic Review Committee for evaluation of his/her final grade. The purposes of the final grade appeal process are to ensure fairness and academic soundness in the grading process, and to eliminate the inappropriate use of the student grievance procedure for grade disputes. A disputed grade does not constitute a violation of a student’s rights and is therefore not subject to the student grievance procedure.

Basic Assumption

Each faculty member clearly states his/her grading policy on the course syllabus. Grading is at the discretion of the individual faculty member in accordance with the faculty member’s grading policy and applicable College policies.

The Academic Review Committee may review the grading policy of a faculty member to determine: a) if the faculty member’s grading policy is academically sound; b) if the process used by the faculty member to arrive at the student’s final grade is fair and academically sound; c) if the student’s final grade is justified. If the Committee determines, by a majority vote of those members present, and after making written findings, that the grade as originally determined by the faculty member is not justified, then the Committee may recommend to the Provost a change in the final grade to the grade that the majority of the Committee present determines to be appropriate. Further, the Committee may, also upon majority vote and after having made written findings, recommend to the faculty member a re-evaluation of his/her grading policy.

Academic Review Committee

The Provost selects a Committee of six (6) members and three (3) alternates from faculty and deans. At least one member will be a member of the Quincy Education Association. Appointments to the Committee shall be made not later than the start date of an academic year and shall last for one (1) academic year. No member of the Committee, except the Chair, shall serve for more than two (2) consecutive academic years. If a particular grade appeal involves a Committee member, that member must recuse him/herself from the Committee and its deliberations for that grade appeal only, and be replaced by an alternate member. The Chair shall ask an alternate to serve on the Committee in the absence of a Committee member. By virtue of his/her position, the General Counsel shall serve as the permanent Chair of the Academic Review Committee.

In addition to presiding at meetings of the Committee, the Chair also shall be responsible for the Committee’s administrative functions, such as being designated as the person to initially receive all applications/requests for final grade appeals, and distributing to the Committee’s members documents pertaining to final grade appeals. The Chair shall be a non-voting member of the Committee except in the case of a tie vote of the other members of the Committee present. At its first meeting of the Academic Year, the Committee shall elect a Vice Chair.

The term of the Vice Chair shall be for one academic year, with the Vice Chair being ineligible for service as Vice Chair in the next succeeding year. The Vice-Chair shall chair Committee meetings in the absence of the Chair. The Committee will meet on the first Wednesday of each month (holidays and College closures excluded), and at other such times as determined by the Chair or, in writing, by the majority of the regular membership of the Committee. The quorum for any meeting of the Committee shall be four (4) members, with the Chair’s presence counting toward the existence of a quorum. Following each
Committee meeting, the recommendation of the Committee will be forwarded to the Provost not later than five (5) business days following the Committee’s meeting. The Provost shall review the recommendation of the Academic Review Committee and, in his/her sole discretion may adopt, modify, or decline to accept the recommendation of the Academic Review Committee. If the Provost modifies and/or declines to accept the recommendation of the Academic Review Committee, the Provost will so notify the Chairperson of the Academic Review Committee. After making a decision regarding an appeal, the Provost will notify the student, the affected faculty member, and the College President of his/her decision.

Procedure
It is recommended that the student attempt to resolve the final grade dispute with the faculty member with whom the dispute exists, and the appropriate Dean before requesting a hearing by the Academic Review Committee. The request for a hearing must be submitted to the Chair of the Committee within thirty (30) business days of the final day of classes of the semester during which the disputed final grade was earned. However, in extraordinary circumstances and at its sole discretion, the Committee, or the Chair, sua sponte, may waive the above-referenced thirty (30) day deadline.

1. If the student is unable to resolve the final grade with the faculty member and/or Dean, the student may appeal to the Academic Review Committee. In order for the final grade appeal to be heard by the Academic Review Committee, the student must submit the following:
   a. a letter addressed to the Chair of the Academic Review Committee which states the reason(s) why the student feels that the final grade is not justified;
   b. a copy of the course syllabus outlining the grading and attendance policies;
   c. a record of all test, quiz, and other assessment grades received in the course;
   d. copies of all available graded assignments, laboratory assignments, or other work assigned by the faculty member during the course;
   e. copies of any papers submitted during the course that affected the final grade (term papers, research papers, care plans, etc.).

2. The Chair of the Academic Review Committee will request that the faculty member submit the following documents:
   a. a copy of the course syllabus outlining the grading and attendance policies;
   b. class, clinical and/or laboratory attendance record;
   c. record of all grades earned by the student while enrolled in the class;
   d. copies of any graded assignments, papers, tests, quizzes, or other assessments in the possession of the faculty member that the student completed while enrolled in the course.

3. The inability of the student to provide documents, and/or of the faculty member to provide documents, shall not serve as a bar to the Committee hearing the student’s appeal and rendering a decision on the student’s appeal.

4. Following the receipt of all available documents identified in steps 1 and 2 above, the Chair of the Academic Review Committee will place the student’s grade dispute on the agenda of the next regularly scheduled Academic Review Committee meeting. In the event that waiting for the next, regularly scheduled Committee meeting may jeopardize the student’s continued education at Quincy College, opportunities for transfer to a four-year institution, or employment opportunities, the Chair may schedule a meeting sufficiently prior to the next scheduled
meeting to adequately accommodate those student issues. The faculty member and the student will be invited to attend. Both the student and the faculty member may offer testimony, may bring witnesses, and both will have the opportunity to question witnesses. The inability of the student and/or faculty member to attend the meeting of the Academic Review Committee at which the student’s appeal is scheduled to be heard shall not serve as a bar to the Committee hearing the student’s appeal and rendering a decision on the student’s appeal.

5. The Academic Review Committee will forward a written recommendation, including the basis for the decision, the names and titles of those present, a list of documents presented, and a numerical record of the Committee’s vote, to the Provost within five (5) business days following the Committee’s recommendation. Those Committee members who disagree with the decision of the majority of the Committee, and who vote in the minority, may submit to the Provost a written report indicating the basis for their disagreement.

6. The Provost having received the recommendation of the Academic Review Committee, will review the recommendation of the Academic Review Committee and may accept, modify, or decline to accept the recommendation so presented. If the Provost modifies or declines to accept the recommendation of the Academic Review Committee, he/she shall notify the Chairperson of the Academic Review Committee. Following such notifications, the Provost will inform the student, the faculty member, and the President of his/her decision.

7. The decision of the Provost is final and binding, and not subject to further appeal.

Original: October 2004
Revised: July 2018
Policy 5.15: Academic Integrity Policy

I. Policy
In keeping with our mission, Quincy College will foster a high standard of academic honesty for student, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members will adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity. Students will be informed about those actions that constitute a breach of integrity and about those sanctions that may result from academic dishonesty. In the interests of promoting the best environment for learning, we, the community of Quincy College, pledge to advance the principles of honor and integrity in all of our actions.

Students assume full responsibility for the content and integrity of the coursework they submit. Therefore, to assist students in observing academic integrity the following guidelines have been developed:

- Students must do their own work and submit only their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance.
- Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor.
- Students must follow all written and/or oral instructions given by instructors or designated College representatives for taking exams, placement assessments, tests, quizzes, and other evaluative instruments.

II. Definitions
Academic dishonesty goes against the core values of the Quincy College Mission Statement. These values are HONESTY, TRUST, FAIRNESS, RESPECT, and RESPONSIBILITY. In cases where academic integrity is at issue, the following definitions will apply:

1. **Plagiarism** is the representation of the words and/or ideas of another as one’s own in any academic assignment. Examples include, but are not limited to: stealing or downloading the entire text of a paper, cutting and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material.

2. **Cheating** is using or attempting to use unauthorized materials, information, or study aids in any graded assignment. Examples include but are not limited to: copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other electronic devices during exams or other assignments.

3. **Fabrication** is the falsification of any information or citation in any academic assignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.
4. **Facilitation** is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.

5. **Misrepresentation** is engaging in acts of deception or forgery in an academic context. Examples include but are not limited to: misrepresenting one’s own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student’s skill level.

### III. Procedure

Violations of the standards of Academic Integrity described in the Quincy College Academic Integrity Statement may result in disciplinary action up to and including dismissal from Quincy College.

Any faculty or staff member who notices infractions of the standards of academic integrity and honesty must file an Academic Incident Report and initiate disciplinary procedures in response to those violations. Students who notice infractions of the standards of academic integrity are encouraged to report the infraction either verbally or in writing to a member of the Quincy College faculty or staff. Examples of penalties that may be imposed by the College include, but are not limited to:

1. Formal written warning placed in the student’s file;
2. Reduced or failing grade for the assignment;
3. Reduced or failing grade for the course;
4. Suspension from college; and
5. Dismissal from the College.

Severe, flagrant, or multiple violations that have import beyond a specific course may lead to disciplinary action that could result in dismissal from the College and/or denial of readmission to the College. The following factors will be considered in all determinations of penalty:

1. The nature or seriousness of the offense;
2. The injury/damage resulting from the offense; and
3. The student’s prior disciplinary record.

Any student who wishes to appeal any disciplinary action imposed in response to violations of Quincy College’s Academic Integrity standards will do so in accordance with the following steps:

**Step 1:** Within five business days of the date of notification, the student must request a hearing with the appropriate academic dean. Within five business days of the hearing, the dean shall, in writing, notify the student of his/her decision.

**Step 2:** If a student has cause to question the resolution at Step 1, within five business days of the dean’s written decision at Step 1, he/she may forward a written appeal to the Vice President of Academic Affairs. Within five business days of the receipt of the appeal, the vice president shall, in writing, notify the student, and the individual who files the report, of the outcome of the appeal.
Original: October 2004
Policy 5.16: Academic Amnesty

I. Policy
Students who have had a break in enrollment for at least two academic years may, upon application for readmission, file a written petition with the Registrar for academic amnesty.

If students are granted academic amnesty, all grades from Quincy College credit coursework completed at an earlier date are eliminated from computation of the grade point average and will not be applied to a Certificate or Degree program at Quincy College.

Previous credit coursework will not be removed from the student’s scholastic record and transcripts. However, these records will clearly indicate that academic amnesty has been granted and the date that amnesty was approved.

College credit will not be given for any coursework done during the period for which academic amnesty is granted.

II. Procedure
The Vice President for Academic Affairs, in consultation with the appropriate individuals, such as the Division Dean and/or program faculty, will make the final determination.

October: May 2009
Revised: September 2011
Policy 5.17: Academic Record Changes

Any student, who suspects that an error with regard to the recording of information on the official record has been made, should file written notice of the error immediately to the Director of Student Records/Registrar. Records are assumed to be correct if a student does not report the error to the Director of Student Records/Registrar within one academic year of the completion of the course. At that time, the record becomes permanent and cannot be changed.

Note: Student contesting a grade should refer to Policy 5.14

Original: May 2009
Policy 5.18: Verification Of Student Identity For Distance Education

This policy establishes processes to verify that the student who registers in distance education or correspondence education courses or programs is the same student who participates in and completes the course or program and thus receives the academic credits. Quincy College online courses, in which student identity verification protocols, include a secure login and password for course work and group discussion. In addition, students who register for these courses will have at least one proctored assessment on campus where the instructor will physically verify the identity of the student using a government issued photo ID. Those students who are unable to attend a proctored assessment on Quincy College campus must make alternate arrangements using the approved guidelines associated with this policy. Proctor Agreement and Verification Forms are available in Enrollment Services and on www.quincycollege.edu.

Arranging for Proctored Assessments, Distance Education

If you live outside of Quincy, MA and/or cannot come to Quincy College campus for scheduled online proctored exams: You can arrange to take your test elsewhere under the supervision of an approved proctor; that is, someone authorized by your QC instructor to conduct the test. Just follow the step-by-step guidelines for alternative testing to make the necessary arrangements. Please note that use of alternative testing is at the discretion of the instructor; please contact them as soon as possible to consider what arrangements need to be made.

Acceptable Proctors

- Official testing centers
- Certified librarians at a school, university or public library
- College or university administrators and instructors
- Educational officers of a corporation,
- Officer of United States Military

Unacceptable Proctors Include:

- Relatives or spouses/partners
- Friends
- Co-workers or business associates
- Peers
- Undergraduate students
- Athletic coaches

Student Responsibilities

- Make arrangements with a proctor as soon as possible (at a minimum of four (4) weeks before the scheduled assessment event). Give the proctor the instructor’s e-mail address and have the proctor contact the instructor.
- Let your proctor know if your assessment is done on paper or computerized before setting an appointment as they may not be able to accommodate you if your exam is computerized.
- Submit your proctor choice, using the proctor verification form, to the instructor as soon as possible, or at a minimum of three (3) weeks before the exam date.
- Check with your proctor before your exam is scheduled to make sure they have all the information needed.
- Pay any testing fees, if applicable.
- Be aware of time limits on your exam and keep track of the time.
• Notify instructor if the proctor feels the exam procedure has been compromised.

Original: November 2009
STUDENT LIFE POLICIES
Policy 6.01: Orientation

Our Orientation Programs are designed to familiarize new students with the organization, services and facilities at the College. The emphasis of the program is an introduction to life at the College. The program provides the student with an opportunity to meet members of the administration, staff, and fellow students. Orientation topics include the Core Curriculum, program requirements and scheduling, Student Services, Student Life and Student Rights and Responsibilities.

For information on the International New Student Orientation, call 617-984-1663 or stop by the International Student Office.

Note: Once accepted into a Nursing, Natural or Health Sciences Program, students are required to attend a separate mandatory orientation program.

Original: October 1999
Policy 6.02: Phi Theta Kappa Honor Society

DELETED

New Policy on Student Organization approved in January 2006
Policy 6.03: Student Organization

Student organizations provide students with an opportunity to learn leadership skills, supplement formal academic experience, and pursue diverse interests. Quincy College encourages students to assemble, form and belong to organizations that promote and develop their common interests.

Quincy College will recognize student organizations whose purposes are consistent with our mission and are open to all students regardless of age, race, color, sex, religion, national origin, disability or sexual orientation. There shall be a nondiscriminatory clause in the constitution and by-laws of all student organizations.

Quincy College has no student activity fee and has no funds to support any organization, unless it is related to a course or academic pursuit.

Types of Organizations
A recognized student organization shall be defined as a group of Quincy College students joined together in the pursuit of a common purpose. Quincy College has identified the following types of organizations that may seek recognition:

**Academic:** organizations that select members on the basis of achievement or interest in a particular discipline.

**Cultural:** membership centered on a particular cultural interest.

**Service:** membership geared towards volunteer/service projects.

**Hobby/Special Interest:** membership centered on a particular hobby or special interest.

**Arts:** membership centered on the production and/or viewing of fine and performing arts

The following nationally recognized organizations are in existence on campus and are being subsidized:
- Gamma Beta Phi Honor and Service Society
- Phi Theta Kappa Honor Society

Requirements for Student Organizations

1. New organizations are required to complete a Club Formation Packet and submit it to Student Life for club recognition. Existing clubs must complete a Club Activation Packet each year in order to keep their club recognition.

2. Organizations must identify a faculty or staff member who will act as an advisor, and ask that individual to submit, in writing, notice that he/she agrees to oversee the organization.

3. Membership is limited to Quincy College students only. Clubs may have affiliate members such as faculty or staff; however, affiliate members do not count towards the number of students required to form a club.

4. Organizations must have a minimum of 5 students.

5. Only degree or certificate seeking students in good judicial, academic, and financial standing with Quincy College are eligible for leadership roles within the organization.
6. Organizations and their members have a responsibility to adhere to Quincy College policies while on campus or at any college/club sponsored event.

7. All meetings are to be arranged at a time and place that least disturbs the academic environment. Organizations must make those events and meetings open to the Quincy College community.

8. Organizations must disclose any external affiliation (e.g. National Honor Societies) and provide their constitution and bylaws to the Associate Vice President for Student Development.

9. Dues may be required only for organizations that are affiliated with a national, international, state or regional chapter that require dues as part of chapter recognition. All record of dues must be maintained by the organization and a copy must be given to Student Life for the club file. If the chapter must have a bank account for dues, the Club Advisor must be on the account as the signature authority.

10. Organizations may not enter into agreements to use the Quincy College seal, name, or official reference without first obtaining written permission from the appropriate College authority.

Starting a Club/Organization
A club/organization may be recognized by the College to use College name, facilities, equipment and other services according to policies and procedures and to sponsor programs and activities which are consistent with the organization’s purpose.

A club/organization can apply for recognition by completing a “Club Formation Packet” which can be obtained from the Student Life Office. This paperwork will require the club’s purpose, membership roster, advisor contract and a constitution. Please submit completed paperwork to the Director of Student Development.

The club/organization will be required to maintain a record of their meetings and any financial transactions, if applicable, and must submit these records when asked. Clubs/organizations may not fundraise without prior approval from the College.

Honor Societies

Gamma Beta Phi Honor and Service Society (All Disciplines)
Gamma Beta Phi is a service organization for honor students at two-year and four-year colleges and universities. Chapters exist across the United States at institutions such as the University of Texas, North Carolina State, and the University of Oklahoma. It annually inducts over 10,000 academically excellent students who share its mission of promoting education, developing leadership skills, and providing meaningful service to their colleges and communities. Members of the award-winning chapter at Quincy College has donated countless hours at campus events and community service projects. Eligibility is limited to students who have earned 12 or more credits toward a degree with a grade point average of 3.0 or higher. For more information, contact Amanda Deck at 617-405-5967 or adeck@quincycollege.edu.

Phi Theta Kappa Honor Society (All Disciplines)
Phi Theta Kappa is an honor society that recognizes and encourages the academic achievement of students at two-year colleges and provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. Today Phi Theta Kappa has chapters located in all 50 states, U.S. territories, Canada, and Germany. To be eligible for membership, a student must have completed a minimum of 12 hours of college level course work at Quincy College with an overall grade point average of 3.5 or higher. Students must also maintain a 3.5 GPA throughout their enrollment at Quincy College. For more information, contact Amanda Deck at 617-405-5967 or adeck@quincycollege.edu.

Original: January 2006
Revised: January 2012
Policy 6.04: Parking Regulations

Parking Lot Locations:
Quincy College has limited parking for students at Presidents Place. In order to park there, a student must buy a parking permit each semester from the Enrollment Services Office in Presidents Place. A parking permit, however, does not guarantee a space. Parking is on a first come, first served basis.

Parking at Saville Hall is for staff and faculty.
Handicap and visitor parking is available at Presidents Place and Saville Hall.
Quincy College at Plymouth has free parking available at Cordage Park.

Violations:
1. Parking violations include:
   a. Parking in a designated handicapped space without a handicapped license plate, an official handicapped permit from the Registry of Motor Vehicles or authorization from the Director of Campus Safety. Able-bodied persons using handicapped plates are also subject to ticketing.
   b. Student parking in the Saville Hall garage (except handicapped).
   c. Illegal parking such as double parking, not parking within a lined space, parking in an unauthorized space, blocking an aisle or otherwise obstructing the flow of traffic.
2. Cars violating any of the above rules may be towed at the owner’s expense.
3. Quincy College will have no responsibility in any litigation with the City of Quincy concerning the receipt of parking tickets or other violations.
4. Any student who shows a pattern of repeated violations of college parking policy or any student whose vehicular actions endanger the safety of other students or property may have his/her parking privileges revoked by the College.

Original: October 1999
**Policy 6.05: Security Policies**

As required by Public Law 101-542, the Student Right-to-Know and Campus Security Act as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, Quincy College maintains the following campus security policy:

1. **Reporting criminal actions or other emergencies occurring on campus.**
   - All criminal actions or other emergencies occurring on campus must be reported to the Security Office, even if they are resolved through other offices.
   - All criminal actions or other emergencies occurring on campus must be reported to the Security Office in writing via the Quincy College Incident Report Form, even if first reported verbally.
   - A representative of the Security Office will report all serious criminal activity to the President and to the police department.

2. **Security and access to campus facilities.**
   - Students are required to carry their Quincy College identification card at all times while on campus. Students must produce their ID cards when so asked by a college official.
   - Only students, faculty and staff and those with legitimate business with Quincy College are permitted on campus. Others will be asked to leave and, if they refuse, law enforcement officials will be called.
   - No solicitation is allowed on campus.
   - Buildings will be opened to students and faculty not more than 45 minutes before the first class of the day and will be locked not more than 45 minutes after the last class of the day.
   - Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms will be locked at all times when not in use.
   - Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms are not open to students unless there is a teacher or lab monitor present.
   - Parking lots may only be used by those with current college parking permits. Other vehicles will be ticketed or towed as per the parking policy. Visitors may park in the designated spaces next to the Alumni Hall.

3. The Quincy College security force works closely with the Quincy Police Department as needed. It is the College’s policy to report all serious crimes to the Quincy Police Department and to cooperate in the prosecution of those involved regardless of their student status. The Security Office is located on the second floor of Saville Hall.

4. Quincy College will sponsor workshops each year to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The College will also schedule workshops designed to inform students and employees about the prevention of crimes. These workshops may be presented in conjunction with the Quincy Police Department.

5. The Office of Security will maintain statistics concerning the occurrence on campus during the most recent calendar year, and during the two preceding calendar years, of the following criminal offenses reported to campus security authorities or local police agencies:
   - Murder
   - Rape
   - Robbery
d. Aggravated assault
  e. Burglary
  f. Motor vehicle theft
  g. Harassment

6. The Office of Security will maintain statistics concerning the occurrence on campus during the most recent calendar year of arrest for the following crimes occurring on campus:

   a. liquor law violations
   b. drug abuse violations
   c. weapons violations

7. Quincy College publishes in the Policies and Procedures Manual, its policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws as well as its policy regarding the possession, sale and use of illegal drugs and enforcement of federal and state drug laws. Also found there is a description of the drug and alcohol abuse education programs offered by the College.

8. Crime statistics for Quincy College will be published and distributed and Quincy College will make timely reports to the campus community to aid in the prevention of crime.

Original: October 1999
Revised: November 2005
Policy 6.06: Veterans’ Benefits

Quincy College is approved for the training of veterans and their dependents under post 9/11 G.I. Bill, the Montgomery G.I. Bill, Veterans Educational Assistance, Dependents Educational Assistance or other V.A. Programs. Please call 1-800-827-1000 for Federal Veterans Benefits.

A signed, adjudicated application is needed to determine your eligibility. Please note that both the College and the Veteran’s Administration must be informed if a veteran increases or decreases the number of credits being taken, or withdraws from a course. For eligibility and Certification, please contact Director Military and Veterans Services.

A discount rate* is available to all veterans who have served the country on active duty and have received an honorable discharge. Please submit a copy of your DD214 at the time of registration.

*This rate does not apply to Computer Science, Science Labs, Nursing, Surgical Technology, Clinical Science, and Biotechnology courses.

Original: October 1999
Revised: November 2005
Policy 6.07: Student Accessibility Services

Policy

In compliance with the American With Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act, as amended, Quincy College and Student Accessibility Services works with the campus community including academic departments, faculty and staff, to provide equal access and opportunity to educational programming, activities and services for students with disabilities. Under the ADA guidelines, a person with a disability is one with a physical or mental impairment that substantially limits one or more life activities including operation of a major bodily function, has a record of such impairment or is regarded as having such an impairment. Quincy College prohibits discrimination against any qualified student on the basis of physical or mental impairment, or perceived disability, and is committed to providing reasonable and appropriate accommodations and resources to students with disabilities.

Procedure

Requesting Accommodations
To receive accommodations, a student must first register with Student Accessibility Services. Registration includes providing documentation of the disability (see below) as well as scheduling a meeting with Student Accessibility Services to discuss accommodations and/or services relative to the student’s disability because each student’s needs are unique. Every semester thereafter, the student must notify Student Accessibility Services of his or her academic needs.

Request for any and all accommodations should be made in advance, preferably at the start of the semester to allow reasonable time to prepare for the implementation of services. Students with disabilities who choose not to register with Student Accessibility Services will not receive accommodations under the ADA or Section 504. The College reserves the right to make the final decisions regarding accommodations.

Requirements for Documentation
The student is responsible to submit the most current documentation from a qualified and/or licensed clinician(s) with expertise related to the student’s physical, mental, and/or learning disabilities. The appropriate documentation should be comprehensive and include a diagnosis of the disability, the history of the disability, the testing and assessment tools used to render the diagnosis, and an explanation of how the disability affects a major life function. In addition, the documentation should include recommendations for accommodating the disability. It is essential that a link is established between the requested accommodation(s) and the functional limitations of the student’s disability.

Accommodations for Students with Disabilities
Support services are available at the College to enable students with disabilities to participate fully in college life and achieve their academic goals. Listed below are some of the services and accommodations offered through Student Accessibility Services:

- Academic planning and advising, including assistance with registration.
- Classroom educational accommodations: extended time for in-class assignments, quizzes and/or tests; recording lectures, note taker, oral and/or written instructions; computer use for in-class writing assignments; preferential seating; prearranged or frequent breaks; advanced noticed of assignments; alternative formats for book and course materials; oral dictation for tests and quizzes; extra wait time for oral responses.
- Adaptive Technology such as Echo Smart Pen, text to speech software, audio players/recorders, reading guides, and frequency modulation (FM) systems.
- Testing in a distraction-reduced environment.
- Access to handicapped parking available on campus.
- American Sign Language (ASL) Interpreter service.

_Fundamental alterations of the academic program is not considered a reasonable accommodation._

**Accommodation Letter**

Every semester the student requests letters of accommodation. The Student Accessibility Services Coordinator will generate a letter for each classroom instructor, notifying the instructor of the accommodation(s). The Student Accessibility Services Coordinator may email the instructor said letter or the student may be asked to deliver a hard copy of the letter to the instructor, to sign jointly and then return the signed letter to Student Accessibility Services within the allotted time indicated in the accommodation letter.

**Student Responsibilities**

The student’s responsibilities are to register with Student Accessibility Services and to submit the appropriate documentation. Each semester thereafter, the student must submit a new request for accommodation form in a timely manner to allow a reasonable amount of time to process the request. In addition, the student is responsible to maintain reasonable contact with Student Accessibility Services. In the event that the approved accommodations are not implemented in a satisfactory manner, the student is required to contact and report issues to the Student Accessibility Services Coordinator.

**Instructor Responsibilities**

The instructor’s responsibility is to inform Student Accessibility Services if the instructor believes that the requested accommodation fundamentally alters the course and/or if implementing the accommodation is problematic. Every effort will be made to assist the instructor to meet the concerns regarding the accommodation.

A statement regarding who students contact to request accessibility services should be included on the instructor’s syllabus. For example:
If a student has a disability that qualifies and under the Americans with Disability Act (ADA) or Section 504 of the Rehabilitation Act and requires accommodations, he/she should contact Student Accessibility Services at: sas@quincycollege.edu

Original: October 1999
Revised: January 2006
Updated: August 2018
Policy 6.08: Health Insurance

Since September 1, 1989, the Massachusetts Mandatory Health Insurance Law requires that all 3/4 time and full-time students must be covered by a health insurance policy before they begin classes at any college in the Commonwealth of Massachusetts. Quincy College offers enrolled students a student accident and sickness insurance plan at a special rate. Students not covered by another health insurance policy before the start of classes are required to purchase this policy in order to attend classes. Students with another insurance policy must complete a Health Insurance Waiver through the College website at www.quincycollege.edu/health-insurance. If you have any questions, please contact the Quincy College Business Office at 617-984-1630.

Original: October 1999
Policy 6.09: Lockers

Lockers are available for a fee each semester for student use while attending the College. There are a limited number of lockers available, and students must provide their own lock for the locker. Students are required to remove the lock and the contents of the locker at the end of the academic year. After August 1st of each year, the College may open locked lockers, remove the contents, and re-assign the locker for the following academic year.

Original: January 2006
Policy 6.10: Identification Card Policy

All students must have a Quincy College photo ID card. Dates and times for taking pictures for an ID are posted on the web (http://www.quincycollege.edu/departments/information-technology). Payment for photo ID must be made at the Office of Student Records and Registrar. You need to show proof of this payment when you go to have your picture taken.

This ID card serves as proof of identification while on campus and is required to gain access to and use the facilities of Quincy College. Students are required to carry a Quincy College photo identification card with them at all times while on campus. Students must present a current Quincy College photo ID card when attending examinations. Any students not having a current Quincy College student ID card with them may be refused entry into the examination room. Such students will be directed to the Office of Student Records and Registrar to obtain documentation certifying their identification and permitting them entry to the exam room. Extra exam time will not be given in cases where students do not have a current Quincy College student ID card readily available.

There is a fee for replacement of Quincy College issued identification cards. Returning students may have their old identification card validated by receiving a current semester sticker. These required stickers are available through the Office of Student Records and Registrar.

Students may contact the Office of Technology & Mission Support at 617-984-1698 if they have any questions regarding identification cards.

Original: October 1999
Revised: October 2004, January 2016
Policy 6.11: Student Participation in Governance

Committees of the College are an integral part of the administrative process. Committees are composed of administrators, faculty, staff and students who initiate decisions concerning functions of the College, as well as facilitating communications between faculty and students.

Original: October 1999
Revised: October 2004, January 2006
Policy 6.12: Hazing Policy

Hazing is prohibited at Quincy College.

Massachusetts General Laws, chapter 269, Section 17, makes it a crime to organize or participate in hazing.

Chapter 269: Section 17. “Whoever is a principal organizer in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing”, as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger 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, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation ... consent shall not be available as a defense to any prosecution under this section.”

Massachusetts General Laws, Chapter 269, Section 18, makes it a crime to fail to report hazing.

Chapter 269: Section 18. “Whoever knows that another person is the victim of hazing as defined in section 17 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 one thousand dollars.”

Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.

Chapter 269: Section 19. “Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.”

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes,
pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student a copy of Massachusetts General Laws Chapter 269, sections 17 – 19.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall file, at least annually, a report with the Massachusetts Board of Higher Education certifying that the College has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of Massachusetts General Laws policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the College’s policies to its students.
Policy 6.13: Search and Seizure

Lockers and student desks are the property of the College and are subject to periodic inspection under the authorization of the President or his/her designee any time health, safety, or compliance with the College rules by students is in question. The following rules shall apply to the specific search of College property assigned to a student and the seizure of any illegal items found therein:

1. There should be reasonable grounds for any search and/or seizure of property.

2. Search of an area assigned to a student should be made in the presence of a witness, and when reasonably possible, in the presence of a student.

3. Illegal items (weapons, illegal drugs, drug paraphernalia, alcoholic beverages, stolen property, etc.) or other items reasonably determined to be a threat to the health, safety, or security of the student and/or others may be seized by College authorities.

When reasonable cause exists, a search of the student may be conducted under the authorization of the President of his/her designee. A search of a student is reasonable if:

1. There are reasonable grounds for suspecting that the student has violated or violating either the law or rules of the College.

2. The search itself is conducted in a manner reasonably related to its objectives, and limited to areas and objects that reasonably could be expected to contain the items being sought and the nature of the infraction; and if the age and sex of the student are considered.

A student search, including desks and lockers, may be done by police or other law enforcement officials if there is a valid search warrant or, in certain cases, if there is a valid arrest. Such searches must be carried out in the presence of a College official, unless waiting to do so would impede the normal duty of law enforcement officials.

Original: October 1999
Policy 6.14: Student Grievance Procedure

Procedure: The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights within the College. For all Sexual Misconduct related matters, please refer to the following document: Quincy College Sexual Misconduct Policy and Procedures in Accordance with Violence Against Woman Act.

The grievance procedure has specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

Note: The number of days in each step refers to class days not calendar days during fall and spring semesters only. Intersession and summer sessions are not considered class days for this purpose. During intersession and summer sessions, the term "days" shall mean business days (Monday through Friday, excluding holidays).

1. Informal Resolution Process
   a. The student may first discuss his/her grievance with the individual against whom the grievance exists.
   b. If the grievance is not resolved between the individuals involved, the student may begin step two. This action must be taken within thirty days of the original incident.

2. Initiation of Formal Academic or Social Grievance

   Step One: If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean. Student should also file and incident report using the College’s Incident Reporting System.
   a. If the grievance is directed against a Dean, the grievance shall be presented to the Provost/Senior Vice President of Academic Affairs.
   b. If the grievance is directed against a Vice President, the grievance shall be presented directly to the President.
   c. If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
   d. The student will receive a response to his/her grievance at Step One within seven days.

   Step Two: If the grievance is not resolved by the Dean (or other level when applicable) within seven days, the grievant shall formally and in writing present it to the Provost/Senior Vice President of Academic Affairs for academic concerns and the Senior Vice President for Enrollment Management for social issues. The appropriate Senior Vice President must respond in writing within seven days with his/her decision to the grievant.

   Step Three: If the grievant is not satisfied with the resolution at Step Two, he/she may request formally and in writing to the President to convene a grievance appeal committee. The selection of the committee to hear a student grievance will be as needed. The President will appoint neutral and objective individuals from the following representative groups:

   - Administrators 1 (acting as Director)
Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its decision and the reasons for the decision, in writing. The Director will inform both parties of the committee's decision in writing.

**Step Four:** Within seven (7) days of the grievance committee's decision at Step Three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of all subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

**Note:** The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

**Confidentiality Policy**
The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

**Statement Against Retaliation**
An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Anti-Harassment Complaint Procedures. The complaint of retaliation will be treated as a new and separate complaint.

**Original:** October 1999  
**Revised:** May 2015  
**Updated:** August 2018
Policy 6.15: Student Records

Quincy College follows and enforces all federal and state laws protecting the confidentiality and security of student records. The Family Educational and Privacy Rights Act (FERPA), also known as the “Buckley Amendment,” is enforced by all departments on campus and applies to all academic, financial and other student records. Students age 18 or older may see their own records, but only in the presence of a College employee (viewing one’s own records may require an appointment, which will be scheduled within 48 hours of the request). The College will not release information to individuals outside the College without the student's written permission, except in case parental requests involving students under the age of 18 or in cases in which the College is required to comply with a request from legal authorities.

This shall constitute public notice that, under both state and federal law, Quincy College may disclose certain information, commonly referred to as directory information, from the educational records of students at Quincy College upon the request of third parties.

Directory information shall include the following: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

The student has the right to refuse to allow Quincy College to designate any of the above types of information as directory information. The student must notify Quincy College in writing no later than October 1 in the fall semester or February 1 in the spring semester of any given year that he or she does not want any or all of those types of information designated as directory information. Said written objections should be filed with the Vice President for Administration and Finance. Where no written objection is submitted by the student within the time period stated above, the aforementioned directory information may be released without the student’s consent.

Student Education Records (FERPA)

The regulations for the Family Educational Rights and Privacy Act of 1974, more commonly known as the “Buckley Amendments” are codified in Part 99 of Title 34 of the Code of Federal Regulations (34CFR 99). This act sets forth requirements for the privacy of student education records, and provides certain rights to students concerning these records, including the right to inspect and review these records; the right to have these records amended; and the right to have some control over the disclosure of information from the record.

Quincy College maintains records on each student who is attending or has attended the college. Maintenance of these records is necessary to support the College’s educational requirements, as well as to serve educational goals of our students. The College recognizes that personally identifiable information must be kept private. It does not allow access by persons other than appropriate Quincy College employee, personnel working on behalf of Quincy College and the student in question, unless the student has specifically granted permission for such access, or disclosure otherwise allowed under the law.

Releasing Information to Third Parties:

Under the conditions that allow an institution to release personally identifiable information from its record without a student’s written consent, the College may disclose such information to:
• The U.S. Citizenship and Immigration Services;
• Immigration and Custom Enforcement for purpose of SEVIS;
• Military recruiters whom request “student recruiting information”;
• Accreditation organizations carrying out accrediting functions;
• The parents of a student who is a dependent for income tax purposes;
• Persons providing written and signed permission from a student;
• Persons or organizations providing financial aid to students;
• Parents regarding the student’s violation of any federal, state, or local law, or any institutional policy, including the use of alcohol or a controlled substance, if the student is under the age of 21;
• State and local officials to whom such information must be reported or disclosed;
• Officials of other institutions to which a student is seeking admission;
• Persons in compliance with a judicial order or lawfully issued subpoena. The College will make a sincere effort to notify the student before sending the records out.
• Appropriate persons in health or safety emergency where this information is necessary to protect the health of a student or other individuals.
• A victim of an alleged perpetrator of crime of violence or a non-forcible sex offense.
• Authorized representatives of federal or state supported educational programs; for the enforcement or compliance with federal legal requirement; Secretary of Education and U.S. Attorney General for law enforcement purpose only.
• Representatives of Veteran’s Affairs for students who receive assistance.

A student who believes that his/her rights under FERPA have been violated may, file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Original: October 1999
Policy 6.15A: Retention And Disposal Of Records

All records are maintained and disposed in accordance with certain provisions. The Massachusetts Department of Education, in keeping with the intent of 603 CMR 23.06, recommends that the time limit for destruction of records should be not less than 60 years for a transcript and not less than five years for a temporary record. This limit, however, does not apply to records of students enrolled before 1975.

The records are classified into two categories:
- Matriculating (degree/certificate seeking students)
- Non-matriculating (non-degree/certificate seeking students)

A typical folder of a student contains some or all of the following times:

- Admission form
- High School transcript
- Change of address form
- Experiential credits application
- Copy of the transcript
- Registration form
- College transcript
- Declaration of Major form
- Graduation application
- Transfer credit evaluation
- Add/Drop form
- Immunization data
- CLEP results
- Original audit for degree

Also stored in the office are:
- Class lists for each semester
- Grade sheets for each semester
- Parking permits for each semester
- Academic transcripts on the system

QC follows the following retention period of various records in the Registrar’s Office:

- Admission folder: Temporary (six years)
- First class list: Temporary (one year)
- Second class last (after add/drop): Permanent (on CD)
- Grade sheets: Permanent (on CD)
- Parking permits: Temporary (one semester)
- Academic transcripts: Permanent on AS400

Academic folders will be destroyed after six years by shredding. Even before shredding, a committee of three persons may audit the folders and certify the records before destroying. (No records should be destroyed so long as it pertains to any legal action or any state or federal subpoena).

Students graduating from Quincy College are notified to pick up whatever record they want from the College with notification of the graduation letter.

A standard letter may be sent to notify other students

**Original:** April 2003
Policy 6.16: Student Code of Conduct Policy

Quincy College (‘the College’) strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct (‘the Code of Conduct’) fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

This Student Code of Conduct reasonably limits some activities and prohibits certain behavior that could interfere with the classroom setting, the orderly operation of the college and the pursuit of its goals and values. Each student shall be responsible for reading and complying with the Student Code of Conduct, which shall be developed, maintained and implemented by the President or his/her designee. The Student Code of Conduct shall be published as a College procedure and made available to students through the College Catalog and the College website.

Student Code of Conduct Procedure

I. Introduction

The College strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The Code of Conduct is intended as a framework of acceptable student behavior and prohibited conduct. It should not be regarded as an exhaustive list of prohibited conduct, nor should it be construed as a contract between the student and the College. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

II. Definitions

1. The term Accused Student means a student who is alleged to have violated a college policy or the Code of Conduct.

2. An Administrative Disposition is a resolution of the complaint mutually agreed upon by the CCO and the Accused Student in an Administrative Hearing. By agreeing to the Administrative Disposition, the accused student waives his/her right to a Judicial Board Hearing and an appeal of the resolution.

3. A Classroom will include classrooms, laboratories, libraries, clinical sites, and any other learning space on the College Premises or used by Quincy College.

4. The Code of Conduct Officer (CCO) is the college official responsible for receiving all incident reports, determining whether further action is warranted, referring the matter to staff and/or an external third party for further action as needed, and investigating or causing to be investigated the alleged violation of College policy or the Code of Conduct.

5. College Community means any student, faculty, staff, college official or guest of the college.
6. A **College Official** is any person employed by the college acting under the authority of the college.

7. A **College Partnership** is an outside company or facility that the college has an agreement or contract with, such as facilities or companies for clinical placements or internships or rentals for college sponsored events.

8. **College Premises** are all buildings and grounds owned, leased, operated, occupied on a regular basis, controlled or supervised by the College.

9. A **College Sponsored Activity** is any activity on or off campus authorized or supervised by the College, including but not limited to clinical placements, internships, student activities and college events.

10. A **Day** as outlined in the Judicial Process means a college work day which is defined as only Monday through Friday, exclusive of holidays and other College closures.

11. A **Faculty Member** is any full or part time instructor, assistant professor, associate professor, professor, adjunct professor, adjunct instructor, clinical instructor, laboratory instructor or librarian employed by the college to conduct academic activities.

12. An **Incident Report** is a form that can be completed in writing by any person who alleges that he/she has been harmed by a student who has violated college policy or the Code of Conduct, or by any person who witnesses a student violate college policy or the Code of Conduct, or a report taken by a member of the College staff relating what said witness(es) reported to him/her and reduced to writing.

13. The **Judicial Appeals Officer** is designated by the President to hear appeals filed by students who have been found responsible for violation of college policy or of the Code of Conduct by the Judicial Board.

14. The **Judicial Board** is comprised of members of the Judicial Committee who conduct a fair and impartial hearing, when a determination has been made by the CCO that a violation of policy or the Code of Conduct has been determined to have occurred. The Judicial Board is appointed by the President.

15. The **Judicial Committee** is comprised of faculty and staff trained by the Judicial Appeals Officer to serve on a Judicial Board. The Judicial Committee is appointed by the President.

16. The **President** is the President of Quincy College or his/her designee.

17. A **Student** is any person enrolled in or accepted for any course or academic program at the college, full or part time, credit or non-credit.

### III. Code of Conduct Violations
A student shall be subject to college disciplinary/judicial procedures under this policy for violating this code of conduct and/or College policies, including but not limited to the following:

1. Endangering the health and/or safety of the college community by:
   a) Intentionally or negligently causing physical/bodily harm or the threat of physical/bodily harm to any person or to the college community in general.
   b) Harassing, intimidating, stalking, bullying or coercing, either verbally, physically, in writing or by electronic means (i.e. email, social media etc.) any person.
   c) Engaging in behavior that infringes or is intended to infringe upon the rights of others.
   d) Engaging in lewd, indecent and/or obscene behavior, including possession of pornographic/obscene materials on campus and/or downloading or uploading pornographic material on college computers and/or college social media sites; or engaging in consensual sexual or inappropriately intimate behavior on campus or at a college activity or event.
   e) Possessing firearm(s), explosives, dangerous chemical(s), or other dangerous and/or illegal weapon(s) or instruments on the college premises or at a college activity or event with the exception of law enforcement officers carrying service weapons.
   f) Tampering with fire and/or safety equipment or activating a false fire alarm or bomb threat.

2. Obstructing or disrupting the normal operations of the college or college sponsored activities by conduct, including but not limited to:
   a) Hindering the free flow of pedestrian or vehicular traffic, blocking entrance, exit or access to any college premise or college partnership facilities, stairway or hallway.
   b) Acting in a manner that interferes with or disrupts classroom, laboratory, library, or clinical experiences or that is in violation of the faculty member’s syllabus or otherwise disrupts academic or administrative activities.
   c) Dressing in a manner that inappropriately exposes body parts or otherwise disrupts the academic environment causes undue attention to an individual student.
   d) Inciting or otherwise causing others to disrupt the normal operations of the college or college sponsored activities.

3. Using or being under the influence of alcohol while on college premises or at college sponsored events and activities except as authorized in accordance with official college policy; possessing or distributing alcoholic beverages while on campus or college sponsored events.

4. Using or being under the influence of, possessing, manufacturing, distributing any illegal drug, marijuana, narcotic, hallucinogen or similar chemical agent, including the inappropriate or unlawful use, distribution or possession of prescription drugs, in any quantity, that is prohibited by law.
5. Any unauthorized use of electronic or other devices to make an audio recording of any person while on College property or at a College event or activity without the express consent of the person; any violation of the College’s acceptable use policies.

6. Engaging in unauthorized or illegal gambling on campus or at college sponsored events, either in person or by computer.

7. Failing to comply with the directions of a college official, faculty member or law enforcement officer acting in accordance with their duties, including but not limited to failing to, when requested to do so, present a valid, current Quincy College identification.

8. Forging, altering or misusing any college document, record or means of identification including student identification card, user name, pin code or password, college portal and email access.

9. Defacing, damaging or destroying college property, including but not limited to graffiti or tagging; attempted or actual theft or unauthorized removal of college property or the property of another person; member of the college community / college partnership, or other personal or public property.

10. Possessing or duplicating keys, mechanical or electronic, to college premises without authorization; or entering college premises outside of normal business hours without authorization.

11. Engaging in acts of Hazing as outlined in Massachusetts General Laws, Chapter 269, section 17.

12. Engaging in Hate Crimes as defined and prohibited by the laws of the Commonwealth of Massachusetts and United States codes.

13. Abusing the disciplinary process by:
   a) Falsifying, distorting, or misrepresenting information to a conduct officer or judicial body and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a conduct officer or a judicial body.

   b) Disrupting or interfering with the orderly conduct of a disciplinary/judicial procedure.

   c) Attempting to discourage an individual’s participation in or use of the disciplinary/judicial system.

   d) Attempting to influence the impartiality of a member of the disciplinary/judicial system before or during the disciplinary/judicial process.

   e) Harassing, or intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a conduct officer or judicial body and/or harassing or intimidating or attempting to harass or intimidate a conduct officer or a member of the disciplinary/judicial system.

   f) Influencing or attempting to influence another person to commit an abuse of the disciplinary/judicial procedure.

   g) Failing to comply with sanctions imposed under the Code of Conduct.
14. Violating published college policies, rules or regulations as outlined in the college policy manual, college catalog, student handbook, or on the college website not otherwise enumerated herein.

15. Violating any local, state or federal laws on college premises or at any college sponsored activity not otherwise enumerated herein.

Additional Considerations:

**Violation of the Law:** Students who engage in behavior that violate local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

**Complaints Alleging Sexual Misconduct:** Complaints regarding sexual misconduct will be addressed following the process and procedures laid out in the Sexual Misconduct Policy.

**Off Campus Behavior:** The college reserves the right to take disciplinary action against a student for off campus conduct when such conduct poses a direct or indirect threat or adversely affects the college community, if the conduct poses a threat to another member of the college community or if the student is charged with a violation of local, state or federal law.

**IV. Disciplinary Process**

**Student Due Process Protections:** Students accused of violating the Code of Conduct are entitled to the following procedural protections:

1. To be given notice of the alleged violation;
2. To be informed of the substance of the information or evidence against him/her;
3. To be given an opportunity to respond to the charges;
4. To be informed of the results of any hearing;
5. To be given a resolution of the charges in accordance with the Code of Conduct;
6. To be given an opportunity to appeal as outlined in the Code of Conduct;
7. To be informed of additional procedural protections for certain disciplinary procedures as described below.

Although the above protections should normally precede any disciplinary consequence, in emergency situations the student may be summarily removed from the College, with notice and other appropriate procedural protections to follow as soon as possible.

**Disciplinary Process Steps:**

1. Immediate and Interim Discipline
   a) Interim Suspension
      i. The President or his/her designee may issue an interim suspension prior to a hearing for the following reasons:
         a. To ensure the safety and well-being of the college community.
         b. To ensure the preservation of college property.
         c. To ensure the student’s own safety or well-being.
         d. If the student poses an ongoing threat of disruption of or interference with the normal operations of the college.
During an interim suspension, the student may be denied access to the college facilities and college activities, including classes.

Interim suspensions will take effect immediately upon the direction of the President or his/her designee. The student will be notified of the interim suspension by an email to the student’s Quincy College e-mail account and by letter. Refusal to accept receipt of the notification shall not negate or postpone the interim suspension.

The interim suspension will remain in effect until the hearing and a final decision has been made regarding the alleged violation of policy or the Code of Conduct or until the President or his/her designee determines the reason for posing the interim suspension no longer exists.

In the event of an interim suspension, the CCO will make every attempt to expedite the judicial process.

b) Removal from Classroom
   i. A Faculty Member or College Official may, for the sole purpose of maintaining order in the classroom, order that a student leave the classroom.
   
   ii. If a Faculty Member or College Official orders a student to leave the classroom, the Faculty Member or College Official must, at the first opportunity but in any event not later than the same day on which such action occurred, submit, by means of the Quincy College incident reporting system, an incident report thoroughly describing such action and the circumstances surrounding it.
   
   iii. In the event that a Faculty Member or College Official who orders a student to leave the classroom intends for the resulting absence to last beyond the class meeting during which the order to leave occurred, that will be considered an interim suspension governed by the provisions above, and may not take effect unless and until the President or his/her designee so orders.

c) No Contact Order
   i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, subject to the requirements set forth below, issue a No Contact Order to the student against whom the allegation has been made.
   
   ii. A No Contact Order may be issued by the CCO only for the purpose(s) of providing for the safety, protection, and/or well-being of the college community.
   
   iii. A No Contact Order will apply to a student against whom it is issued on all college premises, at any college activity or event, and on any service or instrumentality offered or sponsored by Quincy College including, but not limited to, the Quincy College portal or Quincy College on-line course(s).
iv. The CCO shall, not later than one (1) day after the day on which the CCO has determined that a No Contact Order is appropriate, send to the student against whom the No Contact Order is issued, written notice of such No Contact Order via the student’s Quincy College e-mail account and by letter to the student’s last known address. This written communication shall include the identity of the member or members of the college community that the Order has been issued to protect, the nature of such Order, and the consequences thereof.

v. Nothing in this subsection (1) (c) shall be construed to prevent a No Contact Order to also be imposed as a sanction, as set forth in this Code of Conduct.

d) Any Other Measure Deemed Appropriate by the CCO
   i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, at his/her sole discretion impose other interim disciplinary measures not otherwise referenced in Section IV (1) in this Code of Conduct and judicial process.
   
   ii. In order to impose such other interim disciplinary measures, the CCO must be convinced that such measures are reasonable and necessary for the safety, protection, or well-being of the college community, college or college premises, or the maintenance of the normal operation of the college or any of its functions or activities.

   iii. Such other interim disciplinary measures may be imposed by the CCO only if in his/her reasonable judgment the specific interim disciplinary measures cited above is inadequate to appropriately address a particular matter.

   iv. Such other interim disciplinary measures include, but are not limited to: verbal warning; written warning; restrictions/loss of privilege(s); probation; all as defined below in Sanctions.

   v. In the event that the CCO institutes such other interim disciplinary measure(s), the CCO shall, not later than one (1) day after the day on which the CCO has determined that such measures are necessary, send to the student against whom such measures are imposed, written notice of the charges and such measures via the student’s Quincy College e-mail account and by letter to the student’s last known address. This written communication shall, as specifically as reasonable, include the charges and the nature of such measures and the consequences thereof.

2. Filing of the Complaint and Investigation
   a) Any member of the college community may file a complaint against a student for alleged violations of the Code of Conduct or other college policies by completing an Incident Report. Incident reports should be filled out completely outlining the following:
      i. Identity of the accused student(s)
      ii. Date, time and place of alleged violation
      iii. Policy or section of the code of conduct allegedly violated
      iv. A narrative thoroughly describing the manner in which the Code of Conduct or subject College policy was violated by the accused student(s)
Names and contact information of witnesses

b) All Incident Reports alleging a violation of policy or the Code of Conduct must be submitted to the CCO within five (5) days of the discovery of the alleged violation. The CCO, at his/her discretion, may accept complaints after the five (5) day time period if he/she feels circumstances warrant a late filing.

c) As part of an investigation, within two (2) days of receiving the incident report, the CCO will notify, by the student’s Quincy College e-mail account and by letter, the accused student of the alleged violation and request that the student meet with him/her to respond to the allegation. The accused student has five (5) days from date of notice to contact to the CCO and arrange a meeting. The meeting must take place within two (2) days after contact is made or otherwise within a reasonable time period as determined by the CCO. In the event that the accused student fails to contact the CCO within five (5) days, the CCO will review the facts and evidence and reach a determination without the accused student’s response.

d) The CCO will also talk to the complainant and witnesses to determine if the evidence supports the alleged violation. In reaching his/her determination regarding a complaint, the evidentiary standard to be used by the CCO will be that of “preponderance of the evidence”.

e) Upon completion of the investigation, if no violation has appeared to have taken place, the CCO shall dismiss the complaint and notify the accused student and the complainant that the complaint has been dismissed.

f) Upon completion of the investigation, if the CCO determines that a violation exists, the CCO will inform the accused student in writing, by completing a Statement of Charges letter, that a violation of the policy or the Code of Conduct has occurred and that judicial action will be taken. In the Statement of Charges letter, the student will be requested to contact the CCO within five (5) days to request a hearing.

The Statement of Charges letter will outline the two procedural options that are available:

i. Administrative Hearing - At an administrative hearing with the CCO, the accused student may elect to admit responsibility for violating policy or the Code of Conduct and accept a sanction given by the CCO. The student shall sign the Administrative Disposition form and waive his/her right to a Judicial Board Hearing and any right of appeal. If the student chooses the Administrative Hearing, he/she has the right not consent to the Administrative Disposition if he/she does not agree with the violation or sanction. Under such circumstances, the student may request a Judicial Board Hearing.

ii. Judicial Board Hearing – If the accused student does not agree to an Administrative Hearing or administrative disposition cannot be agreed upon, the accused student can request a hearing with the College Judicial Board.

g) In the event that the accused student does not contact the CCO regarding the Statement of Charges letter, the default disciplinary process will be a Judicial Board Hearing.
a) The college shall have a Judicial Committee comprised of faculty and staff trained by the Judicial Appeals Officer to serve on the Judicial Board. The Judicial Board shall be comprised of two (2) faculty members and one (1) staff member and a Chair. The Chair will not participate in the deliberations. The President shall appoint the Judicial Board members for each hearing as well as a Chair for that proceeding from among the Judicial Board Committee.

b) A hearing with the Judicial Board shall be scheduled by the CCO not later than five (5) days following an accused student’s request for a hearing or in the case of the student not responding to the Statement of Charges letter. The CCO shall notify the student of the Judicial Board Hearing date by an email sent to the student’s Quincy College e-mail account or in writing via letter to the student’s last known address.

c) The accused student shall have the right to:
   i. Be provided with a copy of the Statement of Charges letter outlining the alleged violation of policy or the code of conduct.
   ii. Be provided with a copy of the original Incident Report.
   iii. Present witnesses and to question other witnesses who participate in the hearing as outlined in the Hearing Procedures.
   iv. Present relevant information and evidence.
   v. Be assisted by one advisor, including legal counsel, of the accused student's own choosing and at the accused student’s own expense. The advisor’s role is limited to advising the accused student directly. Advisors are not permitted to participate directly in the Judicial Board Hearing. Any advisor that violates these terms may be asked to leave by the Judicial Board Chairperson.

d) In the event that the student elects not to appear before the Judicial Hearing Board, he/she waives the above rights. The Judicial Board will be presented with the Statement of Charges letter, the incident report and the witnesses present and will deliberate based on the information the Board obtained during the hearing.

e) In Judicial Board matters involving more than one accused student, the Chair may permit at his/her discretion individual hearings for each accused student.

4. The Judicial Board Hearing
   a) All Judicial Board Hearings shall be conducted in private. Those in attendance shall include the Chair, Judicial Board Members, the CCO, the complainant, the accused student and his/her selected advisor. Witnesses will not be present during the entire hearing. Each witness will be called in during the hearing to give their statement and to be questioned regarding their statement and then be excused.

   b) There shall be an audio or video recording created of all hearings. The record shall be the property of the College.
c) The Chair shall preside over the hearing. All procedural questions are subject to the final decision of the Chair. All testimony and questioning shall be at the direction of the Chair. The Chair may limit or exclude testimony to the extent that such testimony is repetitive or not relevant to the matter before the Judicial Board.

d) A hearing shall proceed as follows:
   i. The Chair will have the CCO present the Statement of Charges on behalf of the college and complainant. The CCO will submit a copy of the original incident report and any other evidence, documents, materials and/or witnesses in support of the Statement of Charges.
   
   ii. The accused student can then respond to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
   
   iii. The Judicial Board may question each party, their witnesses and/or review all evidence presented. The Judicial Board has the discretion to request additional evidence, documents, materials or information from either party.
   
   iv. Neither party is allowed to question witnesses directly. After each witness has been questioned by the Judicial Board, the parties will be given the opportunity to ask questions by presenting the questions through the Chair. The other party will be asked to respond unless the Chair determines that the question is not relevant.
   
   v. The Chair will give the CCO and the accused student the opportunity to make final statements prior to dismissal from the hearing.

e) Deliberations shall be conducted in a closed session of the Judicial Board immediately after the hearing. The Judicial Board shall determine by a majority vote whether the accused student has violated the policy or the Code of Conduct based upon the evidence presented and the preponderance of evidence.

f) If the determination that the accused student is responsible for violating policy or the Code of Conduct, the Judicial Board shall recommend an appropriate sanction to the Chair. At this point, The Judicial Board may consider any previous violations and sanctions to determine the current sanction.

g) Within two (2) days of the conclusion of a hearing, the Chair shall issue a written decision outlining the Judicial Board’s findings and sanction, if any, to the accused student and the CCO.

h) All records related to the disciplinary proceedings shall be maintained in accordance with the Family Education Rights and Privacy Act (FERPA) and housed in the office of the CCO.

5. Sanctions
   a) A student found in violation of the college’s Code of Conduct or College policy shall be subject to one or more of the following sanctions (none of these sanctions is intended to take the place of or limit the use of legal proceedings that may be available to the parties):
i. **Verbal Warning** - Student is given a verbal warning and a notation is made in the student’s disciplinary file.

ii. **Written Warning** - Student is given a letter stating that he/she has violated college policy or the Code of Conduct and the letter is placed in the student’s disciplinary file.

iii. **Restrictions/Loss of Privileges** – Student is denied certain privileges or restricted from using college services for a specified length of time.

iv. **Community/Educational Service** – Student is required to complete a specified number of hours of community or college service.

v. **Restitution** - Student is required to provide compensation for loss, damage or injury. Restitution can be monetary, replacement materials or in the performances of services.

vi. **Probation** – Probation is for a designated period of time and student is informed that any violations of college policy or Code of Conduct while on probation will result in more severe disciplinary sanctions.

vii. **Suspension** – Student is separated from the college for a specified period of time after which the student is eligible to return. The student will not be entitled to a refund or to have academic accommodations made to complete work missed during a suspension. Students are not allowed to attend classes, attend college activities or be on campus during their suspension. Student must apply to the CCO for re-admittance.

viii. **Revocation of Admission to Specific Degree Program** – Student’s acceptance to a specific degree program(s) can be revoked or denied. Student would still be allowed to attend the college, but not for obtaining specific degrees.

ix. **Expulsion** – Student is permanently terminated from the college and will not be allowed to enroll at the college at any future time. The student will not be eligible for any refund from the college. The Expulsion will be placed on the student’s transcript.

6. **Appeal**
   a) Within five (5) days of receiving the Judicial Board’s decision, the student may appeal the decision to the college’s Judicial Appeals Officer.

   b) An appeal must be in writing and be based upon a credible claim that:
      i. The hearing was not conducted in conformity with the prescribed procedures.

      ii. New information that was reasonably unknown to the accused student at the time of the hearing, and which is sufficiently relevant such that it could alter the Judicial Board’s decision has been discovered.

      iii. There existed a demonstrable bias by a member of the Judicial Board.

      iv. The sanction imposed is disproportionate to the severity of the violation.
c) The college Judicial Appeals Officer shall issue a written decision within five (5) days of receiving the appeal. The Judicial Appeals Officer may accept, reject or modify the Judicial Board’s decision or sanction.

d) The Judicial Appeals Officer’s decision shall be final.

Original: October 1999
Revised: January 2006, September 2013
Policy 6.17: Voter Registration

In accordance to Massachusetts General Law, chapter 51, Section 42E, Quincy College provides affidavits of voter registration to students who would like to register to vote for local, state and national election. Forms are available through the Enrollment Service Office at the Quincy Campus and through the information desk at the Plymouth Campus. Students who would like to register to vote in a state other than Massachusetts must use the Federal mail-in affidavit of voter registration or mail in a form supplied by the state in which they plan to vote.

Original: October 1999
STUDENT ACCOUNTS POLICIES
Policy 7.01: Tuition And Fee Schedule

Tuition and fees are established on an annual basis by the Board of Governors. This fee schedule is available on the web, in the bulletin, and the catalog.

Original: October 1999
Revised: January 2006
Policy 7.02: Tuition Deposits

Allied Health

This non-refundable deposit applies to students not registered in the previous semester and is deducted from student bills when tuition is paid. A non-refundable matriculation fee of $100 is charged as an administrative cost to Allied Health students.

Original: October 1999
Revised: January 2006
Policy 7.03: Payment Deferment

I. Policy
Students are expected to pay their entire tuition and fee bill before classes begin. Students with an award letter from Financial Aid office may use the award letter as a voucher to register for classes paying only the balance not covered by financial aid for a particular semester. Under exceptional circumstances in which the student is unable to pay the tuition bill at the time of registration but can demonstrate his/her ability to pay it in future, Quincy College may grant a need-based deferment of tuition degree seeking students.

An exception to this policy can only be made by the President.

II. Procedure
Students interested in making use of this plan must fill out a deferment schedule contract available in the Business Office and submit it with proper documentation and a non-refundable deferment fee. All deferments are to be approved by the CFO, President or their designee if one of them is unavailable.

If the balance of the tuition is not paid on time, the student will be withdrawn from the college, and will not be allowed to attend classes, take examinations and receive course grades and credits. An International student when taken out of classes, will fall “out of status” and may be deported to his/her home country. Quincy College reserves the right to collect the balance due by any legal means and the student will be responsible for this collection cost.

Original: October 1999
Revised: January 2006
Policy 7.04: Past Due Accounts

Once a student has ceased to attend school, their balance is reviewed and the following process followed:

A. For balances under $50.00, place students account on hold, write off balance. Do not send to collections, balance is too small.
B. For balances over $50.00 send one final demand notice.
C. For balances over $50.00 and less than $250, only payment in full is allowed
D. If a student DOES NOT respond to final demand letter, send to collections and send collection letter. Send final demand letter as certified mail. Give 30 days to respond.
E. CODE STUDENTS as “collection” so they can be identified on our ageing.
F. For balance over $250, payment can be made in installments.
G. Run a “past due” report three times a year (fall, spring & summer), November, April and August. And send to collection based on no response.

When sent to collections, the agency has 10 days to collect in full and we will absorb the collection cost. When the check is received, credit net payment from agency, to student, write off balance. After 10 days, the student is 100% responsible for all collection costs. When payment is received from agency, credit net payment to student.

Once a student has been sent to collections, NO ONE IS TO SPEAK TO STUDENT ABOUT BALANCES. The student is only to speak to the collection agency. Staff is not permitted to negotiate balance payoffs - this is the collection agency’s job. There will be one designated person to speak for the college with the agency, the Vice President for Administration and Finance. When this person is out of the office, another senior person may fill in.

Original: October 1999
Revised: September 2011
Policy 7.05: Withdrawal/Refund Schedule

I. **Policy**
Students who have officially withdrawn in writing from the school will receive a refund of tuition according to the following schedule.

Please note the following refund policies:

**15-Week Semester Courses:**
- 100% by the 2nd Friday since the start of classes**
- 50% by the 3rd Friday since the start of classes**
- 0% after the 3rd Friday since the start of classes**

**Special Session (Less than 15 weeks) Schedules***:
- 100% the day prior to the start of the 2nd class meeting
- 50% the day prior to the start of the 3rd class meeting
- 0% the day of the 3rd class meeting

**Non-Credit courses:** Withdrawals prior to the first meeting will be refunded less a $25 processing fee. For courses, workshops and institutes that meet more than once, refunds are eligible according to the following schedule: after the first meeting, but before the second meeting - full refund less $50 fee; after the second meeting, but before the third meeting - 50% refund, and at the start of the third meeting - no refund.

II. **Definition**
Special Session Schedules include 10-week, 7-week, 5-week, tandem, double-ups, and lifelong learning courses. Please refer to the Quincy College Business Office for details or questions regarding this policy.

** Close of business day.

**Original:** October 1999
**Revised:** January 2006, March 2011
Policy 7.06: Collections Policies and Procedures

I. **Policy**
   The College Business Office shall collect all amounts due resulting from items that have been credited to students’ accounts but returned because of insufficient funds, rejection, or errors of commission or omission.

   The Business Office shall collect amounts due from Financial Aid to students before applying refunds to students’ accounts.

II. **Definitions**
   In its collection of returned items the College follows Massachusetts General Laws, Chapter 266 Section 37, which reads:

   Whoever, with intent to defraud, makes, draws, utters or delivers any check, draft or order for the payment of money upon any bank or other depository, with knowledge that the maker or drawer has not sufficient funds or credit at such bank or other depository for the payment of such instrument, although no express representation is made in reference thereto, shall be guilty of larceny. As against the maker or drawer thereof, the making, drawing, uttering or delivery of such a check, draft or order, payment of which is refused by the drawee shall be prima facie credit with such bank or other depository, unless the maker or drawer shall have paid the holder thereof the amount due thereon, together with all costs and protest fees, within two days after receiving notice that such check, draft or order has not been paid by the drawee. The word “credit” as used herein, shall be construed to mean an arrangement or understanding with the bank of depository for the payment of such check, draft or money order.

III. **Procedure**

   **Bad Check Procedure**
   The student’s account is credited with initial payment. Quincy City Hall notifies the Business Office of the bad check and sends the check back to the Business Office. The Business Office then receives a listing of bad checks. The Office cuts a check to the City of Quincy for the amount of the bad check plus any bank fees that may have been incurred. The bad check is then recorded on CMDS. The current student status “CS” is changed to bad check “BC”. A hold is put on the student’s account. The Business Office employee puts “Do not accept Personal Checks” in the notes section of the computer program. The Business Office notifies the student of the bad check. The payment accepted on a bad check, including any bank fee, must be cash, money order, or charge card. A receipt is given to the student. The “BC” status is changed back to “CS”. The hold on the student’s account is removed. The original check is returned to the student.

   **Financial Aid Procedure**
   The Financial Aid Office transfers aid to student’s account. The Business Office is given a listing of Financial Aid recipients. The Business Office checks the student’s charges and makes certain the student is correctly billed. The Business Office then sees if there is a credit balance.

**Original**: October 1999
Policy 7.07: Third Party Billing

I. Policy

Some students may receive financial assistance for tuition, fees and books from third Parties, including federal and state agencies, foreign sources and private enterprise. The Business Office shall bill and collect in a timely manner from third parties on the basis of accurate information contained in applicable students’ accounts.

The student is ultimately responsible for tuition, should the third party not pay. The College retains the right to withhold transcripts, future registrations, diplomas, and to refer past due balances to collection agencies, as outlined in Policy 7.06.

II. Procedure

The Business Officer receives the third party contract and makes sure the contract is signed, reviews the dates, and checks the amount approved for books, fees, tuition.

If the contract covers all of the above, registration takes place. The Business Officer enters the information on the screen and gets a vendor number. Real charges have to be generated for third party; the Business Officer cannot bill on preliminary charges.

Original: October 1999
Revised: May 2009
STUDENT FINANCIAL AID POLICIES
Policy 8.01: Principles and Practices

I. Policy
Financial Aid is intended to supplement the student and parent’s contribution to college costs and is based on need.

II. Definitions
There are three types of financial aid: grants and scholarships that do not need to be repaid, low interest loans that do not need to be repaid, and part-time employment. Most students receive an aid package that combines several different types of assistance.

Financial Aid eligibility is based on financial need. When a student and their family complete the Free Application for Federal Student Aid (FAFSA), the Department of Education calculates an expected family contribution (EFC). The Financial Aid Office develops a cost of attendance for each student based on his or her program of study, enrollment status and housing status. The EFC is then subtracted from the cost of education to determine the student’s financial need.

Financial aid is awarded for the full academic year. Returning students must reapply each spring for the following year. New students entering in September must apply by April 1st for aid and the new students entering in January must apply by August 1st for spring semester aid. Students must complete Admissions applications first to be considered for financial aid for the school year.

Students must maintain satisfactory academic progress in order to receive financial aid. Satisfactory progress is measured twice a year, at the end of each semester. In order to maintain satisfactory academic progress a student must complete 67% of the courses they attempt. This measurement is taken cumulatively to include all courses attempted at Quincy College. Additionally, each student must maintain a cumulative grade point average to meet the following standards: by the end of the first semester a student must have a GPA greater than or equal to 1.5; by the end of the second semester a student must have a GPA of 1.85 or better; by the end of the third semester a GPA of 1.9 or better and all semesters beyond the fourth a student must have a GPA of 2.0 or better. If a student has not achieved the necessary GPA they will be given one semester of academic warning. By the end of that semester they must bring their GPA to the level required at that point in their program. If the student’s GPA does not improve to the required level after their probationary period, they will lose their financial aid eligibility. In order to regain eligibility, a student must attend classes at Quincy College at least half-time until they meet the required standards.

Upon completion of a student’s financial aid file, Financial Aid awards will be deducted directly from current charges. Students should apply for financial aid early, and respond to all requests for additional information in a timely fashion. Students who need help in completing the financial aid forms or need other types of financial aid counseling should contact the College’s Financial Aid Office.

Original: October 1999
Revised: December 2005
Policy 8.01A: Financial Aid Process

Quincy College encourages all students to apply for financial aid. The College realizes that higher
education today is often a financial burden for their families, whatever their income. Our financial aid
policy recognizes the need of the middle income family as well as others. Financial aid is awarded on the
basis of demonstrated financial need and the student’s status at Quincy College. We are happy to assist
every student who applies for financial aid.

Financial Aid Rules, Regulations, Rights, and Responsibilities

Application Procedures

1. Log on to www.fafsa.ed.gov. Click “Start here” to complete the federal application on line
   (FAFSA).

   Important: Be sure to include the Quincy College Federal Title IV school code #002205 on the
   FAFSA. Answer all questions. Put in zeros if a question does not apply to you. If you are eligible,
   be sure to use the IRS Retrieval tool to enter your tax information.

2. You will receive an e-mail or letter (if an e-mail address is not provided) requesting additional
documentation if necessary. Please provide these documents to us immediately so that your file
   can be completed. When ALL documents are submitted, your file will be reviewed for accuracy.
   If an error is found on your Student Aid Report, we must send the corrected information back to
   the Department of Education electronically for you. Once the corrections are returned to us we
   will determine your eligibility and issue an award letter to you by mail.

3. In order to be eligible for aid, you will need to provide the Office of Admissions & Advising with
   your High School Diploma, Transcript or GED. It is your responsibility to provide all requested
   documents.

4. Read your award letter and other information sent to you very carefully. Follow the instructions
   for completing the process if you are offered a student loan.

May 1st - FAFSA deadline for consideration regarding Mass Grant state aid.
May 1st - Last day to submit all information necessary to complete financial aid for the previous
academic year. We also encourage all students to submit any information for the new/upcoming
academic year by this date as well.

We understand that the Financial Aid process can be confusing and/or overwhelming. If you have any
questions, please contact our office at 617-984-1620. We are here to help you.

General Eligibility Requirements

1. You must be a U.S. citizen or an eligible non-citizen (Permanent Resident)
2. You must be enrolled in a degree or certificate program.
3. You must not be in default on a student loan or owe a refund on any other federal/state aid
   program.
4. You must be in good academic standing and making Satisfactory Academic Progress in
   accordance with the Satisfactory Academic Progress Policy.
5. You must be registered with Selective Service if you are male.
6. You must not have been convicted for possession or the sale of illegal drugs while receiving financial aid. (See Policy 11.07 – Drug-Free, Alcohol-Free Campus Policy)
7. You must not be receiving financial aid at another college or university.

The following will NOT be considered as credits successfully completed:

- “F” Failure
- “I” Incomplete
- “W” Withdrawal

Incomplete (“I”) grades are calculated as failing (“F”) grades unless the course has been satisfactorily completed within one semester. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade; however, only the highest grade received for the course will be included in the calculation of the GPA.

**Verification**

1. For those students selected for verification, the College is required to complete the process of verification before it makes a disbursement of financial aid.

2. Students failing to provide the required documentation within the specific time period may lose their financial aid for the semester and/or the academic year.

3. Financial Aid regulations require the Financial Aid Office to review and request documents from students and parents (if required). Documents that may be requested include but are not restricted to the following:
   - Official Federal Tax Return Transcript
   - Financial Aid Information Form (It should be noted that all students receiving financial aid must complete this form even if they are not selected for verification.)
   - Verification Worksheet Form

4. Completion of Verification - This process may result in a recalculation of a student’s Expected Family Contribution (EFC). If this occurs the student will receive a new student aid report from the Department of Education. A recalculation may also result in a change of financial aid eligibility.

5. Once the verification of a student aid report is completed, a student will receive an award letter. This is the offering of financial aid and outlines what type of financial aid a student is eligible to receive for the current school year.

**Awarding of Aid**

1. All financial aid is awarded on the basis of demonstrated financial need. Financial information reported on a properly completed Free Application for Federal Student Aid (FAFSA) is sent to the Department of Education, the MASS Grant program, and to the student.

2. The Pell Grant program and the MASS Grant program make their own financial aid awards based on their own criteria of financial need.
3. Massachusetts has its own deadline for receipt of completed FAFSA results. If the Commonwealth of Massachusetts does not receive results by May 1st, then a student may not be eligible to receive a MASS Grant.

4. Financial Aid amounts received in one year may not always be awarded in future years. Eligibility is always re-determined each year. Students must reapply for financial aid each year they plan to attend.

5. Quincy College awards all campus-based aid (College work-study and Supplemental Educational Opportunity Grants) using the following method:
   a. A student’s financial aid eligibility is equal to the estimated financial need as determined by the Free Application for Federal Student Aid (FAFSA) and the student’s Cost of Attendance at Quincy College.
   b. The Pell grant, MASS Grant and other aid (such as loans) are subtracted and the new figure is the student’s adjusted financial need. Due to limited funds, all students showing adjusted financial need may not receive awards.
   c. Students filing late applications for aid will be considered after aid is awarded to those who applied by the required deadlines.

**Cost of Attendance**
1. Students may receive financial aid to cover the cost of tuition, fees and other expenses related to their education such as books and supplies. The total of all these expenses is called the Cost of Attendance. A student’s combined financial aid from all sources may not exceed the Cost of Attendance for his/her program.

2. Students do not always receive enough aid to cover costs. In the event this occurs, students should seek alternative loan options to cover the remaining balance. There is no guarantee that a student will be eligible for one of these loans. Alternative loans are usually credit based loans. Students may also contact the Business/Student Accounts Office to determine if they are eligible for a payment plan.

**Disbursement of Financial Aid**
1. If a student is awarded a PELL Grant and does not enroll for 12 credits (full-time) for a semester, then the Pell Grant is reduced according to the actual number of credits enrolled.

2. Students who complete late applications are required to pay for their classes. When aid is credited to their account, a refund may be issued, if one is due to the student, in the amount of aid posted.

3. MASS Grants are credited toward tuition when the Financial Aid Office receives a payment roster from OSFA.

4. Students who pay their tuition and later complete the award process will be issued checks in the amount of their awards later in the semester.

**Original:** October 2004
Policy 8.02: Types Of Assistance

Federal Pell Grant

The Federal Pell Grant is a need-based program that is available to undergraduate students who have not obtained a Bachelor’s Degree. Federal Pell Grants do not need to be repaid. Pell Grant amounts are determined by a student’s enrollment status and Expected Family Contribution (EFC). The actual amount that a student receives will be determined after the add/drop period of each semester.

Federal Supplemental Opportunity Grant (FSEOG)

FSEOG is a need-based program and is awarded to students showing the greatest need based on their EFC. Those with a zero EFC will receive these funds first. FSEOG is a grant that does not need to be repaid. Funds are limited and are awarded on a first come, first-served basis.

Mass Grant

Mass Grant is a need-based program that is awarded to eligible students by the Office of Student Financial Assistance via roster to Massachusetts residents who had their Free Application for Federal Student Aid (FAFSA) processed by May 1. Students must be enrolled full-time (at least 12 credits) to receive the Mass Grant.

Massachusetts Part Time Grant

The Mass Part Time Grant is a need-based program awarded to Massachusetts residents enrolled in at least six, but not more than 11 credit hours. These students must also be Pell eligible. Funds are limited and are awarded on a first-come, first-served basis.

Federal Direct Plus Loan

The Federal Plus Loan in not guaranteed. It is a credit-based loan, based on your parents’ credit. The parent is the borrower and is responsible for repayment. Students are required to complete and submit a FAFSA before PLUS loans are certified and processed. PLUS loans are available to parents of dependent students only. To apply for a Parent PLUS Loan go online to www.studentloans.gov, complete the Entrance Loan Counseling and click on “Complete PLUS Request Process”. If approved after credit check is performed, the loan can be certified and processed.

Federal Direct Stafford Subsidized Loan

The Federal Stafford Loan Program is need-based and must be repaid. To be eligible, a student must be enrolled at least halftime (6 credits each semester). The Federal Government pays the interest that accrues while the student is in school and during the periods of deferment. Repayment begins six months after a student ceases to be enrolled at least halftime at an eligible institution, withdraws from school or drops below 6 credits while in attendance. The interest rate is variable and is set annually on July 1st of each year. Students must go online to www.studentloans.gov to complete a Loan Entrance Counseling Session and fill out a Master Promissory Note (MPN) in order to receive these funds. Our office will be notified by the Department of Education when your completed loan is ready. Note: You will not receive your loan unless these steps are completed.
**Federal Direct Stafford Unsubsidized Loan**

The Unsubsidized Stafford Loan differs from the Subsidized Stafford Loan in that the student is responsible to pay the interest that accrues while in school and during deferment periods. Students may request delay of repayment of the interest until entering repayment of this loan however interest will still accrue during the deferment period.

**Note:** Students who have received Stafford loans must complete an exit counseling session with the Financial Aid Office prior to graduation. Any student who does not complete the required exit counseling will not receive their diplomas, transcripts, etc. until session is completed.

**Federal Work Study Program**

Work study positions are located on campus in the college offices. Students must be making Satisfactory Academic Progress to be awarded work study. Positions are extremely limited. Even if you are awarded work study it does not ensure that there is a position available.

**Alternative Loan Sources**

Students requiring additional financial assistance must seek private funding. This type of funding is usually credit based and may require the student to have a co-borrower. These types of loans may have higher interest rates and other requirements. Eligibility and repayment options are determined by the lender.

**Institutional Aid**

Quincy College has a limited number of Presidential Need-Based Grants available each semester to deserving students who need help with tuition costs and have exhausted all other sources of financial aid or have experienced some unexpected financial crisis. A student may send a request in writing to the Financial Aid Office with supporting documents explaining their special circumstances. A maximum award of $1,000 is available each semester.

**Institutional Scholarships**

A selection committee from the college community reads and selects finalists. The scholarship program is offered during the spring semester and the awards are for the following fall semester. These scholarships are available for use at Quincy College and cannot be transferred to another school. Students must have at least a 3.50 GPA to apply.

**Book Vouchers**

Book vouchers are issued based on the unused portion of the financial aid that will be used to pay for tuition and fees. If the cost of books and supplies purchased at the book store exceeds the amount on the voucher, the student is responsible for the balance. If a student’s financial aid is adjusted or reduced for any reason, a student may have a balance owed as a result of their book purchase.

**Summer Financial Aid Awards**
Students planning to attend summer sessions should contact our office beginning in April to have their file reviewed for any financial aid that may be available to use for summer.

Disbursements

All financial aid disbursements will be posted to students’ accounts no sooner than 45 days after the start of each semester. The Business Office will generate refund checks automatically to those students with a credit balance after all charges have been applied.

For details on these and other policies, please visit the Financial Aid Office or call 617-984-1620.

Original: October 1999
Revised: October 2004
Policy 8.03A: Application Procedures

Deleted
Included in 8.01A
Policy 8.03B: Rules, Regulations, Rights, And Responsibility

Deleted
Included in 8.01A
Policy 8.03C: General Eligibility Requirements

Deleted
Included in 8.01A
Policy 8.03D: Verification

Deleted
Included in 8.01A
Policy 8.04: Awarding of Aid

Deleted
Included in Policy 8.01
Policy 8.05: Award Adjustments

**Pell Grant**
After the add/drop period, every student awarded a Pell Grant has his/her enrollment status reviewed, using the Registrar’s screen in CMDS. Students who are enrolled less than full-time will have their Pell Grant (and any other applicable aid) adjusted. The aid is then coded to be transmitted to the College Business Office. A new Aid Award is mailed to the student.

**SEOG**
Students who are enrolled at least half-time (6 credits) and are eligible for a Pell Grant receiving a Supplemental Educational Opportunity Grant (SEOG). This award was limited to students with a 0 Expected Family Contribution (EFC). If a student is eligible for the SEOG at the time of the Pell Grant verification, the grant is coded for transmission to the Business Office. If a student is enrolled less than half-time, the SEOG is canceled when the Pell Grant is adjusted. A new Aid Award Letter is mailed to the student.

**Stafford Loan**
When Stafford Loan checks and EFT rosters are received (30 days into the semester) the student’s enrollment status is checked, using the Registrar’s screen in CMDS. Any student enrolled for less than six (6) credits at the time of the receipt of the Stafford Loan money will have their loan disbursement returned to ASA and their loan canceled. A new Aid Award is mailed to the student.

**Mass Grant**
When the Financial Aid Office receives the Mass Grant Certification Roster (sometime during the fall semester) the student’s enrollment status is checked using the Registrar’s screen on CMDS. Any student on the Mass Grant Certification Roster who is enrolled less than full-time will be coded as ineligible on the Roster.

Students who appear to be eligible will have their EFC checked, using the Award screen in CMDS. If the EFC being used by the Financial Aid Office is too high to receive a Mass Grant, the student is coded as ineligible on the Roster.

If the student meets the criteria to receive a Mass Grant, the Mass Grant Award is added to their Aid Award and coded as eligible. This allows the student to be notified of the aid eligibility. The Certification Roster is then signed by the Associate Director or Director of Financial Aid and returned to the Office of Student Financial Assistance. A new Aid Award is mailed to the student.

When the Mass-Grant Payment Roster is received, the student’s enrollment status is checked, using the Registrar’s screen on CMDS. If the student is enrolled full-time, the student’s EFC is then checked using the Award screen on CMDS. This second check assures quality awarding and disbursements per state regulations. Once it is confirmed that a student is eligible to receive a Mass Grant, the student’s award is coded to be transmitted to the Business Office.

**Mass. Performance Bonus Grant**
When the Mass. Performance Bonus Payment roster is received by the Financial Aid Office (sometime during the fall semester) the student’s enrollment status is checked, using the Registrar’s screen on CMDS. Any student on the Mass. Performance Bonus Certification roster who is enrolled less than full-time will be coded as ineligible on the Roster.
Students who appear to be eligible will have their GPA checked, using the Registrar’s screen in CMDS. If the SPA is too low to receive a Mass. Performance Bonus Grant, the student is coded as ineligible on the Roster.

If the student meets the criteria to receive a Mass. Performance Bonus Grant, the Grant is added to their Aid Award and coded as “Eligible”. This allows the student to be notified of the aid eligibility. The Certification Roster is then signed by the Associate Director or Director of Financial Aid and returned to the Office of Student Financial Assistance. A new Aid Award is mailed to the student.

When the Mass. Performance Bonus Payment Roster is received, the student’s enrollment status is checked, using the Registrar’s screen on CMDS. This second check assures quality awarding and disbursements per state regulations. Once it is confirmed that a student is eligible to receive a Mass. Performance Bonus Grant, the student’s award is coded to be transmitted to the Business Office.

**Mass. Part-Time Grants**

If the Office for Student Financial Assistance is able to fund these programs they transfer funds to Quincy College and notify the Director of Financial Aid of the funding availability. Students are then awarded the Mass. Part-time Grant or Gilbert Grant based on the criteria set by the Office of Student Financial Assistance. Because the money is received by the College prior to its awarding, the grant is coded to be transmitted to the Business Office as the aid is added to the student’s award. A new Aid Award is mailed to the student.

**Parents Plus Loan**

This credit-based loan allows parents to borrow the cost of education minus other aid. Since it is not a need-based loan, families of all income levels can apply. Repayment begins within 60 days of disbursement and the interest rate is variable with a 10% cap. The parent borrower is responsible for repayment, not the student. Student must still make satisfactory academic performance.

**College Work Study**

This federally subsidized program provides on-campus employment for students with financial need. Students may work during the academic year and during the summer. Hours are arranged around each student’s schedule and awards are based on the availability of funds. Applicants must file a Free Application for Financial Aid.

**Original:** October 1999
Policy 8.06: Cost Of Attendance

Deleted February 2006
Policy 8.07: Disbursement Of Financial Aid

Deleted
Included in 8.01A
Policy 8.08: Deferment Fee

Students are expected to pay their entire tuition bill before classes begin. A fifty dollar ($50.00) fee will be charged to all students granted a tuition deferment.

Original: October 1999
Revised: January 2006
Policy 8.09: Satisfactory Academic Progress

I. Policy
Federal Financial Aid regulations require that Quincy College establishes, publishes, and applies reasonable standards for measuring students’ satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student’s enrollment including periods for which the student did not receive financial aid.

Quincy College assesses the following qualitative and quantitative information for all students at the end of each fall and spring term:
1. Cumulative GPA (Minimum GPA of 2.0)
2. Number of credits attempted (Maximum allowable is 90)
3. Rate of completion (2/3 credits attempted must be completed successfully)

Note: Failure to meet the Quincy College Satisfactory Academic Progress may result in the loss of financial aid eligibility.

II. Definitions
Cumulative GPA:
(The Qualitative Measure of Satisfactory Academic Progress [SAP])

In order to meet SAP standards for financial aid, students must have a 2.0 GPA. If the student has not achieved the necessary GPA, he/she will be given one semester of academic warning (probationary period). By the end of the semester, the student’s GPA must be 2.0. If the student’s GPA does not improve to the required level after the probationary period, he/she will lose the student’s financial aid eligibility.

Transfer students must meet the minimum cumulative/term GPA requirement for all terms enrolled at Quincy College. Students enrolled for the purpose of earning a second Associate Degree or a Certificate must maintain a cumulative/term GPA of 2.0 for all terms of enrollment.

Credits Attempted and Credits Earned:
(The Quantitative Measure of SAP)

Students receiving financial aid must successfully complete 2/3 of all attempted credits (67%). Federal regulations allow students to receive aid for 150% of the published length of an undergraduate program. Quincy College publishes in its catalog that students can earn the AA/AS degree by completing 60 credits (other than Nursing and Health Sciences). Students at Quincy College, therefore, may receive aid for a maximum of 90 credits. Once a student has attempted 90 credit hours at Quincy College (including transfer credits), she/he is no longer eligible to receive financial aid and this standing may not be appealed.

Transfer credits that are accepted by Quincy College are not included in the rate of completion but are counted towards maximum credits. Quincy College reviews SAP progress for all students at the end of each fall and spring semester and sends notices to students of any deficiencies that may exist. Deficiencies can result in the loss of financial aid.
**Policies Regarding Course Work**

**Incomplete Grades**
Students who receive a grade of “Incomplete” may not meet the minimum GPA requirements. Students are advised to contact the Financial Aid Office to find out if it is appropriate to file an appeal. They should also contact the Financial Aid Office when the grade of “Incomplete” has been replaced by a letter grade. If the course work to resolve the grade of “Incomplete” is not adequately completed in one semester, the grade changes to an “F” and is included in the calculation of GPA.

**Dropped Credits**
Students who drop classes after the end of the Add/Drop period of any semester may encounter difficulties in meeting SAP standards. Students considering dropping classes after this refund period should consult with the Financial Aid Office to review the impact of dropping a course on their future eligibility for financial aid.

**Withdrawal from All Course Work**
Students who withdraw from all courses should consider its impact on their Financial Aid award and their SAP status and discuss this with the Financial Aid Office.

**Repeated Course Work**
There is no limit to the number of times that a student may repeat a course. Credits for repeated courses count only once as credits earned and only once in a student’s GPA; however, all credits are counted as attempted credits. The highest grade in a repeated course is used in calculating the GPA.

**Remedial Course Work**
Remedial courses are considered the same as credit courses for tuition, full-time academic standing and for SAP. Although these courses do not count towards degree completion, these courses are included in the calculations of the 2/3 completion requirement and in the maximum limit of 90 credits attempted. Financial aid may be paid for up to 30 non-degree credits.

**III. Procedure**

**Notification of Loss of Eligibility**
If there is any deficiency under the SAP policy, the Financial Aid Office sends notices to students receiving financial aid at the end of each fall and spring semester. Students who fail to meet the minimum SAP requirements may be ineligible to receive aid in a subsequent semester.

The student has the right to appeal the denial of financial aid (appeals will not be reviewed for any student who is not a FAFSA filer and is seeking a loan from a private lender). The appeal should be submitted no later than the midpoint of the semester for which the student is enrolled or it may be denied. Appeals submitted in the last week of the semester will not be reviewed.

Please visit the Financial Aid page of the College website (quincycollege.edu/departments/financial-aid) to pick up a Financial Aid Appeal Form. The SAP committee will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record. If your
appeal is approved, you will be notified by mail or e-mail. The SAP review Committee is chaired by the Associate Vice President for Enrollment Services and the Associate Vice President for Financial Aid.

If the appeal is not approved, the student will not receive financial aid until SAP requirements are met. All decisions of the SAP committee are final.

**SAP Holds**

When a student fails to meet the SAP policy and loses financial aid eligibility, a HOLD is placed on the student’s record that prevents the student from receiving any further financial aid. This hold does not prohibit the student from registering for classes. If an appeal is filed and approved, the hold is removed and the student is eligible to receive the financial aid.

*Original:* October 1999  
*Revised:* July 2009
Policy 8.10: Return To Title IV Refund Policy

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- The date the student began Quincy College’s withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- The student’s last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Quincy College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point.

Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe part of his or her financial aid if the Financial Aid Office determines the student has received an amount larger than the earned amount.

The refund policy for state financial aid is the same as the federal policy; however, 100% of state aid is earned at the 50% point.

The term “Title IV Funds” includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- William D. Ford Direct Subsidized Loan
- William D. Ford Direct Unsubsidized Loan
- Federal PLUS Parent Loan

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

- Unsubsidized
- Subsidized
- PLUS
- Federal Pell Grant
- Federal SEOG Program
- Other Title IV programs
- Other state, private, and institutional aid
- The student

Quincy College will return any funds necessary to Title IV programs upon completing the calculation. It is possible that a student who receives financial aid and withdraws will owe a balance to the Quincy College Business Office and may be required to repay funds to the U.S. Department of Education. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about this policy.

Other things to consider before withdrawing:
Following the proper withdrawal process is important to avoid difficulty with future enrollment, satisfactory academic progress, and financial aid eligibility.

Students receiving a grade of “F” for all classes in a semester will be subject to retraction of aid per federal regulation. Any balance that results is the responsibility of the student.

Students that stop attending all classes and fail to complete an official withdrawal form will receive a grade of “F” for each registered class. This will result in a Return to Title IV funds calculation. An outstanding balance may occur and is the responsibility of the student.

If a Mass Grant or other state aid is expected but not received on the date of withdrawal, it is automatically canceled.

A student is not considered “officially withdrawn” until he/she completes a withdrawal form. This form can be obtained from the Enrollment Services Office and at the Plymouth Campus administration office.

This policy applies to all students regardless of enrollment status (full and part time).

Original: October 1999
Policy 8.11: Emergency Loan Fund

Deleted
February 2006
COLLEGE BUSINESS POLICIES
Policy 9.01: Purchasing Policy

I. Policy
A purchase requisition must be completed for all purchases, signed by the originator of that requisition and sent to the appropriate staff officer for approval.

II. Definitions
Ordering goods or services without an approved purchase order is done at the risk of incurring personal expense, violation of this Policy, possible disciplinary action, and possible legal action under Massachusetts General Law Chapter 30B, section 17 for a fine not to exceed $2,000.00 for each violation and double damages sustained by the College as a result of the violation.

III. Procedure
The senior staff officer will then send the requisition to the appropriate Vice President for approval. If the Vice President approves the requisition, she/he then sends it along to the Chief Financial Office in the Business Office, who either signs or rejects the purchase requisition after the Staff Associate, Business Services date, stamps, and records the document and gives it to the CFO. The purchase requisition is then passed along to the College President who approves or rejects the purchase requisition; the College President gives the purchase requisition to the Chief Financial Officer, who then processes the purchase requisition and sends it along to the Purchasing Department, Quincy City Hall.

The requisition, when processed, will generate a purchase order, which constitutes the actual order for goods or services. Since this process may take up to two weeks, you should plan ahead to allow sufficient time for your order to be placed. For purchases more than $5000.00, it is advisable to obtain price quotes from at least three different vendors to secure the lowest price. For purchases more than $5,000.00 and less than $10,000.00, state law requires that the Procurement Officer first seeks written or oral quotations from no fewer than three persons customarily providing such supply or service. The Procurement Officer shall record the names and addresses of all persons from whom quotations were sought, the names of all persons and addresses of all persons submitting quotations and the date and amount of each quotation. The Procurement Officer shall award the contract to the responsible person offering the needed quality of supply or service at the lowest quotation. Procurements of $10,000.00 or more shall be made pursuant to all applicable public bidding law requirements, including the requirement that such be made pursuant to an Invitation for Bids or Request for Proposals. Consistent with law, the Procurement Officer shall award the contract or bid to the lowest responsible and responsive bidder. All public bidding must be conducted through the College Procurement Officer. For all purchases in the amount of $5,000.00 or more the Procurement Officer shall maintain a file including a copy of all written documents required by applicable law and College policy.

Purchases will not be approved by the Vice President’s Office unless the proper procedures are followed.

Original: October 1999
Policy 9.02: Tuition Remission

Policy:

Quincy College offers the benefit of tuition remission to current employees of Quincy College and their immediate family members. Immediate family members are defined as spouse and children. Qualified employees are defined as:

- A current employee in active status,
- An employee in one of the following categories: professional staff, contract faculty member, employee sub-contracted from QPS, and adjunct instructor contracted to teach in the current semester,
- Employees working a Regular Part-Time (RPT .5 or greater) position that is categorized as a benefit eligible position.

The College reserves the right to change or modify the tuition benefit policy, eligibility criteria and guidelines, as determined by the college, and may deny an application for request of the tuition Remission benefit as detailed below:

- With the exception of Computer classes, remissions are granted by the President or President’s designee once enrollment in a class exceeds eight.
- Request for tuition remission from first timers must include a non-refundable admission fee of $20.00.
- A non-refundable administrative fee of $20.00 per credit is charged to cover administrative costs. (For a three-credit course it is $60.00).
- For computer and non-credit courses, the remission is 50% of the tuition.
- Tuition remission is not available for Allied Health programs, online Gatlin courses and Science Lab courses.
- Requests for remission for four or more courses must accompany a request for financial aid (FAFSA must be filled out) and EFC on the approval form.
- Requests for remission for a computer course is only approved if the number of students are eight, without reaching capacity, by the first day of the class.
- Adjunct instructors are eligible for these benefits after a year of teaching in Q. C (fall, spring, summer in any order). After one year, they may apply for tuition remission during each semester, in which they receive a contract for at least one three-credit course.
- Limited Part Time Regular employees (LPT Less than .5 regularly scheduled hours) is eligible for employee tuition remission benefit only.
- Only one person, per semester per family, may benefit from this policy for a full-time load.
- A minimum GPA of 2.0 must be maintained to qualify for this remission in next semester.
- If the student withdraws from a class, he/she must pay 50% tuition for dropped courses in order to be eligible for remission during next semester. In the absence of special circumstances, no more than 2 students, with tuition remission, may be allowed in each section. In case there are more requests, the date of request will determine the priority.

Procedure:

The request for tuition remission must be made on specific forms available in the President’s office. A QC admission and registration form and the required fee in the form of a check or CC must accompany
the request. If a student chooses, he/she may register earlier to get a spot by paying full fee and then applying for a refund.

**Original:** October 1999  
**Revised:** November 2005
Policy 9.03: Employment Of Relatives

At Quincy College, we expect all employees to maintain the highest standards of personal integrity, fairness, and good judgment. For these reasons, relatives, spouses, or others having a close relationship may not be employed by the College in a position that results in either an employee being supervised by, or reporting to, a relative or person with a comparable close relationship. The College will make an effort to assign qualified employees to another department or location to avoid having to terminate employment due to an existing close relationship. Notwithstanding the provisions set forth above, the College and its employees and officers shall conduct themselves, at all times, in a manner consistent with the requirements of the Commonwealth’s Ethics laws, rules and regulations.

Original: October 1999
Policy 9.04: Travel/Professional Development Policy (Non-Foundation)

General:
Usually Quincy College business is conducted locally or on telephones. Sometimes overnight or out-of-state, travel is required, which materially or academically enrich and benefit the institution. Quincy College has limited funds for Professional Development and this policy would support a broad-based equitable distribution of these funds. This travel policy provides for necessary and reasonable travel expenses incurred for authorized College business including participation in annual meetings of the professional association and meetings for professional development as approved by the President.

Scope:
These guidelines apply to all travel/professional development expenses excluding Quincy College Foundation expenditure. No travel or professional development expenses for Quincy College employees shall be funded by Quincy College Foundation or any other such organizations.

Purpose:
These guidelines will provide guidance to travelers, approvers and auditors,
Will define the responsibility and accountability of the traveler and the authorizer,
Define the consequence of not adhering to the guidelines, and
Set rates for reimbursement for mileage, accommodations and meals per diem for employees and Governors.

Authorization:
- All overnight and out-of-state travel requires prior approval of the President.
- Requests for approval must be submitted on the appropriate Leave Request form.
- Presentation at overnight or out-of-state travel must have prior approval from the appropriate Supervisor, Dean and Vice President.
- A report relative to presentation/workshop attended must be submitted within three weeks of returning to the Supervisor, Dean and/or Vice President.
- No more than two persons will be authorized to attend the same conference at the same time, unless otherwise approved by the President.
- The traveler has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-efficient means available.
- Authority and responsibility for approval rests with the Supervisor, Dean and Vice President. Employees may not authorize travel or approve travel expenses for themselves.
- Written information about out-of-state travel by the President must be sent to the Chair of the Board of Governors.
- Travelers are liable for overpayment that may be discovered in a post-audit review.
- Discovery of fraudulent practice by travelers while on authorized College business is cause for dismissal as well as other consequences that may be determined.

Reimbursement:
In order to secure reimbursement, the traveler must submit following documentation:
- A Quincy College Travel/Professional Development Expense Reimbursement Form (Non-Foundation) specifying the details of the trip, and including the name and address of the employee. The employee must sign the invoice in ink.
• A copy of the approved travel request.
• A certification under the pains and penalties of perjury that expenses were not for wines, liquors, cigars or other services.
• All original receipts with requested reimbursement must be submitted to the Business Office within seven business days of return from travel. Original receipts should be placed and taped onto a blank sheet of paper for ease in copying.
• Reimbursement cannot exceed the amount authorized by the President.

**Allowable Expenses:**
• The College will reimburse economy class, non-refundable commercial carrier charges. The Traveler should be booking flights on the basis of best prices rather than trying to earn frequent flyer miles or points.
• The College will reimburse conference discount rate for hotel charges unless otherwise approved by the President. Other hotel accommodations will be approved only if charges are at par or below the conference hotel rate.
• Meals will be reimbursed per diem with a daily maximum of $75.00. Receipts are not required. There is no reimbursement for alcohol or tobacco items.
• Charge claims for taxi will be allowed only if there are no services offered by the hotel and supported by original receipts.
• Travel for automobile will be reimbursed at the IRS rates in effect.
• Tolls and parking charges must be supported by original receipts.
• Conference registration fee.
• Telephone charges, which are necessary to conduct Quincy College business, must have original receipts.
• Travel of any kind between an employee’s home and a Quincy College campus or other regularly assigned work location is not reimbursable.
• If an employee travels from home to a temporary assignment rather than to a Quincy College campus or other regularly assigned work location, transportation expenses shall be allowed either for the distance from home to the place(s) of temporary assignment, or from a Quincy College campus or other regularly assigned work location to a place (s) of temporary assignment, whichever is nearer.
• An employee who is compensated with a regular travel stipend is not entitled to receive additional travel reimbursement for local travel or trips between Quincy College campuses or other regularly assigned work locations but may receive reimbursement for non-routine temporary travel in excess of the amount contemplated in the calculation of the stipend, subject to the approval of the President.

**Exceptions:**
Leave Requests amounting to three-thousand five hundred dollars ($3,500.00) and more, must first be approved by the Board of Governors.

In some instances, it may be in the best interest of the College to allow for exceptions to this policy. In such cases, the appropriate Vice President should request a written approval of any exception from the President prior to the expense being incurred.

**Additional Important Information**
The College does not assume liability for damage to personal automobiles used on College business and does not assume liability for deductibles of any other uninsured loss to the vehicle. Liability insurance protection will be provided as excess coverage only after the private owner’s personal liability insurance limits are exhausted when the vehicle is used for business purposes. Cost of repairs to a vehicle, whether or not they result from the traveler’s acts, are not reimbursable.

Original: October 1999
Revised: November 2005, March 2015
Policy 9.04A: Recruitment Expenses

When a decision is made by the President or Vice President to invite a candidate for a final interview for a senior level position, Quincy College may reimburse the candidate in an amount up to $1,500 for reasonable out of pocket travel and accommodation expenses. The Candidate will be required to submit original hotel and airline receipts.

When a request for reimbursement has been approved the following guidelines will apply:

- If the candidate is traveling by personal vehicle, reimbursement will be made at the IRS mileage rate in effect. Reimbursement for tolls and parking expenses must be supported with original receipts.
- Reimbursement for airline expenses will be limited to economy class rates and if applicable to no more than one checked luggage item.
- Reimbursement for meals will not exceed $75.00 per day. There will be no reimbursement for alcoholic beverages.

Original: October 1999  
Revised: November 2005, March 2014
Policy 9.05: Community Use of Facilities

Classrooms may be used for a meeting or other group activity. Rooms must be reserved in advance through Enrollment Services.

There are certain rules of courtesy to be maintained as regards leaving the classroom in satisfactory condition for the next person, specifically:

1. Blackboards and marker boards should be erased.
2. If chairs have been rearranged for the meeting, they should be restored to their original position.
3. If chairs have been borrowed from another room to accommodate a large group, these borrowed chairs should be returned to their original room so the classroom does not experience a chair shortage.
4. Food and drink are not permitted in classrooms under any circumstances.

Original: October 1999
Policy 9.06: Employee Computer Use And Internet Policy

I. Policy

Quincy College provides Internet access to students, faculty, staff, and administration as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. All Quincy College students, staff, and faculty must utilize the Internet appropriately on campus and on any and all Quincy College technology.

Scope
The policy applies to the use of the Internet via the College’s computers or Internet services. When using the Internet via the College’s computers or Internet services, users must follow the rules of this policy. Quincy College has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. We at Quincy College firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the College. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users may become aware of the responsibilities they are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources.

Acceptable Use
Acceptable use of the Internet is defined by the following:

- Be courteous and polite when using the Internet. Do not do or say things on the Internet that would not be said or done to someone in person. Be polite in the messages that are sent via the Internet. Do not use swear words, vulgarities, obscenities, or threatening language. Do not use the Internet to send harmful or offensive material that is based on stereotypes relating to sexual orientation, religion, nationality, ethnicity, gender, or race.
- Only use the Internet for educational purposes. Students should use the Internet to learn more about classroom topics, complete classroom projects, and to do homework. The College recognizes that some personal use is inevitable, and that occasional personal use that is brief in duration or infrequent is permitted, so long as it does not interfere with College business, occurs on personal time, and is not otherwise prohibited by College policies and procedures.

Unacceptable Use
The following inappropriate activities could endanger the safety of students using the Internet. For this reason, the College specifically prohibits the following activities when using the Internet.

- Engaging in illegal activities. Do not use the Internet for indecent, illegal, or harassing purposes. Do not use the Internet to sell or buy firearms, drugs, or any other object or substance that is prohibited on school grounds. Do not view materials or send messages that encourage people to violate the law. Do not use the Internet to send or transmit materials that encourage illegal activities. Do not use the Internet to download or send confidential or copyrighted materials (pictures, music, or movies that are copyrighted).
- Sending harmful messages or materials. Do not transmit threatening, harassing, or offensive messages over the Internet. This includes posting messages in newsgroups, chat rooms or forums, and transmitting messages via e-mail or instant messaging.
• Viewing inappropriate materials. Do not use the Internet to download, transmit, or view pornographic materials. In addition, do not use the Internet to view, transmit, or download materials that are inappropriate.
• Uploading harmful materials. Do not upload a virus, Trojan horse, Worm, or any harmful form of programming or software.
• Unauthorized access. Do not use the Internet to gain unauthorized access to other information systems, networks, or computers. Do not use another person’s password to access the Internet. Do not send messages that mislead or confuse the recipient as to who is sending the message. Do not allow others to use personal passwords.
• Vandalism. Do not commit vandalism, or any malicious attempt to harm or destroy data of another user, Internet, or any of the other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet, notify the office of Technology & Mission Support. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Quincy College may monitor any Internet activity occurring on Quincy College equipment or accounts. If Quincy College discovers activities which do not comply with applicable law or policy, records retrieved may be used to document the wrongful content in accordance with due process. Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

II. Definitions

Internet: Includes e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessed via the Internet.

III. Procedures

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student or staff member who receives an account will be part of a discussion with a Quincy College staff member pertaining to the proper use of the network. Quincy College system administrators deem what is inappropriate use and their decision is final. The system administrators may close an account at any time as necessary. The administration, faculty, and staff of Quincy College may request the system administrator to deny, revoke, or suspend specific user accounts.

The Office of Technology & Mission Support will verify compliance with this policy through various methods, including, but not limited to” business tool reports, internal and external audits, and feedback to the Office of Technology & Mission Support.

If a Quincy College user violates any of these provisions, his or her account may be terminated, and he or she may be subject to disciplinary action, up to and including expulsion or termination of employment.
Additionally, Quincy College may, at its discretion, seek legal remedies for damages incurred as a result of any violation. Quincy College may also be required by law to report certain illegal activities to the proper enforcement agencies.

**Original:** October 1999  
**Revised:** May 2006, September 2011, January 2017
Policy 9.07: College Logo, Signage, Name and Trademark

The College’s logo, name, signs and trademarks may not be used by any individual or organization without the written permission of the College President. The only exception to this policy is College employees conducting College business.

Original: October 1999
Policy 9.08: Sales and Solicitations

It is the policy of Quincy College not to permit sales of retail items on the College campus. Solicitations may be allowed as long as the items are legal and approved by the College President.

Original: October 1999
Policy 9.09: Dissemination of Information

As a public institution, Quincy College abides by the laws and statutes governing release of information. In an effort to promote our mission and to foster a positive community relationship, all inquiries from representatives of the media shall be immediately referred to the President of the College. No College employee is authorized to discuss College business with the media without the President’s approval.

The official source of all public relations information about the College is the President’s Office. All requests for public relations information should be referred to the President.

All matters concerning job applicants and employees are kept confidential. Requests for information on prospective, current, or former employees should be directed to the Director, Human Resources. This service is maintained for the protection of employees and for compliance with laws pertaining to personal privacy.

Job Applicant Information

As part of the interview process, confidential application information, such as resumes, application forms, or background investigation information, may be given to Quincy College employees involved in the interviewing process to determine qualifications of a job applicant for the open position. In the event that such a job applicant is offered and accepts employment at Quincy College, copies of the application information will be kept in the personnel file of the applicant selected for the position.

Employment Reference or Other Outside Requests

Generally, Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College will verify information by either confirming or denying the accuracy of the information provided in the following areas:

- Date of Employment,
- Job Title, and
- Current Compensation (if authorized by the employee in writing).

No other information will be volunteered. All requests for information should be directed to the Director, Human Resources.

When an inquiry pursuant to a law or regulation comes from a government agency, Quincy College will comply with the terms of the inquiry and release the information requested or required by law. These inquiries may involve such situations as a police investigation, garnishments, Internal Revenue Service cases, Workers’ compensation cases, court subpoenas, etc.

Credit Information

These requests are normally for credit information relating to an application for a mortgage, a loan, retail credit, or other related credit. Quincy College will honor these requests only upon receipt of written approval for release of such information from the employee.
Original: October 1999
Policy 9.10: Acceptable Use of College Technology and Assets

I. Policy

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Quincy College. These systems are to be used for business purposes in serving the interests of the College, and of our students and employees in the course of normal operations. It is the responsibility of every computer user to know these guidelines, and to conduct his or her activities accordingly.

Scope

The purpose of this policy is to outline the acceptable use of computer equipment at Quincy College. These rules are in place to protect the students, employees, and the overall Quincy College organization. Inappropriate use exposes Quincy College to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Quincy College business or interact with internal networks and business systems, whether owned or leased by Quincy College, an employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Quincy College and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Quincy College policies and standards, and local laws and regulation. Exceptions to this policy are documented below.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Quincy College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Quincy College.

General Use and Ownership

Quincy College proprietary information stored on electronic and computing devices whether owned or leased by Quincy College, an employee or a third party, remains the sole property of Quincy College. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Quincy College proprietary information.

You may access, use or share Quincy College proprietary information only to the extent that it is authorized and necessary to fulfill your assigned job duties.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

For security and network maintenance purposes, authorized individuals within Quincy College may monitor equipment, systems and network traffic at any time.
Quincy College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**Security and Proprietary Information**
All mobile and computing devices that connect to the internal network must have minimum standard protections enabled before access is granted.

System level and user level passwords must comply with the Password Protection Policy (Policy XXXX). Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices dealing with confidential data must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Postings by employees from a Quincy College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Quincy College, unless posting is in the course of business duties.

Employees must use extreme caution when opening e-mail attachments received from known or unknown senders, as they may contain malware.

**Unacceptable Use**
The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a student or employee of Quincy College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Quincy College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

**System and Network Activities**
The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Quincy College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Quincy College or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Quincy College business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

7. Using a Quincy College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services originating from any Quincy College account.

9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to IT is made.

12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

13. Circumventing user authentication or security of any host, network or account.

14. Introducing honey pots or similar technology on the Quincy College network.

15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

17. Providing information about, or lists of, Quincy College students or employees to parties outside Quincy College without appropriate permissions obtained from Quincy College Senior Staff members.

Email and Communication Activities

When using College resources to access and use the Internet, users must realize they represent the College. Whenever employees state an affiliation to the College, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of Quincy College". Questions regarding these communications may be addressed to the Office of Technology & Mission Support.

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Quincy College's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Quincy College or connected via Quincy College's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media
Blogging by employees, whether using Quincy College’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Quincy College’s systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Quincy College’s policy, is not detrimental to Quincy College’s best interests, and does not interfere with an employee’s regular work duties. Blogging from Quincy College’s systems is also subject to monitoring.

Employees are prohibited from revealing any Quincy College confidential or proprietary information, trade secrets or any other material covered by Quincy College’s Confidential Information policy when engaged in blogging.

Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Quincy College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Quincy College’s Equal Opportunity and Harassment Policy and Procedures; Racial Harassment Policy; and Sexual Misconduct Policy and Procedures (Policies 3.02, 3.02a, and 3.03).

Employees may also not attribute personal statements, opinions or beliefs to Quincy College when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Quincy College. Employees assume any and all risk associated with blogging.

Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Quincy College’s trademarks, logos and any other Quincy College intellectual property may also not be used in connection with any blogging activity.

Compliance Measurement
The Office of Technology & Mission Support will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the IT team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

II. Definitions

Honey pot: Programs that simulate one or more network services that you designate on your computer’s ports. An attacker assumes you’re running vulnerable services that can be used to break into
the machine. A honey pot can be used to log access attempts to those ports including the attacker's keystrokes.

**Proprietary Information:** Proprietary information is that information unique to a company and its ability to compete, such as customer lists, technical data, product costs, and trade secrets.

**Spam:** Electronic junk mail or junk newsgroup postings.

**Original:** October 1999  
**Revised:** January 2017
Policy 9.10A: Email Acceptable Use Policy

I. Policy

All use of email must be consistent with Quincy College policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. Quincy College email accounts should be used primarily for Quincy College business-related purposes; personal communication is permitted on a limited basis, but Non-Quincy College related commercial uses are prohibited.

All Quincy College data contained within an email message or an attachment must be secured according to the Data Protection Standard (See Policy 9.10B).

Email should be retained only if it qualifies as a Quincy College business record. Email is a Quincy College business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email. Email that is identified as a Quincy College business record shall be retained according to municipal guidelines with a minimum duration of two years.

The Quincy College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Quincy College employee should report the matter to their supervisor immediately.

Scope

This policy covers appropriate use of any email sent from a Quincy College email address and applies to all employees, vendors, and agents operating on behalf of Quincy College.

Users are prohibited from automatically forwarding Quincy College email to a third party email system. Individual messages which are forwarded by the user must not contain Quincy College confidential or above information.

Users are prohibited from using personal third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Quincy College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Quincy College. Such communications and transactions should be conducted through proper channels using Quincy College approved documentation.

Using a reasonable amount of Quincy College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Quincy College email account is prohibited.

Quincy College employees shall have no expectation of privacy in anything they store, send or receive on the company’s email system. Quincy College may monitor messages without prior notice. Quincy College is not obliged to monitor email messages.

Any exception to the policy must be approved by the Office of Technology & Mission Support in advance.
II. Procedure

The Office of Technology & Mission Support will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment as deemed appropriate by management.

Original: October 1999
Revised: February 2006, January 2017
Policy 9.10B: Data Access Policy

I. Policy

Quincy College (QC) shall approve access to Sensitive Institutional Data in order to ensure that access to sensitive data is authorized, that sensitive data with a need for protection are used appropriately and that authorized access complies with the QC Privacy Policy and relevant state and federal laws.

Institutional Data shall be classified in accordance with the Data Classification and Protection Standard to identify the level of confidentiality needs, legal requirements, and minimum standard protections for the data before access is granted.

Access to Sensitive Institutional Data is approved by the appropriate Vice President, Director, or his/her designee. A Data Steward may be designated to oversee data quality and permissions. The appropriate Vice President or Director shall grant access in compliance with institutional policies and all relevant regulations (e.g. FERPA, HIPAA and GLBA). Only those employees, affiliates, and systems that need the access to perform their job duties or mission shall have access to Sensitive Institutional Data. In the case that a Data Steward is not designated, the data in question are owned by the Dean, Vice President, or department head of the unit that originates the data.

Access to Social Security Number (SSN) data shall not be granted to an employee unless approval has been granted by a College Vice President or a Vice President's designee.

All access by individuals to Sensitive Institutional Data shall be controlled by reasonable measures to prevent access by unauthorized users.

Data Users must responsibly use data for which they have access including only using the data for its intended purpose and respecting the privacy of members of the College community. Data Users must maintain the confidentiality data in accordance with the applicable laws and the Data Classification and Protection Standard. Authorized access to Sensitive Institutional Data does not imply authorization for copying, further dissemination of data, or any use other than the use for which the employee was authorized. The Vice President or his/her designated Data Steward retains the right to approve and grant access to Sensitive Institutional Data.

Scope
This policy applies to access to Sensitive or Restricted data maintained by the College or a party acting on behalf of the College. This policy does not apply to data or records that are personal property of a member of the College community, research data, or data created and/or kept by individual employees or affiliates for their own use. Requests for records by the public are outside of the scope of this policy and shall be referred to Human Resources, Institutional Research & Assessment, or the Office of Student Records. This policy also does not apply to situations in which the College is legally compelled to provide access to information.

II. Definitions

Access: Flow of information between a store of data and a user, system, or process. A user, system, or process is considered to have access to data if it has one or more of the following privileges: the ability
to read or view the data, update the existing data, create new data, delete data or the ability to make a copy of the data. Access can be provided either on a continual basis or, alternatively, on a one-time or ad hoc basis. Transferring any data from one party to another in any medium is tantamount to permitting access to those data.

Institutional Data: Those data, regardless of format, maintained by the Quincy College (QC) or a party acting on behalf of QC for reference or use by multiple College units. Institutional Data does not include data that is personal property of a member of the College community, research data, or data created and/or kept by individual employees or affiliates for their own use. Examples of Institutional Data include student education records, payroll records, human resources records, and enterprise directory records.

Sensitive Institutional Data: Those Institutional Data that contain information that can be classified as either "sensitive" or "restricted" using the QC Data Classification and Protection Standard. Some examples of Sensitive Institutional Data include Institutional Data that are personally identifiable in nature and contain Social Security Numbers, Credit Card Numbers or other financial account numbers, HIPAA protected health information, or FERPA protected student education records.

Data Steward: The individual responsible for the data. The Data Steward is usually the dean, vice president, or unit head of the College unit that creates or originates the Institutional Data or his/her designee.

Data User: An individual that has been authorized to access data for the performance of his/her job duties.

III. Procedure

Each College department/unit is responsible for implementing, reviewing and monitoring internal policies, practices, etc. to assure compliance with this policy. The Office of Technology & Mission Support is responsible for enforcing this policy.

Vice Presidents, Directors, or appointed Data Stewards shall ensure that procedures for requesting and approving access to Sensitive Institutional Data exist and are followed. Data Stewards shall also implement procedures for regularly auditing access to Sensitive Institutional Data and revoking access when it is no longer needed or authorized. Procedures may vary from Data Steward to Data Steward as necessary to accommodate different Data Steward mission/resources/etc. and different groups of Data Users. However, all procedures shall include sufficient tracking for requests, approvals, and revocations such that authorized access to Sensitive Institutional Data is auditable.

A Vice President, Director, or Data Steward may delegate the ability to approve access to Sensitive Institutional Data to trusted individuals in designated roles. A Data Steward may delegate by creating procedures through which the designee may approve access by employees that have certain pre-approved roles and responsibilities. Data Stewards retain the responsibility for ensuring that all access to Sensitive Institutional Data is authorized, appropriate, and complies with relevant legal requirements; the responsibility does not transfer to designees.

Access to Sensitive Institutional Data by external parties shall be governed by individual contractual agreement or memoranda of understanding if the third party is a governmental organization. Such
contractual agreements shall be approved by the Information Technology department and by the appropriate QC designated Data Steward.

**Violations**
Violation of this policy may incur the same types of disciplinary measures and consequences as violations of other College policies, including progressive discipline up to and including termination of employment, or, in the cases where students are involved, reporting of a Student Code of Conduct violation.

Violation of this policy may also result in termination of contracts or commitments to vendors and other affiliates. Legal action may be pursued where appropriate.

**Data Classification and Protection Standard**
Data can be classified either in terms of its need for protection (e.g. Sensitive Data) or its need for availability (e.g. Critical Data). Use the information below to classify data in terms of its need for protection or its availability. The four categories are Public, Internal, Sensitive, and Restricted.

**Public Data**
Data can be disclosed without restriction. Examples - Directories, Maps, Syllabi and Course Materials, de-identified data sets, etc.

**Internal Data**
Confidentiality of data is preferred, but information contained in data may be subject to open records disclosure. Examples - email correspondence, budget plans, etc.

**Sensitive Data**
Data confidentiality required by law, policy, or contractual obligation. Loss of confidentiality or integrity will cause significant damage to QC’s reputation or could cause harm to QC stakeholders. Sensitive information is typically redacted from open records disclosures (e.g. Student ID numbers, student records, etc.).

**Restricted Data**
Restricted data requires privacy and security protections. Special authorization may be required for use and collection. Examples - data sets with individual Social Security Numbers (or last four of SSN), credit card transaction or cardholder data, patient health data, financial data, etc.

Protection of information is mandated by law or required by private contracts. Loss of confidentiality or integrity will cause significant damage to QC’s reputation or could cause harm to QC stakeholders. Records with restricted information are typically not open for public inspection.

**Supportive Data**
Supportive data is necessary for day-to-day operations, but is not critical to QC’s or to a Department/Unit’s mission or core functions. Examples - course materials, meeting minutes, workstation images, etc.

**High-priority Data**
Availability of data is necessary for departmental function. Destruction or temporary loss of data may have an adverse effect on college or departmental mission, but would not affect university-wide function.

**Critical Data**

Critical data have the highest need for availability. If the information is not available due to system downtime, modification, destruction, etc., the College's functions and mission would be impacted. Availability of this information must be rigorously protected.

See the table below for minimum standard protection requirements for each category of data when being used or handled in a specific context (e.g. Sensitive Data sent in an email message). Please note that the below protection standards are not intended to supersede any regulatory or contractual requirements for handling data. Some specific data sets, such as student records data, credit/debit card data, healthcare data, and financial account data, may have stricter requirements in addition to the minimum standard requirements listed below.

<table>
<thead>
<tr>
<th>Public Data</th>
<th>Internal Data</th>
<th>Sensitive Data</th>
<th>Restricted Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>No protection requirements</td>
<td>No protection requirements</td>
<td>Limited to authorized users. Departments that collect and/or use Sensitive data should report these records to the Information Technology Department. Quincy College web pages that are used to collect sensitive data must include a link to the Privacy Policy.</td>
<td>Limited to authorized users. Departments that collect and/or use Restricted data should report these records to the Information Technology Department. Quincy College web pages that are used to collect restricted data must include a link to the Privacy Policy.</td>
</tr>
<tr>
<td><strong>Collection and Use</strong></td>
<td></td>
<td></td>
<td>SSNs may not be used to identify members of Quincy College if there is a reasonable alternative. SSNs shall not be used as a username or password. SSNs shall not be collected on unauthenticated individuals.</td>
</tr>
<tr>
<td><strong>Granting Access or Sharing</strong></td>
<td></td>
<td>Reasonable methods shall be used to ensure internal data is accessed by or shared with authorized individuals or individuals with a legitimate need to Access shall be limited to authorized college officials or agents with a legitimate academic or business interest. All access shall be approved</td>
<td>Access shall be limited to authorized college officials or agents with a legitimate academic or business interest and a need to know security level. All access shall be approved</td>
</tr>
<tr>
<td>Disclosure, Public Posting, etc.</td>
<td>No protection requirements</td>
<td>Reasonable methods shall be used to ensure internal data is only disclosed to authorized individuals or individuals with a legitimate need to know.</td>
<td>Sensitive data shall not be disclosed without consent.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Electronic Display</td>
<td>No protection requirements</td>
<td>Reasonable methods shall be used to ensure internal data is only displayed to authorized individuals or individuals with a legitimate need to know.</td>
<td>Sensitive data shall not be disclosed without consent.</td>
</tr>
<tr>
<td>Open Records Requests</td>
<td>Data can be readily provided upon request. However, individuals who receive a request must coordinate with the Student Records or Institutional Research offices before providing data.</td>
<td>Individuals who receive a request must coordinate with the Student Records or Institutional Research offices.</td>
<td>Sensitive data is typically not subject to open records disclosure. However, some open records requests can be fulfilled by redacting sensitive portions of records. Individuals who receive a request must coordinate with the Student Records or Institutional Research offices.</td>
</tr>
<tr>
<td>Exchanging with Third Parties, Service Providers, Cloud Services, etc.</td>
<td>No protection requirements</td>
<td>Reasonable methods shall be used to ensure that the third party's responsibilities for confidentiality / A contractual agreement outlining security responsibilities shall be in place and approved by the Information Technology department before</td>
<td>An = contractual agreement outlining security responsibilities shall be in place and approved by the Information Technology department before</td>
</tr>
<tr>
<td>Storing or Processing: Server Environment</td>
<td>Servers that connect to the QC Network shall comply with necessary security protocols.</td>
<td>Servers that connect to the QC Network shall comply with necessary security protocols.</td>
<td>Servers shall comply with security requirements.</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Storing or Processing: Endpoint Environment (e.g. laptop, phone, desktop, tablet, etc.)</td>
<td>Systems that connect to the QC Network shall comply with necessary security protocols.</td>
<td>Systems that connect to the QC Network shall comply with necessary security protocols.</td>
<td>Systems shall comply with security requirements.</td>
</tr>
<tr>
<td>Storing on Removable Media (e.g. thumb drives, CDs, tape, etc.)</td>
<td>No protection requirements</td>
<td>No protection requirements</td>
<td>Sensitive data shall only be stored on removable media in an encrypted file format or within an encrypted volume.</td>
</tr>
<tr>
<td>Electronic Transmission</td>
<td>No protection requirements</td>
<td>No protection requirements</td>
<td>Data shall be transmitted in either an encrypted file format or over a secure protocol or connection.</td>
</tr>
<tr>
<td>Email and other electronic messaging</td>
<td>No protection requirements</td>
<td>No protection requirements</td>
<td>Reasonable methods shall be used to ensure internal data is only included in messages to authorized individuals or individuals with a legitimate need to know.</td>
</tr>
<tr>
<td>Printing, mailing, fax, etc.</td>
<td>No protection requirements</td>
<td>Reasonable methods shall be used to ensure that printed materials are only distributed or available to authorized individuals or individuals with a legitimate need to know.</td>
<td>Printed materials that include sensitive data shall only be distributed or available to authorized individuals or individuals with a legitimate need to know.</td>
</tr>
</tbody>
</table>
| Disposal | No protection requirements | No protection requirements. | Data shall be deleted and unrecoverable (e.g. eraser, zero-fil, DoD multipass, etc.).

Physical media (e.g. paper, CD, tape, etc.) should be destroyed so that data on the media cannot be recovered or reconstructed. | Data shall be deleted and unrecoverable (e.g. eraser, zero-fil, DoD multipass, etc.).

Physical media (e.g. paper, CD, tape, etc.) should be destroyed so that data on the media cannot be recovered or reconstructed. |

Social Security Numbers shall not be printed on any card required to access services.

New processes requiring the printing of SSN on mailed materials shall not be established unless required by another state agency or a federal agency.
Policy 9.10C: Password Protection Policy

I. Policy

Passwords are an important aspect of computer security and data protection. A poorly chosen password may result in unauthorized access and/or exploitation of Quincy College’s resources. All users, including contractors and vendors with access to Quincy College systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. All users are responsible for taking necessary steps to secure an account (or any form of access that supports or requires a password) on any system that resides at any Quincy College facility, has access to the Quincy College network, or stores any non-public Quincy College information.

Password Creation

All user-level and system-level passwords must conform to the specified password guidelines set forth by each software or party. Users must not use the same password for Quincy College accounts as for other non-Quincy College access (for example, personal ISP account, option trading, benefits, and so on). Where possible, users must not use the same password for various Quincy College access needs.

User accounts that have system-level privileges granted through group memberships or programs such as Sudo must have a unique password from all other accounts held by that user to access system-level privileges.

Where Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of public, private, and system and must be different from the passwords used to log in interactively. SNMP community strings must meet password construction guidelines.

Password Change

All system-level passwords (for example, root, enable, NT admin, application administration accounts, and so on) must be changed on at least a quarterly basis. All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every six months. The recommended change interval is every four months.

Password cracking or guessing may be performed on a periodic or random basis by the Information Technology or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to be in compliance with the Password Construction Guidelines.

Password Protection

Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential Quincy College information. Information Technology recognizes that legacy applications do not support proxy systems in place. Please refer to the associated technical reference for additional details.

Passwords must not be inserted into email messages, tickets, cases or other forms of electronic communication. Passwords must not be revealed over the phone to anyone. Do not reveal a password.
on questionnaires or security forms. Do not hint at the format of a password (for example, "my family name"). Do not share Quincy College passwords with anyone, including administrative assistants, secretaries, managers, co-workers while on vacation, and family members.

Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption. Do not use the "Remember Password" feature of applications (for example, web browsers).

**Application Development**

Application developers must ensure that their programs contain the following security precautions:
- Applications must support authentication of individual users, not groups.
- Applications must not store passwords in clear text or in any easily reversible form.
- Applications must not transmit passwords in clear text over the network.
- Applications must provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.

**II. Procedure**

The Office of Technology & Mission Support will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**Original:** January 2017
Policy 9.11: Code of Ethics and Conflict Of Interests

To maintain respect and competition as an institution of higher education, Quincy College expects all employees to comply with all laws and to maintain the utmost standards of personal integrity, fairness, and good judgment. Only by upholding these high standards can Quincy College expect to maintain the trust of current and future students, customers, employees, and the general public.

This code sets forth standards of conduct for employees of Quincy College relating to conflicts of interest, receiving and giving gifts, relationships, community activities, and violation of law.

**Conflict of Interest:** Employees must refrain from participating in any work activity or business venture which could conflict with the interests of Quincy College and interfere with the ability of an employee to satisfy work-related obligations.

**Gifts:** When either receiving or giving tangible gifts due to a business relationship with a current or potential customer, client, or other person or entity, discretion must be used to prevent the appearance of influence or obligation towards others. As a guideline, the receipt, or giving of any tangible gift of a nominal maximum value of $50 is permissible when either a refusal to accept or not to give would offend or damage business relationships. Receiving direct or indirect favors, payments, services, loans, trips, or excessive business entertainment from students, customers or suppliers are strictly prohibited.

**Relationships:** Relationships may develop at work that could result in employees becoming involved in what would be considered a personal, rather than a business, relationship. If a personal and intimate relationship develops between you and any Quincy College employee to whom you or the other employee reports to or is supervised by, it must be disclosed to the next level of management immediately. The College reserves the right to make changes to the reporting and/or supervisory work relationship that will reduce potential conflicts of interest, including transferring one or both employees to other departments or locations.

**Community Activities:** Employees of Quincy College are encouraged to become involved in charitable, political, and community affairs. Employees should make it clear, however, that they are acting as individuals rather than as representatives of Quincy College so as not to be perceived as stating the position of the College on any issue.

**Violation of Law:** In the interest of safeguarding the image of Quincy College in the communities in which we do business and in our industry, the following action will be taken regarding violation of the law: Any employee of Quincy College who is charged with a felony offense may be subject to suspension without pay, pending disposition of the charge. Any questions about these policies or compliance with them should be directed to the President of the College. No employee will be disciplined for raising legitimate concerns or questions regarding these matters and their identities will be protected to the extent possible.

Original: October 1999

Quincy College assumes responsibility for safeguarding the rights and welfare of human subjects at risk in all research activities. The College is guided by ethical principles as outlined in “Belmont Report” of September 30, 1978, agrees to abide by regulations as detailed under “Title 45 Code of Federal Regulations Part 46” and declares that these regulations apply to all research with human subjects, regardless of the funding source.

The College will apply for Federal wide assurance if applicable, with the United States Department of Health and Human Services Office for Human Research Protection (OHRP). The assurance details the policies for the protection of human subjects and includes the duties and procedures of the institutional review board.

The College will have an educational institutional review board to see that research at Quincy College follows proper procedures with no fewer than five members. This will satisfy the compositional requirements for membership as described in 45 CFR 46. Chaired by the V.P. Academics or his/her nominee, the board will have at least two faculty members from different fields, three nominees from the President (two of whom are outside nominees appointed by the President), and one non-faculty member appointed by V.P. Academics. The decision will be by simple majority. If the proposal is coming from one member of the IRB, the member must refrain from voting. The term of each board member will be for three years.

Principles:
1. Quincy College is committed to academic research and the freedom to do this. However, in undertaking research care must be taken to protect the privacy of the individuals and research methodology must minimize risks and avoid harming individuals.
2. The researcher should not withhold any information the subject requests, about any aspect of the research likely to be significant to the subjects or induce subjects to participate by means that might affect the subject’s ability to decide freely.
3. Researchers must promise and maintain confidentiality and should inform subjects about their limits or capacity to adhere to confidentiality clause.
4. The researcher should explain to subjects, the purpose of the research. Special care should be taken because the subjects sometimes cannot understand the risks. Subjects must be in a position to freely refuse their participation.
5. The Office of Institutional Research will provide administrative and logistic support for the activity of IRB.
6. The Committee will review submitted research plans and approve, disapprove, or state conditions for the conduct of the research applying principles and procedures outlined in the policy and in applicable federal regulations.
7. It is the responsibility of the faculty member to supervise student research in their courses and departments.
8. All research documents and data will be maintained for three years.

Procedures for Proposals:
1. The IRB will meet once a month, as needed during the fall and spring semester. Meetings will be held the first Wednesday of each month, with meeting locations alternating between Saville Hall and Newport Avenue.
2. Applications for review must be received at least 15 working days prior to the meeting date in order to be reviewed at the next scheduled meeting. Applications for review will be distributed to IRB members at least 5 working days prior to the meeting date.

3. In basic review, the following questions should be answered:
   a. Is the proposed research design scientifically sound to ensure that it does not unnecessarily expose subjects to risk?
   b. Are adequate procedures in place to ensure privacy and confidentiality?
   c. Has informed consent been sought and documented?
   d. Does the IRB approve of the consent form?
   e. Have the risks to subjects been minimized?
   f. Are the risks reasonable as compared to anticipated benefits?
   g. Is the selection of subjects equitable?
   h. Are safeguards in place to protect vulnerable populations?
   i. If the research is funded from an outside source, are the protocols consistent with the grant application?

4. IRB decision will be promptly communicated to researchers in writing within 15 working days.

5. Copies of all applications and approvals as well as annual reviews will be maintained in the office of Institutional Research. Quincy College accepts research proposals from students and faculty from outside institutions. However, all proposals must be reviewed by the Quincy College IRB. Additional considerations for research submitted by outside sources include:
   a. Any risks or benefits to Quincy College as an institution for participating in the research;
   b. Whether IRB approval has been granted from the home institution, if applicable;
   c. The workload required from Quincy College employees to implement the protocol;
   d. Concurrent surveys, data requests or course evaluations that are being administered to students;
   e. Whether there is a Quincy College employee designated as a co-Investigator; and
   f. Plans for distributing study results to Quincy College and/or our students.

Training:
If applicable, Human Subject Assurance Training is to be done by the Institutional Officer, any researcher and the IRB chair. [http://ohrp-ed.od.nih.gov/cbts/assurance](http://ohrp-ed.od.nih.gov/cbts/assurance)

Original: June 2006
Policy 9.14: Fraud Assessment Policy

Background
This policy is being established to allow Quincy College to develop the controls that will aid us in the detection and prevention of fraud against Quincy College. It is the intent of Quincy College to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of this Policy
This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors and/or any other parties with a business relationship with Quincy College. The Chief Financial Officer (or the individual designated to perform the duties of the Chief Financial Officer) is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

Policy
Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team should be familiar with the types of improprieties that may occur within his/her area of responsibility and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to V.P Administration and Finance, who coordinates all investigations with the legal department and other affected areas, both internal and external.

Decision to prosecute or refer the examination results to appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decision on disposition of the case.

There are three general categories of fraud risk: fraudulent financial statements, misappropriation of assets and corruption. Like any other organization, Quincy College relies on Information Technology to conduct business, communicate and process financial information. As a part of risk identification process, a weekly report of “Override of Controls” will be shared with the Vice Presidents and the President.

Actions Constituting Fraud
- Any dishonest or fraudulent act.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transaction.
- Profiteering as a result of inside knowledge of college activities.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to other persons activities engaged in or contemplated by the College.
- Accepting or seeking anything of material value from outside vendors or persons, except gifts less than US $50 in value.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.
- Any similar or related irregularity. (Irregularities, concerning an employee’s moral, ethical, or behavioral conduct should be resolved by the immediate supervisor and Employees relations in Human Resources)
Investigation Responsibilities
The Chief Financial Officer (or the individual designated to perform the duties of the Chief Financial Officer) has the primary responsibility for the investigation of all suspected fraudulent acts as specified in this policy. If the evidences substantiates that the fraudulent activity/ies has/have occurred, the Vice President will notify the President who would notify the Finance and Facility sub-committee of the Board.

Decision to prosecute or refer the report to appropriate law enforcement and/or to other agency for independent investigation will be made in conjunction with legal consul and senior management.

Reporting Procedures
It is the responsibility of every employee, supervisor, manager and executive to immediately report suspected misconduct or dishonesty to their supervisor. Supervisor in turn must report this to their supervisor. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is, strictly forbidden. Employees may leave an anonymous message on 617-984-1770.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

Employees with supervisory and review responsibilities at any level have additional deterrence and detection duties, especially following three:
- First, they must become aware of what can go wrong in their area of authority.
- Second, they must put into place and maintain effective monitoring, review, and control procedures which will prevent acts of wrongdoing.
- Third, they must put into place and maintain effective monitoring, review, and control procedures which will detect acts of wrongdoing promptly should prevention efforts fail.

If the complaint is against Vice Presidents, the contact is the President, if the complaint is against the President, Chairman of the Board of Governors should be contacted. The employee or other complainant may remain anonymous. All employees reporting any fraud will be protected under “Whistleblower Act” of 1989.

All inquiries concerning the activity under investigation should be directed to the investigation person. No information concerning the status of investigation will be given out. The proper response should be: “I am not at liberty to discuss the matter.”

The reporting individual should be informed of the following:
- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do by the legal department with the involvement of HR.
- For a College employee, the investigation unit will be comprised of the Vice President, General Counsel, and the Vice President for Human Resources.
- If the unit recommends terminating an individual, the recommendation will be reviewed by an outside attorney, and shared with the Board, before such action is taken.
- The process must be completed within 30 days of the fraudulent report.

Assessment of the likelihood and significance of identified fraud risk:
Assessing the likelihood and significance of each potential fraud risk is a subjective process. All fraud risks are not equally likely, nor will all frauds have significant impact. Quincy College has compiled a list of all possible fraud risks that may occur on campus in Appendix A. An annual review of exposures will be helpful in further evaluation of these assessments. The areas that need this assessment include Accounting, Purchasing, Contracting and Information Technology.

Quincy College has identified following fraud risks:

**Financial Reporting:**
- Inappropriately reported revenues.
- Inappropriately reported expenditures.
- Inappropriately reflected balance sheet amounts including reserves.
- Concealing misappropriation of assets
- Concealing unauthorized receipts and expenditures.

**Misappropriation of Assets:**
- By employees
- By vendors
- By former employees and other outside the organization.

**Corruption:**
- Bribery and gratuities.
- Aiding and abetting fraud by other parties (e.g., vendors)
- Conflict of interest
- Embezzlement.

Appendix A is the fraud risk assessment form used by the College to assess the risk and controls in place (Blank form adapted from www.nd.gov/fiscal/forms).

**Original:** July 2011
Policy 9.15: Active Duty Military Students

I. Policy:

Students who are unable to complete a semester because they are called to active duty by the United States, or by the Commonwealth of Massachusetts, may upon verification, be granted the option of a refund, or credit of tuition and fees. With respect to any health insurance fee, this subject to the concurrence of Quincy College’s insurance carrier.

Students unable to complete coursework may withdraw from the course. Withdrawals under the Active Duty Military Policy may be received at any time during the semester by the Vice President of Academic Affairs. Incomplete grade requests shall be granted in accordance with Quincy College Policy 5.07A.

The President of Quincy College may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to Active Duty.

II. Procedure:

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 Quincy College to make appropriate arrangements.

Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the Order. If the Order is not in writing, the student may sign an affidavit attesting to such Order which includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the Order.

Students who under due diligence are unable to fulfill either of the above procedures due to an abrupt notification of an Order to Active Duty shall, at minimum, notify the Quincy College Military & Veterans’ Specialist of the Order, and shall provide either a copy of the Order or furnish the prescribed affidavit.

The Military & Veterans’ Specialist, upon request of a student, should assist the student in filing mitigating circumstances forms with external state and federal agencies (for example, the U.S. Department of Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.

Original: September 2017
Policy 9.16: College Fundraising Policy

The Quincy College Office of Institutional Advancement encourages responsible, appropriate, and reasonable fundraising initiatives that engage alumni, business, foundations, community partners, and others. All fundraising activities must align with the overall mission statement of Quincy College in an effort to provide support for its students, academics, student support services, and facilities.

Any fundraising or solicitation activity that employs the name, image, or reputation of Quincy College in an effort to secure financial or in-kind contributions will be considered fundraising or solicitation in the name of the College.

All efforts on behalf of Quincy College to raise funds from private/public sources, including corporations, foundations, individuals, or other entities, must be approved by the Director of Institutional Advancement and the President of the College. This policy applies to faculty members, administrators, staff, student organizations, and all others who are or who may become involved in soliciting or receiving gifts for any purpose on behalf of the College.

Upon approval, the Office of Institutional Advancement will work with administration, faculty, staff, and College departments to evaluate prospects and coordinate solicitation strategies.

For details on how to apply for approval, contact the Director of Institutional Advancement, Tina Cahill, at tcahill@quincycollege.edu or 617-984-1609.

Grant Proposals

All grant proposals that would benefit Quincy College either identified by College faculty or staff or to be considered as a partner agency shall be presented to his/her Department Chair and the Provost for review and approval prior to submission of a letter of intent.

For details on how to proceed with grant proposal approval, contact the Provost, Dr. Gerald Koocher, at gkoocher@quincycollege.edu.
PERSONNEL POLICIES
Policy 10.01: Reasonable Accommodations For Persons With Disabilities

Quincy College does not discriminate on the basis of race, color, religion, national origin, sexual orientation, veteran status, or disability in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment.

Quincy College is committed to providing, upon request, reasonable accommodation to a qualified job applicant or employee with a disability so that the job applicant or employee may have equal opportunity to apply for a job, to perform the essential functions of the job, or to be afforded equal opportunity on other benefits or privileges or employment unless such a request for an accommodation imposes an undue hardship.

Original: June 2006
Policy 10.02: Health Insurance Portability and Accountability Act (HIPAA) Policy and Notice of Privacy Practices

I. Policy

It is the policy of Quincy College to protect the privacy of employee personal health information in compliance with applicable laws. This type of information is retained because the College provides group health insurance benefits through the City of Quincy. Under federal law, employee health information, known as protected health information (PHI), is information about you, including demographic information, that may identify you and that relates to health care services provided to you, the payment of health care services provided to you, or your physical or mental health or condition in the past, present or future. This Notice of Privacy Practices describes how the College, and/or representatives of the City of Quincy, may use and disclosed your PHI and your rights to access and control this information.

As a group health plan, we are required by Federal law to maintain the privacy of PHI and to provide you with this notice of our legal duties and privacy practices. We are required to abide by the terms of this Notice of Privacy Practices. The College reserves the right to change the terms of this notice at any time and is obligated to abide by the terms of the current notice. Any change in the terms of this Notice will be effective for all PHI that we are maintaining at that time. If a change is made to this Notice, a copy of the revised Notice will be provided to all individuals covered under the plan at that time.

II. Procedures

Uses and Disclosures:

Treatment, Payment and Health Care Operations Federal law allows a group health plan to use and disclose PHI, for the purposes of treatment, payment and health care operations, without your consent or authorization. Examples of permitted uses and disclosures that we, as a group health plan, may make under each section are listed below:

Treatment:

Treatment refers to the provision and coordination of health care by a doctor, hospital or other health care provider. As a group health plan administrator, we do not provide treatment.

Payment:

Payment refers to the activities of a group health plan in collecting premiums and paying claims under the plan for healthcare services you receive. Examples of uses and disclosures under this section include the sending of PHI to an external medical review company to determine the medical necessity or experimental status of a treatment; sharing PHI with other insurers to determine coordination of benefits or settle subrogation claims; providing
PHI to the plan’s UR Company for pre-certification or case management services; providing PHI in the billing, collection and payment of and fees to plan vendors such as PPO Networks, UR Companies, Prescription Drug Card Companies and reinsurance carriers; and sending PHI to a reinsurance carrier to obtain reimbursement of claims paid under the plan.

**Health Care Operations:**
Health Care Operations refers to the basic business functions necessary to operate a group health plan. Examples of uses and disclosures under this section include conducting quality assessment studies to evaluate the plan’s performance or the performance of a particular network or vendor; the use of PHI in determining the cost impact of benefit design changes; the disclosure of PHI to underwriters for the purpose of calculating premium rates and providing reinsurance quotes to the plan; the disclosure of PHI to stop-loss or reinsurance carriers to obtain claim reimbursements to the plan; disclosure of PHI to plan consultants who provide legal, actuarial and auditing services to the plan; and use of PHI in general data analysis used in the long term management and planning for the plan and company.

**Other Uses and Disclosures Allowed Without Authorization:**
Federal law also allows a group health plan to use and disclose PHI, without your consent or authorization, in the following ways:
- To you, as the covered individual.
- To a personal representative designated by you to receive PHI or a personal representative designated by law such as the parent or legal guardian of child, or the surviving family members or representative of the estate of a deceased individual.
- To the Secretary of Health and Human Services (HHS) or any employee of HHS as part of an investigation to determine our compliance with the HIPAA Privacy Rules.
- To a Business Associate as part of a contractual agreement to perform services for the group health plan. To a health oversight agency, such as the Department of Labor (DOL), the Internal Revenue Service (IRS) and the Insurance Commissioner’s Office, to respond to inquiries or investigations of the plan, requests to audit the plan, or to obtain necessary licenses.
- In response to a court order, subpoena, discovery, request or other lawful judicial or administrative proceeding.
- As required for law enforcement purposes. For example to notify authorities of a criminal act.
- As required to comply with Workers’ Compensation or other similar programs established by law.
- To the Plan Sponsor, as necessary to carry out administrative functions of the plan such as evaluating renewal quotes for reinsurance of the plan, funding check registers, reviewing claim appeals, approving subrogation settlements and evaluating the performance of the plan.
- In providing you with information about treatment alternatives and health services that may be of interest to you as a result of a specific condition that the plan is case
managing.

The examples of permitted uses and disclosures listed above are not provided as an all-inclusive list of the ways in which PHI may be used. They are provided to describe in general the types of uses and disclosures that may be made.

**Uses and Disclosures with Your Authorization:**
Other uses and disclosures of your PHI will only be made upon receiving your written authorization. You may revoke an authorization at any time by providing written notice to us that you wish to revoke an authorization. We will honor a request to revoke as of the day it is received and to the extent that we have not already used or disclosed your PHI in good faith with the authorization.

**Your Rights in Relation to PHI:**

**Right to Request Restrictions on Uses and Disclosures**
You have the right to request that the plan limit its uses and disclosures of PHI in relation to treatment, payment and health care operations or not use or disclose your PHI for these reasons at all. You also have the right to request the plan restrict the use or disclosure of your PHI to family members or personal representatives. Any such request must be made in writing to the Privacy Contact listed in this Notice and must state the specific restriction requested and to whom that restriction would apply.

The plan is not required to agree to a restriction that you request. However, if it does agree to the requested restriction, it may not violate that restriction except as necessary to allow the provision of emergency medical care to you.

**Right to Receive Confidential Communication**
You have the right to request that communications involving PHI be provided to you at an alternative location or by an alternative means of communication. The plan is required to accommodate any reasonable request if the normal method of disclosure would endanger you and that danger is stated in your request. Any such request must be made in writing to the Privacy Contact listed in this Notice.

**Right to Access to Your Protected Health Information**
You have the right to inspect and copy your PHI that is contained in a designated record set for as long as the plan maintains the PHI. A designated record set contains claim information, premium and billing records and any other records the plan has created in making claim and coverage decisions relating to you. Federal law does prohibit you from having access to the following records: psychotherapy notes; information compiled in reasonable anticipation of, or for use in a civil, criminal or administrative action or proceeding; and PHI that is subject to a law that prohibits access to that information. If your request for access is denied, you may have a right to have that decision reviewed. Requests for access to your PHI should be directed to the Privacy Contact listed in this Notice.

**Right to Amend Protected Health Information**
You have the right to request that PHI in a designated record set be amended for as long as the plan maintains PHI. The plan may deny your request for amendment if it determines that the PHI was not created by the plan, is not part of designated record set, is not information that is available for inspection, or that the PHI is accurate and complete. If your request for amendment is declined, you have the right to have a statement of disagreement included with the PHI and the plan has a right to include a rebuttal to your statement a copy of which will be provided to you. Requests for amendment of your PHI should be directed to the Privacy Contact listed in this Notice.

Right to Receive an Accounting of Disclosures
You have the right to receive an accounting of all disclosures of your PHI that the plan has made, if any, for reasons other than disclosures for treatment, payment and health care operations, as described above, and disclosures made to you or your personal representative. Your right to an accounting of disclosures applies only to PHI created by the plan after April 14, 2003 and cannot exceed a period of six years prior to the date of your request. Requests for an accounting of disclosures of your PHI should be directed to the Privacy Contact listed in this Notice.

Right to Receive a Paper Copy of this Notice
You have the right to receive a paper copy of this Notice upon request. This right applies even if you have previously agreed to accept this Notice electronically. Requests for a paper copy of this Notice should be directed to the Human Resources Privacy Contact listed in this Notice.

Complaints:
You may bring your complaint to the College's Human Resources Department by contacting Human Resources at 617-984-1768 located at Saville Hall-211. You may file a complaint with the College by notifying the Human Resources. Grievance policy and procedures will be implemented and it is unlawful for any person or persons to retaliate against an individual for putting forth a complaint. Investigative procedures outlined in the Harassment policy shall pertain to complaints of this nature as necessary for implementation of fair and consistent practices.

You may also bring your complaint to the Secretary of Health and Human Services if you believe your privacy rights have been violated by the College. You may contact the Office of Civil Rights, Department of Health and Human services at 200 Independence Avenue, SW, Washington D.C, 20201.

Complaints should be filed in writing with the Privacy Contact listed in this Notice. The plan will not retaliate against you for filing a complaint.

Privacy Contact: You may contact the Privacy Officer for the plan through your employer's Human Resources Department at 617-984-1768.

Effective Date of Notice: Under the auspices of the City of Quincy, Quincy College published this notice and it becomes effective on April 14, 2003.
Original: June 2006
Policy 10.03: Code of Conduct and Professionalism

I. Policy

College-Wide Integrity and Ethical Standards

The successful business operation and reputation of Quincy College ("The College") is built upon the principals of fair dealing and ethical conduct of its employees and is one of its most valuable assets. The College's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the College is dependent upon students and community trust and the College is dedicated to preserving that trust. Employees owe a duty to the College, its students, and constituents to act in a way that will merit their continued trust and confidence. It is the policy of Quincy College to comply with all applicable laws and regulations and the College expects all its employees to conduct business in a manner consistent with College policies and in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest of unethical conduct.

All Employees and others that provide services for compensation for the College ("Employees" and "Agents"), therefore, shall conduct all work-related activities in keeping with the highest ethical standards. Employees and Agents are also expected to conduct their personal affairs in a manner which will not reflect discredit on the College, and must avoid situations that might lead to a conflict, or even the appearance of a conflict, between the Employee's or Agent's interests and his or her responsibilities to Quincy College.

Quincy College depends upon each and every Employee's or Agent's observance of ethical standards and consistent use of good judgment, fairness and personal integrity. We expect Employees and Agents to be courteous, discreet, dependable and principled in dealings with students, co-workers, management and others. All Employees or Agents are required to adhere to the ethical standards published by the professional organizations of their discipline with special emphasis on those policies that pertain to unacceptable behavior with students or patients in the clinical educational settings.

Dual relationships (a personal and work-related relationship) of any type between service providers and customers are complex and should be reviewed with supervisors to determine the appropriateness of maintaining that relationship. Such professional behavior is very important in our business, and we take this expectation very seriously, as should Employees and Agents.

II. Procedures

In general, the use of good judgment, based on high ethical principles, will guide the employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor and, if necessary, with Human Resources for advice and consultation.

A. Conflict of Interest:

The Conflict of Interest Law, Massachusetts General Laws, Chapter 268A, is designed to
prevent situations in which an individual’s private interests conflict with his or her responsibilities as a public employee. The law has provisions which prohibit the acceptance of gifts, which prohibit the involvement of public employees in state contracts and related matters in which they may have a financial interest, and which restrict the types of secondary state employment certain types of employees may accept. The law has numerous other provisions of a similar nature.

Compliance with the law is the individual responsibility of the employee. Violation of the law can result in fines as well as criminal penalties. Employees who have specific questions about the Conflict of Interest Law should contact the Human Resources Department at 617-984-1768, the Ethics Commission at 617-727-0060 or visit their website at www.state.ma.us/ethics.

Employees and Agents shall disclose in writing to the President any person to whom they are closely related or any organization with which they are affiliated who or which presently transacts business with the College or a related entity or might reasonably be expected to do so in the future. Each disclosure shall be updated and resubmitted to the President on an annual basis. In addition, an Employee or Agent is required (as a matter of policy) at any time during which such Employee or Agent becomes aware of an actual or potential conflict of interest, to immediately disclose such conflict to the President. The disclosure shall identify in writing the nature of the conflict and all the material facts and circumstances surrounding the conflict, which would be necessary for the President to make an informed decision with respect to the transaction. The disclosure of an employee is not limited to his or her own conflicts, but shall include any conflict of any other employee or agent which is known to an employee or agent.

Upon the disclosure of an actual or potential conflict of interest of an employee, the President may take action despite the conflict if all of the following conditions are met:

- The employee with the conflict provides the material information to the President;
- A majority of the disinterested governors, even if less than a quorum, takes action with respect to the conflict and with all material information;
- If the common interest is disclosed and the contract or transaction is fair and reasonable to the corporation.

Violations of the Conflict of Interest:

If the President has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the employee and making such further investigation as may be warranted in the circumstances, the President and/or Board of Governors determines that the employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Compliance with this policy of business ethics and conduct is the responsibility of every College employee. Disregarding or failing to comply with this standard of business ethics
and conduct may result in disciplinary action, up to and including possible termination of employment.

Gifts or Favors:
Employees or Agents must not use their College positions for personal gain or advantage or give that appearance. Employees, Agents and their families must not accept gifts or favors with a value of more than fifty dollars ($50.00) from students (or their family members), suppliers or vendors. To accept gifts or favors with a value of more than fifty ($50.00) is a violation of Quincy College policy and may result in disciplinary action up to and including termination of employment.

Improper Payments:
No Employee or Agent may make or receive any payments or authorize any expenditure in connection with the College business that represents bribes, kickbacks or payoffs; are falsified, deliberately unrecorded or undocumented in College's records when required; violates applicable laws or regulation.

No Employee or Agent shall exert influence on another Employee or Agent to provide services to or purchase goods from another Employee or Agent.

Outside Activities:
Outside employment or participation in the affairs or another businesses or organizations may create conflicts of interest and interfere with the Employee's or Agent's primary responsibilities to College. An Employee or Agent may hold a job with another organization or another department within the College as long as he or she satisfactorily performs his or her job responsibilities with his or her primary function at the College. All Employee's and Agent's performance will be reviewed by the standards set forth in the appropriate current collective bargaining agreement and/or the College policy and will be subject to the College's scheduling demands, regardless of any existing outside work requirements. Personal interests that conflict or appear to conflict with the interest of the College shall be avoided. While the existence of such actual and potential conflicts of interest can be determined only upon the review of the particular circumstances of a given situation, and it is impossible to list every circumstance that might present a conflict, the following examples serve to illustrate the type of situation that should be avoided:

- Ownership of a substantial financial interest or management controlled by an Employee or Agent or any member of his or her family for any outside concern that does business with, or is a competitor of Quincy College, other than ownership of securities of a publicly-owned corporation traded on the open market.
- Representation of Quincy College by an Employee or Agent in any transaction in which the Employee or Agent or any member of his or her family has a substantial interest.

If the College determines that an Employee's or Agent's outside work interferes with
performance or the ability to meet the requirements of the College as they are modified from time to time, the Employee or Agent may be asked to terminate the outside employment if he or she wishes to remain with the College. Outside employment will present a conflict of interest if it has an adverse impact on the College.

Confidentiality and Dissemination of Information:
As a public institution, Quincy College abides by the laws and statutes governing releases of information and confidentiality. In an effort to promote our mission and to foster positive community relations all inquiries from representatives of the media shall be immediately referred to the President of the College. No Employee or Agent is authorized to discuss College business with the media without the President's prior approval.

The official source of all public relations information about the College is the President's Office and as such, all requests for public relations information shall be referred to the President.

Employees and Agents of the College have a legal obligation to maintain confidentiality. As an Employee or Agent of Quincy College, you shall not disclose information determined to be confidential in nature in accordance with applicable laws and guidelines unintentionally by indiscrete conversation (for instance, on elevators, on the telephone, and/or in common/public area) or by careless handling of record documents and other documents containing confidential information. Confidential information includes, but is not limited to, the following examples:

- Students records
- Any document that lists a Social Security number wages and salaries
- Employee data and records
- Any other information designated as confidential by a member of the administration.

All Employees and/or Agents of Quincy College shall adhere to policies regarding confidentiality of student records, release of records, release of PHI, documentation of confidential information, Electronic Communication and Internet/Intranet Usage. Should an employee improperly use or disclose confidential business information, the employee will be subject to disciplinary action, up to and including termination of employment. This applies even if the employee does not get any benefit from releasing the information.

Proper Accounting:
It is necessary that all Employees and Agents comply with the accounting rules established by the College. The records of College must accurately reflect transactions. Undisclosed or unrecorded funds, assets or accounts of the College and/or its students will not be established for any reason, and false entries will not be made in the books and records of the College and/or it's students.

All disbursements made on behalf of the College, its students and/or their representatives are to be used only for the purpose described in documents supporting the disbursement. Personnel responsible for keeping the books and records of the College should communicate fully with management, internal auditing personnel, and
independent auditors when the circumstances dictate.

The above procedures extend to all Employees and Agents involved in the disbursement of Quincy College funds and/or custodial accounts for which the College bears fiduciary responsibility including, but not limited to: petty cash; student accounts; cash receipts; credit cards; purchase orders; vendor credit lines; checking accounts. Use of the College's funds or assets for unlawful or improper use is strictly prohibited.

Any violation of this policy may be against criminal law and as such may result in disciplinary action up to and including possible termination of employment and possible criminal prosecution.

**Legal Compliance**
It is the policy of Quincy College to comply with all applicable laws and regulations. Individual employees have the responsibility of following all College policies and procedures, current collective bargaining agreements, and complying with all laws and regulations under which the College operates. Any violation of College policy may result in disciplinary action up to and including termination of employment.

**Documentation:**
Falsification of any documentation whether student related or not, may result in disciplinary action up to and including termination.

**Original:** June 2006
Policy 10.04: Criminal Offender Record Information (CORI) Checks

I. Policy
Quincy College reserves the right to conduct a criminal record background check on any/all employees or agents as authorized by the Criminal System History Board (CSHB), in accordance with relevant licensing regulations and as required under MGL Chapter 71 Section 38. In addition, the College may conduct a CORI on all volunteers, consultants, students, trainees, etc. whose work involved the potential for unsupervised contact with students who are of minor age and/or persons receiving services at our affiliate clinical sites.

II. Procedure
Quincy College shall follow the procedures set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), under the standards and guidelines set forth by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and in accordance with CSHB guidelines and state law.

Original: June 2006
Policy 10.05: Work Attire/Dress Code Policy

I. Policy
Quincy College is an Equal Opportunity Employer. The appearance and grooming habits of each employee of Quincy College is vitally important in contributing to the positive public perception of the College. All employees are expected to dress in a manner appropriate to their job functions. Extremes in fashion are not appropriate for the workplace. Although the College does not have a uniform code for its employees, it is expected that employees will use professional and good judgment in their choice of clothing and in their appearance, and dress in proper business attire.

II. Procedure
Each department sets guidelines according to health and safety considerations, student or public contact, job functions and in accordance with the expectations of Quincy College policy. Executive Staff Team Members are responsible for setting reasonable and appropriate departmental guidelines, and must review their guidelines with their Vice President and the Director of Human Resources. In general, it is expected that all managers set forth a standard that all employees present a professional image to the community and its students unless such professional business attire is determined to be a safety risk or inappropriate due to the function of a particular position.

Human Resources will review this policy with all new employees as part of new employee orientation.

Original: June 2006
Policy 10.06: Employment Verification and Public Information

I. **Policy**
As a public education institution and department of the City of Quincy, it is the policy of Quincy College to disseminate information according to and consistent with applicable Cite and college personnel policy provisions, local guidelines and requirements, current collective bargaining agreements and Federal, state, and local laws.

All employees are advised that, under Massachusetts law, except as otherwise exempted, the names, positions, titles, home addresses, telephone numbers (if listed) and salary data of college employees are public information. It is the policy of the College to release this information in accordance with the guidelines and requirements of applicable laws and in response to requests for information.

II. **Procedures**
The College shall provide information upon receipt of a written request for information listings. The Human Resources Department shall provide employment verifications and reference checks only upon receipt of a signed authorization and release form, with said form available from the Human Resources Department upon request. Responses to such inquiries will be limited to dates of employment position and most recent or last salary as documented and substantiated by Quincy College records. No employment or reference data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Salaries are released in writing to financial institutions when a written request, accompanied by the release signature of the employee, is received. Salary verification forms will be forwarded directly to financial institutions; they will not be returned via the employee.

**Original:** June 2006
Policy 10.07: Personnel Records

I. Policy

The Human Resources Department maintains a file on each employee of the College. The files are the property of Quincy College and are considered confidential in nature. It is the policy of the College to maintain all Personnel Records under the provisions of the Fair Information Practices Act, and according to and consistent with applicable City and College personnel policy provisions, local guidelines and requirements, current collective bargaining agreements and Federal, state and local laws.

II. Procedures

Employees may obtain access to their files by completing an access request in writing to the Human Resources Department and the employee shall make a mutually convenient scheduled appointment with Human Resources. Personnel Records must be examined in the presence of a member of the Human Resources staff. During the record review, the employee may request that certain documents be copied for him/her.

Original: June 2006
Policy 10.08: OSHA and The Right To Know

As required by the Occupational Safety and Health Act of 1970, employers must furnish to employees a workplace that is free from recognized hazards that are causing or are likely to cause death or serious harm to employees; likewise, employees must comply with all OSHA health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on their jobs.

At Quincy College, job safety and health protection are important and the company strives to provide a safe workplace for each employee. In return, Quincy College requests that each employee be attentive to his/her work environment and take action to correct any hazardous situation.

Since our facilities are limited to office environments and since we have limited hazardous substances, maintaining a hazardous free workplace requires each employee and management to be more attentive to obstacles that could harm others such as electrical wires, boxes or items in walkways, or equipment that is properly secured or in good working order. If an employee observes what appears to be a hazardous situation he/she shall report it immediately to the department manager. All employees should be aware that as he/she enters a facility of one of our clients and/or potential customers, he/she may be asked to wear personal protective equipment, to adhere to certain safety precautions, or to avoid certain areas due to hazardous chemicals or other unsafe conditions. Employees must abide by the requests of our clients and potential customers regarding their safety procedures.

If an employee thinks he/she has been exposed to a hazardous substance, he/she is encouraged to immediately seek assistance. Contact your supervisor or Office Of Campus Services or if at a client site, contact the safety officer or other appropriate representative for that site.

The Right to Know:
The Massachusetts Right-to-Know Law went into effect September 26, 1984. The law requires that all employers label hazardous substances and obtain Material Safety Data Sheets (MSDS) on those substances and that all employees who handle hazardous substances receive right-to-know training.

An employee has the right to request a copy of the MSDS on those substances used in the performance of his/her duties. The MSDS lists the ingredients of the substance, potential hazards, physical characteristics and necessary precautions in using the substance. MSDSs may be obtained from the Environmental Health & Safety Office.

Employees who must use materials that are potentially hazardous should learn what precautions to take before handling the material. This information can be found on MSDSs which may be obtained from the Environmental Health & Safety Office.

Original: June 2006
Policy 10.09: Workers Compensation Policy and Notice of Coverage

I. Policy
In accordance with Massachusetts Workers Compensation (WC) Act, M.G.L. Ch. 152, Quincy College provides Workers' Compensation Insurance coverage for employees who sustain an occupational illness or injury arising out of and in the course of employment. In accordance with the M.G.L. and the guidelines set forth by the City of Quincy, all such employee injuries must be reported regardless of severity or loss of time from work. The WC Insurance coverage provides payment for any necessary medical treatment related to the workplace injury, including payment for partial compensation for lost wages after the first five (5) days of disability if reports and documentation are filed in accordance with regulations and timeframes outlined here within and in accordance with the regulating state and local guidelines.

This Notice to Employees details Worker's Compensation Insurance coverage for Quincy College employees. Coverage becomes effective at the time an employee starts work and is provided by City-Wide Insurance Group through Quincy College, a Department of the City of Quincy. The entire cost is paid by Quincy College. Medical expenses resulting from occupational illness or injury are reimbursable under Workers Compensation rather than the employee's medical insurance plan, provided the procedures and required time frames for reporting and documenting workplace incidents as outlined in this policy and as regulated by the College's insurance carrier. The information contained here within shall serves as "Notice to Employees" in accordance with applicable M.G.L. 152.

II. Procedures

A. Reporting Requirements:
All employees who are injured while on duty must notify their immediate supervisor and are strongly encouraged to seek immediate medical attention.

• The reporting employee or manager must complete a Quincy College Incident Report immediately.

• The original Incident Report must be submitted immediately, on the day the incident occurs, to Human Resources and a copy shall be provided to Campus Services.

• Human Resources must determine if an Employer's First Report of Injury or Fatality - Form 101 needs to be completed. In most cases of work-related injuries or illnesses, the supervising manager will be required to submit the Form 101 on the same day the incident has occurred and per direction of Human Resources.

• Human Resources must submit the Form 101 to the City Solicitors Office within 24-hours of the employee's accident or injury, or from the date in which the employer is made aware of the injury.

The College is required to comply with strict time limits in reporting industrial accidents. If an employee does not notify the College of the injury with in 24 hours of the injury, the College is then required to submit the Form 101 within (7) days (not including Sundays or legal holidays) from the date upon which the College received notification from the employee to complete and submit the Form 101. Therefore, all work-related injuries must be reported promptly. Consult Human Resources for further details.
The Department of Industrial Accidents (DIA) has revised the required Form 101. The only acceptable version is dated August 2001. No other forms will be accepted.

B. *Notice of Intent to Return:*
Upon request, an employee must submit a Notice of Intent to Return Form to Human Resources. An employee may not return to work, in his/her regular capacity, or in a modified or light duty capacity, without valid written medical certification authorization.

**Original:** June 2006
Policy 10.10: Annual Security Report

The annual security report is on file in the Office of Campus Services.

Original: June 2006
Policy 10.11: Nature Of Employment

All professional and hourly staff members of the College are employees of the city of Quincy and are subject to the rules and regulations as they pertain to both Quincy College and City employees, and as they apply to colleges under the Board of Higher Education. Unit-employees shall be subject to all rights, privileges, and guidelines as detailed in current collective bargaining agreement and must comply with the state, federal, local laws and College policies. If a College policy conflicts with a current collective bargaining agreement, the current collective bargaining agreement will usually take precedence.

Appointments, contracts and letters of hire to all positions are approved by the President as authorized by the Board and upon the recommendation of the senior department manager. No offers of employment or appointments are valid except those approved by the President or the President’s designee. As appointed by the President, the Director of Human Resources, the Vice President of Academic Affairs and the Vice President of Administration are authorized to confirm offers of employment with the President’s final approval.

Original: June 2006
Policy 10.12: Attendance, Hours of Work and Punctuality

All employees are expected to report to work on a regular and punctual basis and as scheduled. Should an employee be unable to report to work as scheduled he/she is required to contact his/her direct supervisor prior to his/her reporting time, and shall follow any/all call-in procedures as set forth but his/her department or senior service director. Quincy College reserves the right to change work hours and/or work site based on the needs of the program and the College, and shall comply with current collective bargaining agreement guidelines when applicable.

The length of the work week is specified in current collective bargaining agreements for association members. Faculty work hours are determined by class schedules and contract provisions. Administrative hours vary to meet the needs of the students and College personnel. Please consult your immediate supervisor for further details.

In general, the College operates on a 35-hour work week unless otherwise stated in a current collective bargaining agreement. Exempt employees operate at a professional level and as such are expected to work as needed to appropriately meet the essential functions of the position. All employees are expected to comply with a standard of professional protocol outlined here within. Failure to comply may result in disciplinary action up to and including termination of employment.

Original: June 2006
Policy 10.13: School and Class Cancellations

Class Cancellations:

If, due to illness or other emergency, you need to cancel your class, you must call the appropriate faculty secretary prior to the start of class. On the main campus, please call 617-984-1750. Allied Health faculty must notify the Allied Health Secretary at 617-984-1601. In Plymouth, please call the main desk at 508-747-0400. Inform the secretary of your name, the title of your course(s), section number(s), day and time(s) it meets, and the building and room number. If there is an assignment for your students, state this as well.

Day and Evening Adjunct Faculty must contact their respective Dean to determine a plan to make up the contact hours missed. Such arrangements must be decided upon and reported in writing to your Dean within seven days of any absence, unless otherwise directed by your Dean. Any arrangements for make-up time must offer the students your time without penalizing them if they are unable to attend. In extreme emergencies, Adjunct Faculty must in advance of the absence contact their Dean (in writing) requesting the time they will be out and a proposed make-up plan for the contact hours missed. Any coverage of a class you will miss must be approved and arranged through the Dean. Any arrangement other than cancellation that involves payment and must be done through the college payroll system.

School/Weather Cancellations:

The following TV/Radio stations will broadcast Quincy College cancellations: WHDH-TV Channel 7, WBZ-TV Channel 4, WCVB-TV Channel 5, WFXT-TV Fox 25, WBZ AM 1030, WJDA AM 1300. Weather cancellation messages are also posted on the Quincy College weather information line at 617-984-1700, option 8. For those faculty members relying on broadcast media for announcements of weather related cancellations or delays, please note that broadcast references to "Quincy" or "Quincy Public Schools" being cancelled or delayed do not apply to Quincy College. College cancellations or delays will refer specifically to "Quincy College'.

In the event that the Plymouth public schools are cancelled, the Plymouth campus of Quincy College will be closed. If the Plymouth public schools are open, the Plymouth campus of Quincy College will hold classes. We are unable to announce the Plymouth campus separately from the Quincy campus on most radio and TV stations, so this is a way to notify students and make judgments that err on the side of safety for Plymouth campus students and faculty. Announcements regarding the Plymouth campus will be on our phone line for weather cancellations at 617 984-1700, option 8.

In general department managers are expected to establish phone chains within offices so fellow workers can inform staff about late arrivals due to weather. The College expects to staff offices if the College does not close for weather emergencies. The College expects that employee absences be coordinate as much as possible and all employees shall follow appropriate protocol for calling in as absent as outlined in the current collective bargaining agreements, the Quincy College policy Manual, the Faculty Handbook and here within.

Any faculty who find they must cancel a class or a day of classes must call 617-984-1750 as well as their appropriate academic Dean, so that students are informed appropriately.
Policy 10.14: Employment Eligibility and Selection

Quincy College does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or veteran status in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment. Quincy College is actively committed to increasing diversity and making every effort to seek and hire individuals that will have the College reflect the diversity of the communities it serves. As part of this commitment, a member of the Human Resources staff shall become an ex-officio member of all searches for all positions.

A. Recruitment and Hiring:

The goal of the selection process is to find the person who is best able to perform the essential functions of the position while achieving a workforce that reflects the diversity of the community population. Any criterion or process that is used to screen and select candidates, from qualification requirements through the interview, must be job-related and applied consistently to all candidates. If the College is not receiving a satisfactory response from the posting, the College may repost the position vacancy, internally and externally, with a new or extended deadline.

Individuals seeking employment in professional positions must submit a resume, letter of intent, and three references. All other individuals interested in non-exempt or hourly positions must complete a Quincy College Application for Employment or furnish a resume with letter of intent and three employment related references.

All required applicant information must be received in the Human Resources office within the posted time limits to receive consideration.

Quincy College relies on the accuracy of the information contained in the Employment Application, as well as the accuracy of other data presented during the hiring and employment process. Any misrepresentations, falsifications, or material omissions in any of the information or data present throughout the hiring process may affect this application process or outcome unfavorably and may result in the exclusion of the individual from further consideration for employment or may result in discharge from employment if discovered at a later date.

All candidates selected to be interviewed shall be requested to complete the standard Quincy College Employment Application form prior to the interview. The information on the application will supplement the information contained in the resume and gathered during the interview. The Application can be obtained in Human Resources and is a standard form that must be used for all candidates being considered for hire.

Applications for each position will be screened to select a group of candidates to be considered for the position. Candidates will be interviewed in a fair and consistent process following the College's interviewing guideline. All candidate conversations shall be documented and a Candidate Interview Evaluation Form is available in Human Resources for this purpose. Finalists for a position shall be interviewed by the senior department manager and divisional VP and/or President.
Reference checks are a valuable tool to be utilized in the candidate selection process. A minimum of two (2) positive employment references must be obtained prior to making a recommendation for hire or 2 written recommendations verified. All completed reference checks must be documented and will be maintained in a personnel record upon hire. A Reference Check form is available in Human Resources.

Recommendations to employ are made through the administrative process to the College President. Executive level Exempt Non-unit positions are appointed by the President of the College. All other Unit and Non-unit position appointments, contracts and/or letters of hire are made by the President or President's designee and upon recommendation from the divisional manager. The President may designate an executive team member to compose or authorize formal written appointments or contracts of employment but the President is the only hiring authority and shall provide written approval of all personnel action in accordance with M.G.L. Chapter 71.

Consult Human Resources for further guidelines regarding Job Descriptions, personnel request and vacancy approval, posting procedures, recruitment, screening and interviewing guidelines, and candidate selection.

B. New Employee Orientation:

All new employees must attend Orientation with Human Resources. Human Resources shall arrange an appointment to conduct New Employee Orientation on or before the first day of employment and upon receipt of authorization for hire and required documentation.

Orientation is a forum for the College to provide new employees with necessary information about their employment, payroll, and benefits eligibility. At Orientation HR shall obtain required employment documentation and shall provide new employees with an

New employees must complete tax forms, an emergency notification form, and other required documents at time of hire in compliance with state and federal record keeping requirements. A Form 1-9 must be completed at time of hire and in accordance with the Immigration Reform Control Act. The employee must present acceptable original documentations to be verified by Human Resources within 3 days of employment to comply with federal law.

C. Immigration Reform and Control Act of 1986:

The Federal Government’s Immigration and Control Act of 1986 requires that all new employees must present documents establishing both their identity and employment eligibility. In order to comply with the law, new employees are required to complete an Employment Eligibility Certification Form 1-9 and provide acceptable identification. Persons who are not citizens of the United States must also provide evidence that they are permitted to work in the United States. Questions concerning this law should be addressed to Human Resources.
Original: June 2006
Policy 10.15: Internal Posting Policy and Vacancy Announcements

I. Policy:
Quincy College encourages promotion from within the organization. Human Resources will post all vacant positions consistent with College policy and the guidelines of current collective bargaining agreements.

Current employees in good standing who meet the minimum qualifications of a posted vacancy are eligible to apply. Probationary employees or employees in warning status are not eligible for a position transfer unless College Administration determines it is in the best interest of the students, College and the employee.

II. Procedures:
Human Resources shall, in good faith effort, post and make available vacant positions in the Vacancy Posting bi-weekly on Friday. Human Resources shall make a good faith effort to make available the Vacancy Posting in the following manner and will, at minimum, comply with the provisions of current collective bargaining agreements:

- Email document to all email users bi-weekly
- Post on approved boards college-wide and in accordance with current collective bargaining agreements
- Hard copies available in the President's Office and in Human Resources
- Posted bi-weekly on the Quintranet

All vacant positions shall be posted internally for a minimum of 7-days. Promotional opportunities shall be posted internally in accordance with current collective bargaining agreements and College policy.

Current employees interested in applying for posted positions shall complete an Internal Application and forward to Human Resources with a resume, letter of intent and three (3) letters of recommendation. Non-exempt hourly vacant positions may waive the requirement of resume submittal. All internal applicants in good standing who meet the minimum requirements of the posted position and who apply within the 7-day posting period will be granted an interview.

External advertising by the College may be concurrent with internal postings upon HR approval, and in accordance with current collective bargaining agreements.

Original: June 2006
**Policy 10.16: Volunteers**

Although unpaid volunteers can be helpful in many areas, the use of volunteers raises concerns, including issues with confidentiality, potential liability, and claims for unemployment compensation.

In light of these facts, should you still desire to use the services of a volunteer, you should contact your senior service manager; provide him/her with a list of the volunteer’s duties, a schedule of the desired hours and an explanation as to why these tasks could not be performed by regular college employees. Upon approval of the senior service manager and/or the President, the volunteer candidate shall complete an application for employment, be interviewed by the appropriate senior service manager or his/her designee, and undergo the standardized College hiring procedures.

**Original:** June 2006
Policy 10.17: Position Classification and Categories

Each position has a designated status of either Exempt or Non-Exempt in accordance with FLSA, federal and state wage laws. Non-exempt employees are entitled to overtime pay or compensatory time off under specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hours laws, however, may acquire such rights and privileges as bargained for if the Exempt employee is a member of an Association and as such should refer to the current collective bargaining agreement.

Unit positions shall connote any position falling under one of the Association's collective bargaining agreement. All Unit positions shall be categorized as defined in current collective bargaining agreements. Non-unit positions shall connote all positions not included under one of the Association's collective bargaining agreement. All Non-unit Positions shall be categorized as defined by the College and approved by the President and the Board.

Quincy College recognizes three Categories of positions: Regular, Temporary, and Grant Funded.

Position status refers to the FLSA exemption status and refers to Full-time (FT), Part-time (PT) and Limited Part-time (LPT) or hourly status.

Regular Positions:
These are positions that exist as regularly scheduled and consistent hours for a full school/calendar year that are budgeted line items. These positions regularly scheduled at 20-hours (.5 FTE) per week or more for a full school calendar year and are budgeted as benefit eligible as part of their compensation. Professional Staff and Faculty positions are included in this category.

Limited part-time (LPT) positions are regularly scheduled hours of less than 20-hours per week that are listed as budgeted line items and are non-benefit eligible positions.

Temporary Positions:
These are positions that exist for a specified period of time. While some temporary positions may be continued beyond the original term and may continue for an extended period, they must be renewed periodically and are dependent upon continued budgetary approval or funding. These positions are NOT benefit eligible in accordance with the provisions of M.G.L. Ch. 32, due to the seasonal and temporary nature of the position. Employees in these positions fall under the provisions of the Omnibus Budget Reconciliation Act of 1990 (OBRA). No other benefits are available.

Seasonal and/or emergency hires and Adjunct positions are included under this category. Appointments to an Acting position are temporary in nature as described above. However, temporary or acting appointments typically arise out of an emergency staffing need for a position that is categorized as Regular and as such is typically covered by a current benefit eligible employee. Therefore in certain circumstances the position may be categorized as benefit eligible.

Consult with Human Resources for specific hiring details when being appointed in an acting capacity.
Grant Funded:
There are positions, which are funded by alternative sources other than college resources. These positions are typically funded through federal or state contracts, exist only for the term of the grant, and may be continued only with the renewal of the grant as a source of funds. These positions may or may not have benefits depending upon the provisions of the funding of the applicable grant. Benefit eligibility is determined by position category as listed above under regular positions and in accordance with laws and regulations. If a grant funded position is categorized as Regular Part-time (RPT) or Regular Full-time (RFT) and grant funds are made available for the provision of benefits as outlined in the awarded grant then the positions shall be defined as benefit eligible.

Consult Human Resources for further details regarding position classification.

Original: June 2006
Policy 10.18: Introductory Period and Provisional Employment

I. Policy

It is the policy of Quincy College to require new employees to complete a 6-month Introductory Period beginning on their first day of employment. Managers must complete a performance evaluation at the end of the Introductory Period unless otherwise stated in an applicable current collective bargaining agreement. All individuals appointed to a Regular Non-unit position shall be appointed provisionally until the Introductory Period of 6-months from date of appointment has been successfully completed.

When an employee is transferred or promoted into a Regular Non-unit position said employee shall serve an Introductory Period from the effective date of promotion or transfer for a period of 6-months. All Unit employees upon hire shall serve an Introductory Period consistent with the guidelines of the current collective bargaining agreement.

The purpose of the Introductory Period is to provide the employee with the opportunity to become familiar with the position and the College and to provide the employee with feedback on their performance. It also provides the employee an opportunity to demonstrate the appropriate skills, knowledge and work habits, and provides the College an opportunity to evaluate the job match.

II. Procedure

Throughout the Introductory Period, the manager shall meet with the employee to discuss performance standards and expectations. The manager develops clear objectives with the employee during the initial meeting.

At the end of the Introductory Period, the manager shall meet with the employee and shall conduct a performance review. The manager shall follow the guidelines for Performance Appraisals set forth here within, or if applicable, as stated in the current collective bargaining agreement.

If the College determines the Introductory Period does not allow sufficient time to thoroughly evaluate an employee’s performance the Introductory Period may be extended in writing for a specified period of time. Consult with Human Resources if an employee's performance during the Introductory Period is not meeting the standards set forth. The grievance procedures do not apply to a new employee in an Introductory Period unless otherwise stated in an applicable collective bargaining agreement.

Original: June 2006
Policy 10.19: Personnel Changes

A. Employee Notice of Change in Personal Information:
Employees are responsible for ensuring that all personal information changes are furnished to Human Resources in a timely manner. Changes in address, marital status, emergency notification information, and all other personal information changes must be reported promptly on a Personal Change Notification Form and submitted to Human Resources for processing. No name changes will be made effective without a valid Social Security Card for name verification in compliance with federal regulations. Human Resources shall provide a copy of the Personal Change Notification Form to Payroll/Business Office for processing system changes as necessary.

B. Transfers and Advancements:
The divisional manager is responsible for providing notification to Human Resources in the event that an employee’s position status changes. Such changes may include: Position Title change, Position Category or Classification Change (such as RFT position dropping to RPT) Licensure change, and separation or resignation. Please contact Human Resources for details and procedures.

Original: June 2006
Policy 10.20: Employee Professional Development

Quincy College recognizes that the skills and knowledge of its employees are critical to the success of the College. When possible and as set forth by the President and the Board, the College may sponsor an educational assistance program to encourage personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the College. For program specifics and eligibility criteria, please contact the President’s office and/or Human Resources.

Unit employees shall consult the current collective bargaining agreement for rights and privileges pertaining to professional development.

Eligible employees may qualify for participation in the College Tuition Remission program outlined here within.

Original: June 2006
Policy 10.21: Performance Appraisal Process

I. Policy

The College recognizes that our success is measured by the long-term satisfaction and achievement of our students, and the positive partnerships we develop. Our most valuable resources to achieving our mission are our faculty, administration and support staff. Each individual employee's performance contributes to our ability to successfully achieve and excel in all aspects of our mission and values. The College's performance management system for all Non-unit employees is designed to foster communication, encourage employees to reach their fullest potential, and to recognize employees for contributing to the mission of the College.

The intent of the evaluation is to help each employee and supervisor assess in a constructive way the employee’s performance over a specific period of time and in relation to agreed-upon standards and objectives in order to assure that the goals of the institution are being fulfilled.

Performance reviews shall be conducted at the end of an employee’s Introductory Period and Annually thereafter unless otherwise specified in current collective bargaining agreements. For more information on how to conduct evaluations and the standardize evaluation tools available, managers should contact Human Resources.

II. Procedures

The performance of each unit employee is evaluated at the intervals and in the manner specified in the applicable current collective bargaining agreements.

The evaluation of Non-unit College employees shall be conducted according to a format approved by the President and in accordance with College policy.

Managers and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. The evaluation shall be conducted for all employees at the end of their Introductory Period and annually thereafter. The evaluations shall be conducted in the following manner:

- at the conclusion of the spring semester
- utilizing the job description and applicable Performance Appraisal Tool
- the manager shall schedule a performance appraisal meeting at a mutually agreeable time the employee shall come prepared with a self-evaluation completed
- the performance evaluation shall be signed by the manager
- the employee shall be provided with the opportunity to respond with his/her comments in writing and attached to the evaluation
- the employee shall sign the evaluation acknowledging that he/she has been presented with the evaluation and that he/she understands the evaluation, the employee signature does not connote agreement with the content of the evaluation only that he/she understands the content.

Every employee is entitled to review his/her performance evaluation form before it is placed in his/her personnel file. All evaluation are maintained as a permanent document in the employee's personnel file.
Academic Supervision: Instructors are supervised by the college official listed below depending on the prefix of their course numbers:

ACS, ART, BIO, CHE, CSA, CSJ, ENG, ENV, FRN, GOV, HIS, ITA, MAT, PHL, PHY, PSY, SCI & SOC instructors are supervised by the Dean of Natural Health and Science (617-984-1748).

PNU & RNU instructors are supervised by the Dean of Nursing (617-984-1695)

ACC, BUS, CJS, ECO, EDU, EMG, FIN, FSC, HSV, LAW, LBR, MGT & MKT instructors are supervised by Dean of Professional Programs (617-984-1642).

Plymouth Campus instructors are supervised by the Dean of the Plymouth campus (508-747-8156).

Student Evaluations:
In order to assess the academic quality of education at Quincy College and in order to provide instructors with a means of evaluating their teaching effectiveness, students are asked to evaluate their instructors in all classes towards the end of the semester. You will receive a packet of course evaluations in your mailbox along with instructions for administering the evaluations. The completed forms are then forwarded to the Vice President of Academic Affairs, Saville Hall, and then to the appropriate Dean for review. Evaluations are generally redistributed to faculty during the following semester for their examination. Adjunct Instructors/Professors are also evaluated by their respective Dean on

Original: June 2006
**Policy 10.22: Progressive Discipline Process**

Quincy College is dedicated to promoting a professional work environment and expects its employees to operate in a manner consistent with the suggestions, guidelines and policies here within. In the event that a supervisor or manager needs to address employee conduct he/she shall consider the following procedures and contact Human Resources for further guidance. The procedures outlined here within are not mandatory and any step may be eliminated on the basis of and determination of the severity of the employee misconduct or infraction.

**Step 1. Verbal Warning:**
An initial verbal warning may be given verbally to the employee by his/her supervisor. The supervisor shall specify problem area(s), state expectations for improvement, and confirm the employee's understanding of what is expected. The supervisor shall keep a written record of the conversation in his/her own management files. This written documentation shall become part of the employee's personnel record if the discipline process moves forward to the next step. There may be instances where the supervisor omits the verbal warning and proceeds directly to a written warning.

**Step 2. Written Warning:**
After consultation with Human Resources, a written warning may be issued to the employee by his/her supervisor and shall become part of the employee's personnel record. The written warning shall specify the problem area(s), state expectations for immediate and sustained improvement, and shall be signed by the supervisor and countersigned by the employee. The warning period can be extended at the discretion of the supervisor and in consultation with the senior service Director and the Director of Human Resources.

**Step 3. Discharge:**
No employee shall be transferred or promoted during a warning period, unless senior divisional manager and/or the President determine it to be in the best interest of the College, students and the employee.

The President may designate an executive team member to compose or authorize formal written separation notices; however, the President is the only authority to authorize a separation and shall provide written approval of all personnel action in accordance with M.G.L.Chapter 71.

Unit employees will be managed in a manner consistent with current collective bargaining agreements. Quincy College reserves the right to terminate an employee for good cause. Employees terminated during the Introductory or Probationary Period shall not be subject to the provisions of Policy 10.23 Grievance provisions here within unless otherwise stated in a current collective bargaining agreement.

**Original:** June 2006
Policy 10.23: Grievance Procedures

I. POLICY
This policy is designed to facilitate the prompt, fair, impartial and informal settlement of complaints. Under this policy, an employee has the opportunity to be heard at each step of the procedure. The resolution of a complaint at any step in this procedure shall not constitute an admission by the College that it has violated any policy in regard to the employee. A complaint may be filed at the level at which the action or inaction being appealed occurred. For members of one of the Associations at Quincy College, the procedures detailed in the current collective bargaining agreement for that association shall apply.

II. DEFINITIONS
Day - "Days" under this policy shall mean calendar days unless specifically noted otherwise.

Complaint - A complaint asserts an allegation by an employee or group of employees that a specific policy, contained herein, of the City of Quincy or specific policy of the College has been breached in its application to him/her. A complaint shall state all the known facts pertaining to the alleged breach on which the appeal is based, including but not limited to: the name and title of the person(s) against whom the complaint is directed; the date when such breach is alleged to have occurred; a statement of all known facts, documents and materials supporting the complaint; the specific policy allegedly breached; and the relief sought by the complaining party. All exhibits upon which the complaining party intends to rely shall be attached to the complaint at Step I.

Complaining Party - Person(s) who files a written complaint under this policy.

Professional Judgment - For the purposes of this procedure, every decision to renew or fail to renew an appointment, to terminate any such appointment, or to grant or refuse to grant a sabbatical leave, a promotion or a salary increase, shall be deemed to have been made pursuant to an exercise of professional judgment; and that every complaint that, explicitly or by implication, questions the merits of any such decision, but no other decision, shall be deemed to be a complaint that questions an exercise of professional judgment. In matters of professional judgment, the scope of review of the action is limited to a determination of whether the judgment was made in an arbitrary, capricious or unreasonable manner.

III. PROCEDURES

Step 1 (Supervisor Level)
If an employee believes that a specific College policy has been breached in its application to him/her, he/she shall file a written complaint with his/her immediate supervisor, with a copy to the College President and the Director of Human Resources. The complaint shall be filed within ten (10) days of when the employee knew or should have known of the breaching event. The employee and the immediate supervisor shall meet within a reasonable time to attempt to resolve the problem. A written memorandum of the outcome of this meeting shall be prepared by the supervisor and delivered to the complaining party within ten (10) days following the meeting and a copy to be submitted to Human Resources.

A Grievance Review Record shall be completed by the manager and submitted to Human Resources.
with a copy of the written memorandum attached. Human Resources shall maintain said documents in a separate and confidential file.

**Step 2 (President's Designee Committee Meeting)**

If said employee is not satisfied with the outcome at Step 1, within ten (10) days of receipt of the Step 1 Memorandum, he/she may file with the President and Human Resources, a copy of the original complaint and a request for a meeting or a determination without a meeting on the matter. The President shall assign a Grievance Review Committee. If a meeting is requested, the committee shall give reasonable notice of the time, date, and place of the meeting, which shall whenever practicable be held within thirty (30) days after committee receives the complaint. No new issues may be raised at Step 2 beyond those raised in the initial complaint.

A meeting under this Handbook shall be conducted by Grievance Review Committee. All meetings shall be closed to the public. Both parties are entitled to be accompanied by an advisor at the meeting; however, the advisor may not directly participate in the meeting or question witnesses. Both parties may present witnesses at the meeting. All questioning of the parties and witnesses shall be conducted by the committee conducting the meeting. At the meeting, the formal rules of evidence shall not apply. In all cases the meeting shall be conducted in a fair and impartial manner. An official record may be kept of the proceeding.

The Grievance Review Committee conducting the meeting shall issue a written decision to all parties involved within thirty (30) days of the meeting. The decision shall include:

- a summary of the facts
- a summary of the evidence and witness statements presented
- a conclusion based on the evidence presented as to whether a violation of this policy has occurred.

The decision shall be hand delivered or sent by certified mail, return receipt requested, to the employee and to his/her designated representative.

**Step 3 (Appeal to President)**

If said employee is not satisfied with the decision issued at Step 2, within seven (7) days of his/her receipt of the Step 2 decision, the employee may file a written appeal with the President. The written appeal shall detail the professional's exceptions to the Step 2 decision. The President shall review the Grievance Review Committee's decision and the employee's appeal, and shall issue his/her decision within thirty (30) days after receipt of the appeal. The President's decision shall be final.

**Original:** June 2006
Policy 10.24: Employee Separation

I. POLICY
It is expected that resignations will be mutually agreed upon and conducted in a manner consistent with College policy and current collective bargaining agreements and will not disrupt the operations of the College or the provision of quality services to our students.

II. PROCEDURES
An employee who wishes to resign or retire from his/her position shall address a letter of resignation to the President of the College and submit the letter to his/her immediate supervisor who shall then forward the letter to Human Resources. It is expected that an employee shall submit letter of resignation at least 2-weeks prior to the effective date of resignation. It is requested that managerial employees and teaching staff provide 4-weeks written notification out of professional courtesy. All Unit employees must submit resignations in accordance with current collective bargaining agreements.

Under no circumstances, unless otherwise stated in a current collective bargaining agreement, shall vacation or personal time be used within the two weeks prior to an effective date of resignation. Final Paychecks will not be direct deposited. Please consult with Human Resources regarding the details of compensation and benefits upon effective date of resignation.

In the event that an employee is terminated for cause or misconduct such termination is subject to the provisions of College policy, local guidelines and applicable collective bargaining agreements. Supervising managers shall consult Human Resources in the event that corrective disciplinary action is determined to be an appropriate course of action.

Individuals employed under grant funds are subject to the above provisions and cannot continue to be employed when the funding for the grant ceases.

Original: June 2006
Policy 10.25: Salary Administration

Employees are paid in accordance with their contract, letter of appointment or current collective bargaining agreement and as mandated by federal and state wage laws. Pay cycles are determined by position classification, category and status. All Regular Exempt professional employees are paid on a 52-week pay cycle and as such receive a weekly paycheck on Friday upon provision of services and submittal of proper time keeping documentation. Regular Full-time and Part-time Unit faculty members are paid on either a 21-week or a 26-week cycle and must complete upon hire a Deduction Notification Form indicating cycle preference. Each paycheck will include earnings for all work performed through the end of the current payroll period. Employees should consult with Human Resources or Payroll/Business Office to determine pay-cycle.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

A. Adjunct Pay Practices:
Adjunct faculty teaching during the Fall and Spring are generally paid in three equal installments distributed throughout the Semester; Summer and Intersession Adjuncts are paid in two payments. At the beginning of each semester Adjunct employees shall receive a notice from the Business Office announcing the payroll schedule dates.

Important note:
Receipt of an Adjunct employee's first paycheck will depend upon submission of a corrected official class list to the Enrollment Services Office, Newport Hall, 150 Newport Avenue Ext. On a scheduled date, the second paycheck is mailed to the employee's home unless the employee has made previous arrangements to pick up the paycheck in person. The final check will be available in the Enrollment Services Office, when the employee turns in his/her final grade sheet and attendance record.

The final check is usually presented in person, but it may be mailed out upon request of the instructor. Apart from the final check, all other checks will be mailed directly to the faculty member's mailing address, unless special arrangements are made for pick up. Changes in address, marital status, emergency notification information, and all other personal employee information changes must be reported promptly on a Personal Change Notification Form and submitted to Human Resources for processing.

B. Direct Deposit
As a City of Quincy employee, College eligible employees may participate in the payroll Direct Deposit Program. It comes at no cost to you and is a simple, convenient and worry-free way to complete your personal banking. The Direct Deposit system allows you to deposit your total gross pay into any bank of your choice, including most Credit Unions. If you chose to deposit to the Quincy Municipal Credit Union, you must go to the Credit Union and generate your payroll authorization form from there. The system only has the ability to direct deposit an employee's pay to one (1) bank. However, if the employee chooses to authorize a Quincy Credit Union (QCU) Deduction (such as a car payment) the system will perform the deduction and then the deposit the gross pay amount less the deduction to the QCU or another bank of the employee's choice, as authorized.
To enroll in Direct Deposit an employee must complete a Direct Deposit Authorization Form and attach a blank check with VOID written on it. Submit this form to Payroll for processing. Forms are available in the Human Resources Office.

When making any changes, or closing an account to which you have authorized a direct deposit, it is imperative that you notify Payroll/Business Office at least 4 weeks in advance of the date of closing, or change in account. To change an account number or bank, an employee must complete a new authorization form and attach a blank check with VOID written on it. All account changes or terminations must be submitted in writing to Payroll/Business Office.

Upon completion and submittal of the authorization form, a pre-notification process is necessary and typically takes twenty (20) working days to complete. Once this process is complete, the direct deposit will take effect and the employee will receive a pay advice mailed to the home address provided by the employee. This twenty (20) day processing period applies to any account changes or terminations after the initial enrollment in the Direct Deposit Program.

Employees may initially enroll in the Direct Deposit Program at any time. Once enrolled, an employee may terminate enrollment at any time, provided proper written notification is submitted to the Payroll Office. Once voluntary termination of Direct Deposit has been authorized in writing, the employee must wait at least three (3) months before he/she is eligible to re-enrolling the City of Quincy Direct Deposit Program.

As a direct deposit participant, an employee will see, as part of his/her pay advice, details of payment, deductions, and new direct deposit information. Please contact Payroll and/or Human Resources for further details.

The Quincy Credit Union located at 180 Quincy Ave. in Quincy offers a wide range of services. An employee may arrange for direct deposit or an automatic deduction from your paycheck. Contact the Credit Union directly at (617) 479-5558 for specific information related to services.

C. Payroll Deductions
Benefit eligible employees are required to complete a Deduction Notification and Authorization Form in Human Resources.

The law requires that Quincy College make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The College may deduct Social Security taxes on each employee’s earnings up to a specified limit called the Social Security "wage base." Most college employees will receive other retirement deductions in lieu of Social Security Deductions and must complete a Form SSA-1945.

Quincy College may offer other programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Any questions concerning why deductions are made from a paycheck or how they were calculated please contact Payroll/Business Office.
D. Pay Periods

Paychecks are issued on Fridays and cover a pay period prior to the week payment is processed. As an example, if a 52-week employee receives a pay check on Friday April 14, 2006 the payment of wages covers the period of Sunday April 2nd through Saturday April 8th. Pay cycles vary and is contingent upon the position and category.

Regular 52-week employees are paid weekly upon completion of assigned hours. Regular Full-time and Part-time Faculty shall choose either a 21-week or 26-week payment cycle. Adjunct employees are typically paid in three (3) increments during a contracted semester. Summer and Intersession Adjunct employees are typically paid in two (2) increments and are dependent upon the provisions outlined here within. Consult with Payroll/Business Office for further details.

Original: June 2006
Policy 10.26: Payment Of Wages Policy

Quincy College makes a good faith effort and is committed to complying with State and Federal laws and regulations regarding the payment of wages for services rendered.

If an employee believes that money has been improperly deducted from their wages, the employee shall first contact their immediate manager. If after discussion with their manager the employee determines there is still a discrepancy the employee shall contact Payroll in the Business Office. If the employee still believes that there is a discrepancy he/she may contact Human Resources.

Original: June 2006
Policy 10.27: Time Sheets

I. Policy

Quincy College maintains a record of hours for each employee in accordance with Federal and state wage and hour laws. Each employee must complete a time sheet for each pay period. A time sheet is a legal document and therefore must be accurate, completed and signed in ink, and signed by the service manager. If it is determined that falsification of hours or omission of appropriate record of hours has occurred, disciplinary action up to and including termination of employment may occur.

II. Procedure

Each employee must complete a time sheet in ink and submit to his/her immediate supervisor for signature approval. Service manager/director shall sign the time sheet verifying the information as accurate, complete, and true. Original Time Sheets are due in the President’s Office no later than 10am each Friday.

Employees should consult with their immediate supervisor for further details regarding expectations, timelines, and procedures.

Original: June 2006
Policy 10.28: Benefits Summary

Eligible Quincy College employees are offered a wide range of benefits and a number of the programs, such as worker’s compensation and unemployment, cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification/category and in accordance with M.G.L. Ch. 32.

Human Resources (HR) can identify the programs for which an employee is eligible. Details of many of these programs can be found here within.

Eligible Unit employees should refer to their current collective bargaining agreement. The information provided here within is for the purpose of providing a summary of possible benefits available to eligible employees and should not be interpreted as a binding offer of benefits. Should information contained here within conflict with current collective bargaining agreements, typically the agreement will take precedence.

Some benefit programs require contributions from the employee, but most are fully paid for by the College. The following benefits programs offered by Quincy College to eligible employees include, but are not limited to:

- Annuity and Retirement Plans
- Tuition Remission
- Health and Dental Insurance Coverage
- Life Insurance Coverage
- Various Paid Time Off (PTO)
- Paid Holidays
- Quincy Credit Union Membership Benefits
- Club membership specials and occasional discount specials

A. Eligibility
   An employee must be active in a position categorized as Regular and the position is budgeted as a benefit-eligible position of 20-hours per week or more (.5 or greater). Consult with Human Resources for further details or to determine eligibility.

Original: June 2006
Policy 10.29: Insurance Coverage Plans

Employees are advised to consult with Human Resources to obtain detailed information about any of the insurance coverage plans outlined here within, for further information regarding employee eligibility and for plans services access and enrollment deadlines. Benefit deductions are determined by coverage election and employee pay cycle. The College provides, upon hire and annually thereafter for eligible employees, a rate sheet detailing employer contributions, employee contributions, and COBRA coverage costs. Please refer to the current Fiscal Year Deduction schedule for further details.

A. Health Insurance Coverage:
   Eligible employees may enroll in Health Insurance Coverage Plans offered through the City of Quincy’s City-Wide Group Insurance Plan to be financed by the Board and coverage plan participants. The College pays a portion of the premium cost depending on the selected coverage plan. An eligible employee is entitled to enroll in College offered health Insurance coverage of his/her choice within 30 days of his or her date of hire or eligibility, upon experiencing a qualifying event or annually during the period of Open Enrollment. Once enrolled, an eligible employee may change his/her coverage plan options only during the period of Open Enrollment that occurs annually during the month of May. Benefit deductions are determined by coverage election and employee pay cycle.

   For further details regarding plan coverage and special membership advantages, enrolled employees should refer to the coverage plan’s member services website available in the enrollment materials.

B. Dental Insurance Coverage
   Eligible employees may enroll in Dental Insurance Coverage Plans offered through the City of Quincy’s City-Wide Group Insurance Plan to be financed by the Board and participating members. The College pays a portion of the premium cost. An eligible employee is entitled to enroll in College offered Dental Insurance coverage of his/her choice within 30 days of his or her date of hire, upon experiencing a qualifying event or annually during the period of Open Enrollment. Once enrolled, an eligible employee may change his/her coverage plan options only during the period of Open Enrollment that occurs annually during the month of May.

C. Life Insurance Coverage:
   All active Regular benefit eligible employees are offered Life Insurance and accidental death and dismemberment insurance pursuant to the City-Wide Group Insurance Plan to be financed by the Board and participating members. Basic and Voluntary Group Life Insurance Plans are offered upon hire and Part-time eligible employees will receive pro-rated benefits. Quincy College provides Life Insurance through Boston Mutual Life Insurance Company. If you do not elect coverage within thirty days from date of hire, you must wait until the Open Enrollment period in May to enroll. Elected coverage becomes effective on the first day of the month following the new deduction from your paycheck and the employee shall receive notification of effective date.

   Basic Coverage: The cost of basic coverage is shared between the employee and the College while. The College pays a portion of the premium cost of the Basic Life Insurance Coverage. Coverage is effective 30 days after initial payroll deduction is made. Basic
coverage may be carried into retirement and continues as long as contributions are made.

Voluntary Coverage: An eligible employee must enroll in Basic Coverage to be eligible for Voluntary Coverage enrollment. The employee is responsible for paying the full cost of the Voluntary Coverage. Voluntary coverage is reduced upon retirement and coverage is terminated at age 75.

Original: June 2006
Policy 10.30: Notice of Continued Health Insurance Coverage (COBRA)

I. Policy

Quincy College shall comply with Federal Law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), requiring employers sponsoring group health insurance plans to offer employees and their families the opportunity for a temporary extension of coverage, called continued coverage, where coverage would otherwise end. This Notice of Continuation Coverage Rights was created to inform you and your family and spouse of your rights and obligations under the COBRA provisions of the law. COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan’s Summary Plan Description or contact the Plan Administrator.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event”. Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a “qualified beneficiary”. You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:
- Your hours of employment are reduced; or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:
- Your spouse dies;
- Your spouse’s hours of employment are reduced;
- Your spouse’s employment ends for any reason other than his/her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (Under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events happen:
- The parent-employee dies;
- The parent-employee’s hours of employment are reduced;
- The parent-employee’s employment ends for any reason other than his/her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both); or
- The parents become legally divorced or legally separated; or
• The child stops being eligible for coverage under the Plan as a “dependent child”.

COBRA Coverage Availability:
The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction in hours of employment, death of the employee, or the employee’s becoming entitled to Medicare benefits, under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

II. Procedures

YOU MUST GIVE NOTICE OF SOME QUALIFYING EVENTS:
For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to Human Resources.

Once the Plan Administrator receive notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both), a divorce or legal separation, or a dependent child’s losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee’s hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare’s entitlement, which is equal to 28 months after the date of the qualifying event (38 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee’s hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

1. Disability extension of 18-month period of continuation coverage:
   If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 19-month period of continuation coverage. To benefit from this extension, a qualified beneficiary must notify the Plan Administrator within 60
days of the Social Security Administration’s determination and before the end of
the original 18-month period; and provide a copy of the Social Security
Administration’s determination.

2. Second qualifying event extension of 18-month period of continuation
coverage:
If your family experiences another qualifying event while receiving 18 months of
COBRA continuation coverage, the spouse and dependent children in your
family can get up to 18 additional months of COBRA continuation coverage, for
a maximum of 36 months, if notice of the second qualifying event is properly
given to the Plan. This extension may be available to the spouse and any
dependent children receiving continuation coverage if the employee or former
employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or
both), or gets divorced or legally separated, or if the dependent child stops
being eligible under the Plan as a dependent child, but only if the event would
have caused the spouse or dependent child to lose coverage under the Plan had
the first qualifying event not occurred.

If you have questions:

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to
Human Resources or contact identified below. For more information about your rights under ERISA,
including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws
affecting group health plans, contact the nearest regional or District Office of the U.S. Department of
Labor’s Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at
www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available
through EBSA’s website.)

Keep your Plan Administrator informed of address changes: In order to protect your family’s rights, you
should keep the Plan Administrator informed of any changes in the addresses of family members. You
should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Original: June 2006
Policy 10.31: Retirement and Annuity Plans

A variety of annuity plans are available to employee and contingent upon position classification and category and are provided in accordance with applicable laws and regulations.

All annuity deductions are given pre-tax status unless a request to waive pre-tax status is provided in writing. Employees are required to complete a Deduction notification and Authorization Form for any of the Health, Retirement, or Annuity deduction. Employees enrolling in a retirement plan or OBRA shall be required to complete an SSA-1945 Form indicating an understanding of the effects an employee’s enrollment will have on Social Security benefits and deductions.

If an employee is interested in a voluntary supplemental annuity plan, he/she should contact the office of Human Resources for details.

All Regular Exempt employees working in a position of 24-hours per week or more must apply for membership in the City of Quincy’s Retirement System, unless said employee is in and continues under the Massachusetts Teachers’ Retirement System (MTRS). All Regular Faculty members must enroll in the MTRS. Contact Human Resources for enrollment procedures, eligibility, and mandates.

All Limited Part-time (LPT), temporary, and seasonal employees working less than 20 hours per week or no regularly scheduled weekly hours shall enroll in a specified OBRA plan in accordance with the Omnibus Reconciliation Act and as mandated by the City of Quincy.

For further details regarding enrollment mandates, enrollment procedures, forms, and available plans, contact Human Resources.

Original: June 2006
Policy 10.32: Paid Time Off (PTO) Benefits

A. Personal Time
Each Regular staff employee in a budgeted, benefit-eligible position shall be allowed up to two days of leave with pay for the purpose of transacting or attending to pressing personal, legal, business, or family matters which require absence during a workday and which may not be completed otherwise. Except in an emergency situation, as may be authorized by the President, no personal leave shall be allowed three days before or three days after a holiday or vacation period, or during a college enrollment or registration period. Requests for such leave must be submitted in writing on the appropriate form to the appropriate senior staff officer at least 24 hours in advance of the requested day off when possible.

Unless otherwise specified in a contract or current collective bargaining agreement, active Regular employees working in a budgeted benefit eligible position of 20 hours per week (.5) or more shall be afforded Personal time pro-rata and are subject to the same guidelines here within.

Personal time is granted at the beginning of each fiscal year. New employees hired after July 1 of the current fiscal year will be allotted personal time of a pro-rated amount after completion of one full calendar month of employment. Unused earned Personal time is not to be carried over from one fiscal year to the next. Employees hired after the 15th day of the month shall not count the initial month of hire for accrual calculation.

B. Sick Time:
Each active Regular employee in a budgeted benefit eligible position shall be afforded Sick time in the amount as stated in the contract, current collective bargaining agreement or letter of appointment. Each active Regular employee working in a budgeted, benefit-eligible position of 20 hours per week or more shall be afforded sick time pro-rata and are subject to the same guidelines here within.

Sick time is granted at the beginning of each fiscal year unless otherwise stated in a current collective bargaining agreement, contract, or letter of hire. New employees hired after July 1 of the current fiscal year shall be allotted sick time of a pro-rated amount after completion of one full calendar month of employment. Employees hired after the 15th day of the month shall not count the initial month of hire for accrual calculations. Earned sick time may be carried over from one fiscal year to the next to the extent unused without limitation.

The College reserves the right to request from any employee seeking to use sick leave time documentation from a physician in a way of explanation of said sick leave request. The employee shall comply with all such requests from the College, the College reserves the right to deny paid sick time requests where the illness is not documented and/or a pattern of abuse exists.

Unless otherwise specified in a contract or collective bargaining agreement, an employee will not earn or accrue sick leave benefits during any significant leave of absence other than a military leave of absence. Military leave has no effect on this calculation of accrued sick leave benefits.
C. Vacation Time:
Unless otherwise stated in an appointment letter, contract, or current collective bargaining agreement, active Regular employees in a budgeted benefit eligible position shall, upon hire, receive a specified number of vacation days pro-rata to be accrued at the end of each month not to be implemented until the completion of one full calendar month of employment. Employees hired after the 15th day of the month will not count the initial month of hire for accrual purposes.

Earned vacation time is a cash-out benefit meaning that upon separation, an employee is entitled to receive payment equal to the number of days earned to the extent used upon effective date of separation.

Vacation leave may be accumulated and carried over from one fiscal year to the next in an amount not to exceed one year of accumulated accruals unless otherwise specified in a contract or current collective bargaining agreement or as authorized by the President.

All requests for vacation leave must be submitted in advance on the appropriate form, first to your supervisor and then to your senior service manager. Members of the Executive Staff submit their vacation requests directly to the President.

Designated regular professional employees as specified by Executive Team members and/or senior divisional managers are not permitted to take vacation time off during the following periods due to the heavy workload associated with the start of the school year:

- During the last two weeks of August into the first two weeks of September
- During the last two weeks of January into the first two weeks of February

Non-Unit. Regular employees are granted the Monday and Friday of Spring Break week as two additional paid days off not to be deducted from the employees’ Paid Time Off bank, but to be given as a paid Holiday, as listed below, to compensate for required attendance at both January and May Commencement activities annually.

D. Compensatory Time:
Hourly, non-expect staff are entitled to an equal number of hours of compensatory time when they are directed by their supervisor to work additional hours beyond the 35-hour work week. Professional exempt staff are salaried employees and as such are not entitled to overtime or compensatory time off. Unit members should consult their current collective bargaining agreement to determine eligibility for this compensation benefit.

A compensatory time request form must be completed and signed by the senior service director and forwarded to the Human Resources Office.

E. Holidays:
The College is closed for the following paid holidays:
- New Years’ Day
- Martin Luther King Day
- President’s Day
• Good Friday
• Patriot’s Day
• Memorial Day
• Independence Day
• Labor Day
• Columbus Day
• Veteran’s Day
• Thanksgiving Day
• Thanksgiving Friday
• Christmas Day

*Mondays and Fridays of Spring Break as scheduled by the College
*One half day New Year’s Eve as determined by the President
*One half day before Thanksgiving Day as determined by the President
*One half day before Christmas when Christmas occurs between Tuesday and Saturday, as determined by the President

For general purposes, unless otherwise noted in a current collective bargaining agreement, for eligible employees, when a holiday falls on a Saturday, Holiday observance will be on the preceding Friday. When a Holiday falls on a Sunday, Holiday observance will be on the following Monday. Refer to your specific contract for details. The dates of some holidays vary from year to year.

Original: June 2006
Policy 10.33: Employee Assistant Program (EAP)

I. Policy:

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Please refer to our Drug-Free Workplace Policy (Policy 3.04). The College is primarily concerned with the safety and well-being of our students and employees, and recognizes the wellness of our employees directly affects the success or failure of the College to provide quality educational services and to successfully achieve our mission.

Employees, including student employees, needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any form of the health insurance plans offered through the Quincy College city-Wide Group Health Insurance Plan should consult their plan booklets or vendor service offices to determine which programs may be paid through their health insurance. The human Resources Offices can provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence and will only be disseminated on a need-to-know basis.

II. Procedures:

Employees may need professional counseling services if they are experiencing personal problems that affect their work performance or that prevent them from enjoying a sense of wellness. Such problems can include stress, death in the family, change in living circumstances, making difficult decisions about life, or mental health/substance abuse problems. The City of Quincy’s EAP serves all Quincy College staff members and offers programs and seminars relative to the dangers of drug and alcohol abuse in the workplace. The EAP also offers confidential drug counselling and rehabilitation assistance.

Employees enrolled in the GIC Indemnity Plan or the commonwealth PPO may contact the EAP at the telephone number on the health plan membership card. Calls will be kept in strict confidence, as well any subsequent health care records.

Employees enrolled in an HMO should contact the HMO’s Member Serviced Department for the procedure to access care.

Original: June 2006
Policy 10.43: Family and Medical Leave (FMLA)

I. **Policy:**

An eligible employee may take up to 12 weeks of unpaid family/medical leave within a 12-month period for certain family and medical reasons as specified under the Family and Medical Leave Act (FMLA) of 1993. The 12-month period is measured forward from the first day FMLA leave is taken. An employee is eligible if he/she has worked for Quincy College for at least one year and for at least 1,250 hours over the previous 12 months. Upon return from FMLA leave, employees, other than key employees, must be restored to the same of an equivalent position with equivalent pay, benefits, and other employment terms.

Quincy College will grant FMLA leave (as defined below) to an eligible employee for: 1) The birth, adoption, or foster care placement of a child and to care for such child; 2) the care of the employee’s spouse, child, or parent who has a serious health condition; 3) the employee’s own serious health condition that makes the employee unable to perform the functions of his or her position in accordance with the Family and Medical Leave Act of 1993.

FMLA leave is not an additional form of paid leave. An employee is required to substitute any accrued paid personal, vacation, and sick leave for unpaid FMLA leave. An employee is not required to substitute compensatory time for unpaid FMLA leave, but he/she may request to have compensatory time substituted for FMLA leave. Paid long-term disability and workers’ compensation leave run concurrently with FMLA leave. The use of accrued paid leave during an FMLA leave is subject to all the usual collective bargaining agreement stipulations and to College policies that normally apply to requesting and using such leaves. The substitution of accrued paid leave time for unpaid leave time does not extend the 12-week leave period. Employees who do not have appropriate accrued leave available may be granted unpaid FMLA leave.

Employees are required to request such leaves at least thirty days in advance if the need for the leave can be anticipated. Otherwise, they should request the leave as soon as they become aware of the need to take it. Employees should contact Human Resources to obtain a FMLA leave request form as much in advance of the requested leave period as possible.

II. **Procedures:**

1. **Eligibility:**
   To be eligible, an employee must have been employed by Quincy College or at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the first day of leave. If a female employee does not satisfy these eligibility requirements, she may be eligible instead for an 8-week maternity leave for the purpose of giving birth or adopting a child. She may also be eligible for such an 8-week leave if she has exhausted her 12-week annual FMLA allotment for reasons other than the birth or adoption of a child. Similarly, a male employee who does not satisfy the eligibility requirements or has exhausted his allotment may be entitled to a 2-week paternity leave.

2. **Twelve Month Period:**
   An eligible employee may take up to 12 weeks for leave in any rolling 12 month period measured backward from the date an employee uses any FMLA leave. This means that at
any point in time, the amount of leave available is 12 weeks less than the amount of leave used during the preceding 12 months.

3. Special Limitations on Leaves:
   If Quincy College employees both spouses and both spouses request leaves for the birth, adoption, or foster care placement of a child, for the care of that child, or to care for a parent with a serious health conditions, then the aggregate, combined leave for both employees shall be limited to 12 weeks during any rolling 12-month period.

   Family leave for the birth, adoption, or foster care placement of a child, or for the care of that child must be completed within 12 months of the child’s birth, adoption, or foster care placement.

4. Intermittent or Reduced Schedule Leaves:
   Upon receipt of medical certification of the need for leave on an intermittent or reduced schedule basis, Quincy College will grant such leave for purposes of the employee’s own serious health condition or to care for a parent, child, or spouse with a serious health condition. The College may transfer the employee temporarily to an alternate position for which the employee is qualified and which better accommodates the intermittent or reduced schedule during the leave. The employee will receive his or her same salary while working at the alternate position.

5. Notice and Scheduling of Leave:
   If the need for leave is foreseeable, the employee must request a leave at least 30 days in advance of the date on which he or she intends to begin a leave of absence. If the employee is unable to foresee the need for leave 30 days in advance, then the employee must give Quincy college notice as soon as is reasonably possible. If the leave is requested for purposes of planned medical treatment for the employee or his or her spouse, parent or child, the leave should be scheduled at a time which is least disruptive to Quincy College’s operations to the extent feasible. Employees who require a leave must complete a Leave Request form, which can be obtained from the Human Resources Office.

6. Certification of Serious Health Conditions:
   The College may condition its approval of a leave for purposes of personal or family illness on the employee’s submission of a satisfactory Certification of Physician or Practitioner Form from the employee’s or family member’s health care provider. The College will provide the employee with a Certification of Physician or Practitioner Form for this purpose, and it is the employee’s responsibility to ensure that the health care provider submits a fully completed form to Quincy College in a timely manner. The college may, in its discretion and at its expense, require the employee to obtain second or third medical opinions from independent health care providers. The College may also require an employee on FLMA leave to submit periodic re-certifications throughout the leaves. Failure to provide an appropriate certification, upon request, may result in postponement, denial, or curtailment of leave.

7. Period Status Reports:
   The College may require an employee on leave to report periodically on the employee’s status and intent to return to work.
8. Reinstatement from Leave and Fitness-for-Duty Certification:
   An employee who has complied with his or her obligations under this policy will be
   reinstated to the position he or she held prior to leave or to an equivalent position, unless
   business conditions resulted in the elimination of the employee’s former position during the
   leave or the employee would not otherwise have continued to be employed had he or she
   continued in active employment. Quincy College, however, may refuse to restore those
   employees considered to be “key”, for purposes of the Family and Medical Leave Act, to
   their previous position under certain circumstances. Employees who have taken a leave in
   excess of five days due to personal illness must submit a medical certification from his or her
   health care provider verifying that the employee is able to return to work and perform his or
   her regular job duties. Reinstatement may be delayed until a satisfactory medical
   certification has been provided.

9. Compensation During FMLA Leave:
   An employee whose leave qualifies as FMLA leave must use up all earned and unused
   vacation and personal leave during his or her leave. In addition, if the leave is for the
   employee’s own health condition, the employee must use up his or her earned, unused sick
   days at the beginning of the leave. The remaining portion of the FMLA leave will be unpaid.

10. Benefits During FMLA Leave:
    During an FMLA leave, the employee will remain covered under Quincy College’s health
    insurance plan on the same conditions as coverage would have been provided had the
    employee not been on leave. Upon requesting a leave, an employee will be advised of the
    procedures for making his or her health care premium contributions during the leave
    period. If the employee fails to return to active employment for at least 30 calendar days
    after an unpaid FMLA leave, Quincy College may exercise its right to recover its share of
    health insurance premiums from the employee, unless the employee cannot return to work
    because of a serious health condition or other circumstances beyond the employee’s
    control.

11. Benefits Upon Reinstatement from Leave:
    An employee who returns from leave will retain the same benefit status he or she held prior
    to going on leave. The employee, however, will not accrue any additional benefits or
    seniority during unpaid FMLA leave. The period of leave will be treated as continued service
    for purposes of eligibility and vesting requirements for Quincy College’s retirement plan(s).

12. Other Terms and Conditions:
    The policies and guidelines stated in this Family and Medical Leave section shall be subject
    to such other terms and conditions as are provided in the Massachusetts Maternity Leave

Original: June 2006
Policy 10.35: Leave of Absence Other Than Family and Medical Leave

I. Policy:

The conditions applicable to all Leaves of Absence (LOA) other than Family and Medical Leave are outlined in the following procedures. It is the policy of Quincy College to address LOA in accordance with applicable laws and current collective bargaining agreements. If the employee requesting the LOA is a member of an Association, the procedures outlined in the current collective bargaining agreement will take precedence.

II. Procedures:

1. Request for Leave:

   An employee seeking to take a LOA must submit a completed Leave Request Form to the employee’s supervisor at least 30 days in advance of the date on which the employee intends to begin the leave. If the employee is unable to foresee the need for leave 30 days in advance, then the employee must give Quincy College notice as soon as it is reasonably possible.

2. Reinstatement Rights:

   If an employee has been granted a LOA and returns to work on the day previously agreed upon with Quincy College, the College will reinstate the employee to his or her former or similar job, unless, consistent with applicable law, the college cannot reinstate the employee as a consequence of business or operational reasons. If reinstatement is not possible, Quincy College may consider the employee on a preferential basis for rehire into available positions for which the employee applies and for which Quincy College considers the employee qualified.

3. Benefits During Leave:

   During paid leaves, an employee may continue to participate at group rates in Quincy College’s group insurance plans in accordance with the same terms and conditions as are applicable to active employees. At the commencement of a leave, the college will provide the employee with information explaining the steps the employee must take if he or she wishes to continue group insurance coverage during the leave.

   An employee must use up all earned and unused vacation and personal time during an otherwise unpaid LOA, and to the extent the employee would otherwise be entitled to receive sick leave and benefits, the employee must also use up all earned and unused sick days during the leave.

   Time spent on unpaid LOA will not be counted for purposes of determining length of service, and an employee will not continue to accrue vacation, sick, and personal days during an unpaid leave of absence.

   An employee will not be eligible for holiday pay or tuition reimbursement during a LOA.
Policy 10.36: Bereavement Leave

I. Policy:

Each Regular employee in a budgeted, benefit-eligible position may receive up to three (3) days bereavement leave upon the death of an immediate family member. Immediate family member for the purposes of Bereavement shall mean spouse, child, parent, brother, sister, grandparent, or any permanent member of an employee’s household.

Unit members will be granted leave in accordance with current collective bargaining agreements.

Original: June 2007
Policy 10.37: Other Leaves of Absence

If an employee is absent more than three (3) regular work days, the managing supervisor shall notify Human Resources. Human Resources may provide guidance and leave determination.

Military Leave:
A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents it.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. The portion of any military leave of absence in excess of two weeks will be subject to Administrative Council review for payment. Employees may use any available paid time off for the absence. Subject to the terms, conditions, and limitation of the applicable plans for which the employee is otherwise eligible, the College will provide all insurance benefits. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence. This will continue for the full term of the military leave of absence on the same term and conditions as if the employee were in active employment with the College.

**Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave up to 18 months, must apply for reinstatement in accordance with all USERRA and applicable state laws.**

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining length of service for benefits based on length of service, such as the rate of vacation accrual and job seniority rights. Contact the Human Resources department for more information or questions about military leave.

Original: June 2007
10.38: Associated Faculty

From time to time the College may benefit from the use of qualified instructional personnel who are not employees of the College. Examples would include employees of the Quincy Public Schools (or other secondary schools) who teach in dual enrollment courses or employees of vendors providing specialized instruction to the College on a contractual basis. Such faculty members receive no compensation from the College and hold the title of “Associated Faculty.” Such Associated Faculty members may be provided with a Quincy College identification card, access to College online teaching resources, and instructional duties under the supervision of a dean or the dean’s designee.
Policy 11.01: Timely Warning

In the event that a situation arises, either on or off campus, that in the judgment of the President of the College (or his designee) or the Quincy or Plymouth Police departments constitutes an ongoing or continuing threat, a campus wide ‘timely warning’ notification will be issued. The notification will be issued through the College email system; text to students, faculty and staff; on the College’s website (http://quincycollege.edu/) and/or via TV monitors on campus.

These notifications will be prepared and approved by the President of the College and distributed to the community by IT, Campus Services & Facilities, and Marketing. Follow-up information will be disseminated via aforementioned systems throughout the duration of the crisis as deemed appropriate.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, thereby requiring more immediate notification, the President of the College or his designee will coordinate with the Office of Information Technology for additional methods of dissemination.

Anyone with information warranting a timely warning should report the circumstances to the Director of Campus Services & Facilities by phone (617-984-1760) or in person at Saville Hall, Room 212.

Original: June 2007
Revised: March 2014
Policy 11.02: Reporting the Annual Disclosure of Crime Statistics

I. Policy

The Office of Institutional Research and Assessment, in conjunction with Campus Services & Facilities prepares the annual disclosure of Crime Statistics to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on the Quincy College website at https://quincycollege.edu/content/uploads/QC_2017_Annual_Security_Report_FINAL.pdf. This report is prepared in cooperation with local police in Quincy and Plymouth. No personally identifying information related to crime reporting is included in the annual disclosure of Crime Statistics. Quincy College is a department of the City of Quincy and does not maintain a separate police force. Resource Officers provide security at all three Quincy College Facilities. Quincy College does not have residence facilities.

The Resource Officers from Campus Services work closely with the Quincy Policy Department. It is Quincy College policy to report all serious crimes to the Quincy Police Department and to cooperate fully in the prosecution of those involved regardless of their status on campus.

II. Definitions

The Office of Institutional Research and Assessment, in conjunction with Campus Services & Facilities maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year as well as the two preceding calendar years:

a. Murder and Non-negligent Manslaughter
b. Negligent Manslaughter
c. Forcible and Non-Forcible sex offenses, including domestic violence, dating violence, and stalking
d. Robbery
e. Aggravated assault
f. Burglary
g. Motor vehicle theft
h. Arson
i. Hate Crimes

Campus security also maintains and reports statistics concerning the occurrence on campus of any arrests or referrals for disciplinary action for the following crimes:

a. Liquor law violations
b. Drug abuse violations
c. Weapons violations

In addition, the total number of crime reports that were “unfounded” and withheld from the counts of crime statistics will also be disclosed.

III. Procedure

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. Quincy College also sends notifications to all staff and faculty
about the availability of this report on the website with their October paycheck. Copies of this report may also be obtained from the Office of Campus Services or by calling 617-984-1760. All prospective employees will be informed on the job postings that the crime report is available on the Quincy College website and from Campus Services.

Original: June 2007
Revised: March 2014, May 2015
Policy 11.03 Reporting of Incidents, Including Criminal Offenses

For all EMERGENCIES, including fire, medical emergencies and emergencies of a criminal nature, dial 911 from the nearest available telephone, providing the operator with as much detail on the incident as possible, including specific location.

After a report is made to the policy by calling 911, faculty and staff should provide a verbal report of the incident to the Director of Campus Services and Facilities, Bill Hall, at 617-984-1760. A written report must then be provided to the General Counsel using the online Incident Reporting System.

Any suspicious activity in and around campus should be reported by calling the above number. You may also report a crime to the following individuals:

Christopher Bell, Sr. Advisor to President
Presidents Place
617-984-1798

Gerald Koocher, Provost
Presidents Place
617-984-1696

Jennifer Luddy, Sr. VP of Enrollment Mgmt.
Presidents Place
617-984-1657

For all off campus crimes, please report to local police.

For all non-emergencies, please contact the Director of Campus Services and Facilities, Bill Hall, at 617-984-1760. In addition, non-emergency, non-academic based incidents, including but not limited to, missing items, stolen property, student misconduct including altercations with other students, faculty, or staff, intoxication, drug abuse, parking and motor vehicle incidents, unsecured doors or property, vandalism, fire alarms, safety issues, and non-compliance with the Americans with Disabilities Act, should be reported to the General Counsel in written form, using the online Incident Reporting System referenced above.

A log of reportable incidents, including emergencies and non-emergencies cited above, shall be maintained by the General Counsel, and, if appropriate, the General Counsel shall refer each report to the appropriate Quincy College staff person for further information and/or resolution. In such a case, further status/information regarding the incident should be communicated back to the General Counsel in accordance with timelines set forth in the procedures that are attached to this policy but that are not made a part of this policy.

Voluntary Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, the Director of Campus Services & Facilities can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alter the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting
Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead, those procedures are the purview of the Police Department.

**Original:** June 2007  
**Revised:** March 2014
Policy 11.04: Campus Facilities: Security, Access and Maintenance

IV. Policy

Quincy College is strongly committed to maintain safety on campus. All campus buildings in Quincy and Plymouth are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. During non-business hours access to all College facilities is by Access Control systems (issued to Executive Staff). Video security has also been implemented on both the Quincy and Plymouth campuses for additional security.

Computer laboratories and Nursing medical supply rooms are controlled by access control cards when not in use and are not open to students unless there is a teacher, supervising staff member, or lab monitor present.

Each building and parking area also have safe levels of exterior lighting. Our parking lots at President’s Place, our Plymouth campus, and on the first floor level of Saville Hall, as well as pedestrian walkways have exterior lights. Exterior lighting on rental buildings in Quincy and Plymouth are well positioned to provide adequate illumination. Campus Services and custodians regularly survey and maintain existing lights.

Both during the day and at night, the Quincy campus has resource officers who patrol our grounds. In Plymouth, Quincy College resource officers patrol the campus as well as receive supplemental support from the landlord for our campus, who provides security throughout the evenings. Resource officers and custodians regularly check the security of the doors.

Students are required to carry their Quincy College Identification (ID) card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus. Buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Vehicles are ticketed or towed as per the parking policy. Visitors may park in designated spaces.

Quincy College has no residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have had security surveys conducted of them and security enhancements were made where appropriate.

Members of the College community are encouraged to report and facility deficiencies to Campus Services by calling 617-984-1760.

Original: June 2007
Revised: March 2014
Policy 11.05: Law Enforcement Authority and Interagency Relationships

I. Policy
Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. In case of an emergency, the emergency number 911 is called.

Information is exchanged and Campus Services is in close contact with the local police.

The Quincy College Campus Services office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets in the City of Quincy, which are deposited with the City's Treasurer's office. Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to College officials or directly to police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Original: June 2007
Revised: March 2014
Policy 11.06: Procedures For Reporting A Crime or Emergency

I. Policy
Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 617-984-1760. In case of an emergency, please call 911 directly.

II. Procedure
All incident reports are forwarded to respective heads of departments for resolution. If assistance is required from the police or fire department, Campus Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Student Success Coaches, will offer the victim a variety of services including 24 hour hotlines.

The Student Success Coaching Office has information about resources and the information is made available in the event students become the victim of a crime.

All crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

All reports will be investigated. As a department of the City of Quincy, the College does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely warnings will be issued through email announcements, notices posted on our website, closed circuit TV, text messages, in-class announcements, or other appropriate means.

Original: June 2007
Revised: March 2014
Policy 11.07: Drug-Free and Alcohol-Free Workplace Policy

I. Policy

It is the policy of Quincy College to maintain a drug-free and alcohol-free workplace and learning environment. Quincy College seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees. Since the possession and/or use of alcohol or illegal drugs on any building or property occupied or used by Quincy College, or at any event sponsored by Quincy College may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower the productivity and the quality of the work performed by employees, and undermine the public’s confidence in the College, a strong policy prohibiting such possession and/or use has been established.

It is the policy of Quincy College to enforce all federal, state, and municipal laws pertaining to illegal drugs, controlled substances, and alcohol and to seek prosecution of any individual who violates the various laws cited in this policy, as well as to initiate disciplinary action against any individual who violates this policy.

II. Definitions

No student, employee of the College (including student employees), or visitor shall possess, unlawfully use, manufacture, distribute, dispense, or sell illegal drugs or controlled substances (as defined in the Controlled Substance Act, 21 U.S.C. Section 812) for other than their intended, prescribed purpose, nor shall any student, employee of the College (including student employees) or visitor possess or consume alcohol while on any property or building occupied by Quincy College or at any event or activity sponsored by Quincy College. Such action is absolutely prohibited in accordance with College policy and applicable federal and state law.

Original: June 2007
Revised: March 2014
Policy 11.08: Security Awareness and Crime Prevention Programs

Quincy College is capable of releasing information to the College community through broadcast e-mails, two way radios, closed circuit TV’s, and text messages. Each building is under surveillance through closed circuit cameras. Electronic video records are stored for approximately 30 days and can be reviewed by College officials following any incident on campus.

Student Success Coaches conduct several alcohol awareness programs throughout the school year with the help of local police. Programs are based on state law, the consequences of violating the laws, how the college and police will respond to any violation and how problems can be avoided.

Quincy College presents programs and events to promote awareness of drug and alcohol abuse and its consequences. The College also provides screening and makes referrals for students dealing with drug and alcohol issues through its Student Success Coaching office.

During orientations in Fall and Spring, students are informed of the services offered by Quincy College. Slide presentations outline ways to maintain personal safety. They also inform students about the crime statistics on campus and areas surrounding the campus.

At least twice during the academic year, the Director of Student Life, in cooperation with Student Success Coaches and Campus Services, will present crime prevention awareness sessions on sexual assault (including domestic violence, dating violence, stalking, and bystander intervention), drug abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs will be to encourage students and employees to be aware of their responsibility for their own security and the security of the others.

In addition to the above mentioned sessions, information will be disseminated to students and employees through crime prevention awareness packages, security alert posters and articles in the College newspaper.

Original: June 2007
Revised: March 2014, May 2015
Policy 11.09: Addressing Off-Campus Criminal Activity

Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. When a Quincy College student is involved in an off-campus offense, the incident is handled by the local, state, or federal law enforcement. Information is regularly exchanged and Campus Services is in close contact with the local police.

Original: June 2007
Revised: March 2014
Policy 11.10: Sexual Assault Information

Quincy College has a strong commitment to providing a safe learning environment on campus, ensuring students have the opportunity to maximize their academic growth. To this end, the college has established procedures to prevent conduct considered harassing, abusive or disorderly. In addition to these formal policies, Quincy College is committed to education and awareness programs to enhance a healthy learning community.

The Student Success Office implements programming on both the Quincy and Plymouth campuses, and each year presents seminars and workshops open to the Quincy College community that promote awareness of sexual misconduct, including rape and sexual assault and prevention, domestic violence and bystander awareness.

In addition, Quincy College presents an annual forum on Domestic Violence Awareness on both campuses. These educational forums are in collaboration with community resources including DOVE of Quincy, South Shore Women’s Resource Center in Plymouth, the Quincy and Plymouth Police Departments, the District Attorney’s Office in Quincy, and other area support organizations.

While Quincy College does not provide housing for students, our Student Success Coaches are always available to help students or staff identify and access resources should a sexual assault occur on or off campus.

Quincy College has in place a Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act (Policy 3.03) that defines the policy, and details the procedure and the investigative process. It is available on our website www.quincycollege.edu, in our college catalog, and in our Employee Handbook.

As a department of the city, Quincy College policy is that victims of a sexual assault of any kind should contact the Quincy Police Department. A victim should also immediately file an Incident Report online. Student Success Coaches or the campus Title IX officer are prepared to assist in this matter. In addition to providing help with these law enforcement options, Quincy College is committed to providing help to any student, faculty, or staff member through referral to community resources, as well as options for changing academic situations if requested and available.

Original: June 2007
Revised: March 2014, May 2015, July 2019
Policy 11.11: Issuing An Emergency Notification

I. Policy
Quincy College will immediately notify the campus upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

Anyone with information warranting an emergency notification should report the circumstances to Police by dialing 911 or the Director of Campus Services and Facilities, by phone at 617-984-1760.

II. Procedure
Upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Policy Departments that an event is currently occurring on or imminently threatening the campus, Quincy College will issue an emergency notification. The notification will be issued through the college e-mail system; text to students, faculty, and staff; on the College’s website (http://quincycollege.edu); and/or via TV monitors on campus.

These notifications will be prepared and approved by the President of the College and distributed to the community by the IT, Campus Services and Facilities, and Marketing Departments. If the President of the College or his designee deems necessary, given the immediate circumstances of the crime, more immediate notification may be required. In this situation, the President or his designee will coordinate with the Office of Information Technology for additional methods of dissemination.

Original: March 2014
Policy 11.12: Emergency Response

I. Policy

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Quincy College community, upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Police Departments, Quincy College will immediately notify the campus community.

The President or his designee will take into account the nature and location of the incident and the safety of the community, and determine the appropriate content of the notification. The only reason Quincy College would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to: assist a victim, contain the emergency respond to the emergency, or otherwise mitigate the emergency.

The College’s emergency notification systems will be tested annually.

Additional emergency response and action shall be governed by the relevant provisions of the Quincy College Safety and Security Plan.

II. Procedure

Once determined a notification is appropriate and the content is approved, the President will direct the distribution of the notification to the College community by the IT, Campus Services and Facilities, and Marketing Departments. Notifications may be distributed through the College email system, text messages, posting on the College website (http://quincycollege.edu) and messages on the TV monitors on campus. Messages will be sent to all community members on the affected campus(es), and will contain only a very brief description of the type of emergency along with instructions on how to protect you, if applicable. After the initial alert message, additional information may also be distributed through the notification systems.

Immediately upon the Administration learning significant emergency or dangerous situation, Quincy College will immediately notify local police departments and other authorities, and when appropriate, coordinate and communicate with these local authorities to monitor the situation and provide instruction/information to the College and larger community.

Original: March 2014
Policy 11.13 Statement Addressing Sex Offender Registration

I. Policy
In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy act of 1974, Quincy College is providing a link to the Massachusetts Sex Offender Registry Board. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board maintained by the Executive Office of Public Safety and Security.

The Massachusetts Executive Office of Public Safety and Security is responsible for maintaining this registry. Follow the link below to access the Sex Offender Registry Board website. http://www.mass.gov/eopss/agencies/sorb

If you have questions regarding access to sex offender information, you may contact General Counsel, Jessica Cherry, J.D. By email: jcherry@quincycollege.edu or phone: 617-984-1734.

The Massachusetts Sex Offender Registry Board (SORB) provides information on Level 2 and Level 3 sex offenders via the Internet pursuant to Chapter 6, Sections 178C – 178P, of the Massachusetts General Laws. Registry information so provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for the purposes of committed a crime or threatening to commit a crime against a sex offender or of engaging in illegal discrimination or harassment is prohibited and is punishable by imprisonment or fine or both. (M.G.L. Ch. 6, Section 178N and Ch. 275, Section 4)

Original: March 2014
Policy 11.14: Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

II. **Policy**
Quincy College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Quincy College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

*Original: March 2014*