



**2021-2022**

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# QUINCY COLLEGE

**STUDENT HANDBOOK & ACADEMIC CALENDAR**

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## **ABOUT THIS HANDBOOK**

The Quincy College Student Handbook serves as a student guide for available services, and provides a summary of important college policies. Full details of all college policies and procedures are found at <https://quincycollege.edu/policy-manual/>

The handbook is intended to supply accurate information to you. However, the college may revise any content in this publication at any time without publishing a revised version. This publication should not be considered a contract between the student and Quincy College.

## THE MISSION OF THE COLLEGE

Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning. We foster valuable learning relationships that inspire students to realize their educational and professional futures.

## 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

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### **NON-DISCRIMINATION STATEMENT**

*In accordance with federal civil rights law, Quincy College does not discriminate in its educational programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, medical condition, veteran status, marital status, genetic information, or any other characteristic protected by institutional policy or state, local, or federal law. The requirements of non-discrimination in educational programs and activities extends to employment and admission. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX and Section 504, relative to student matters is Meghan Cassidy, Associate Vice President of Student Success and Partnerships, [mcassidy@quincycollege.edu](mailto:mcassidy@quincycollege.edu) and Title IX, Section 504, and Title VI relative to employee related matters is Jessica Cherry Esq. , General Counsel, [jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu).*

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## WELCOME FROM THE PRESIDENT

Since 1958, Quincy College's singular focus on providing our diverse student body with educational opportunities remains unchanged. Our talented and dedicated professional educators care deeply about our students and the College's diverse academic programming is among the finest offered by any community college in the Commonwealth.

Located in the heart of Quincy Center, and in our nation's hometown of Plymouth, we've always been part of history. This year in particular has been a remarkable year for our communities and our nation. Through it all, we want you to know that Quincy College is here for you. At Quincy College, you will find courses taught by dedicated and caring faculty, and academic programs that lead directly to the workforce or transfer to a four-year institution.

Our academic advisors will help you identify your goals and choose a path that reflects your unique talents and skills. Whoever you are — we can get you where you need to be. We're looking forward to the future at Quincy College, and we invite you to be part of it.

Thank you, and see you soon.

A handwritten signature in black ink that reads "Richard DeCristofaro". The signature is written in a cursive style with a large, prominent initial "R".

Richard DeCristofaro, Ed. D.  
Quincy College President

## WELCOME FROM STUDENT DEVELOPMENT

Welcome to all our new and returning students! We are truly living through extraordinary times. Despite the many unprecedented challenges of the past year and a half, you have enrolled at Quincy College. Congratulations! We applaud you for your commitment to your future. The faculty and staff of Quincy College are dedicated to helping you achieve your educational and professional goals.

As you may know, we are excited to be offering online, hybrid, and in-person classes this fall. We recognize that we are all still in a transitional period as we work our way back to in-person interactions, different class options, and rediscovering the richness of the Quincy College community and opportunities it provides all students. These tips below are more true now than ever:

- **Use Quincy College technology:** sign into the student portal for administrative information at [register.quincycollege.edu](http://register.quincycollege.edu). Sign onto Canvas the student learning management system, to locate requirements for each class. Always use your Quincy College email when communicating with faculty, staff and fellow students.
- **Attend class:** Active participation in every class will enhance deep learning. Be sure to turn off your socialmedia until class is over, so you won't be distracted.
- **Utilize the QC Virtual Tutoring Center:** We are pleased to offer virtual drop-in online tutoring, for all students this year. (See Student Services page on the website for more information.)
- **Get to know your professor:** Your professors want you to succeed. They are eager to hear from you and help you in any way. Don't hesitate to reach out.
- **Find a study buddy:** Find someone in your class who you can count on to assist you with clarification on content or fill you in on course content if you miss a class. Click on "people" in your canvas class.
- **Get involved:** We encourage you to join a club/organization, an athletic team, participate in committees or think about getting more involved in the community. It is important to remember that students who actively engage in college succeed at a higher rate.
- **Manage your time wisely:** Utilize a daily planner to balance your work and school obligations. Typically, students spend 2-3 hours of study time for each credit hour of class, so plan your work and then work your plan for optimal success.
- **Take good care of yourself:** Take a walk, go to a yoga class offered on campus;

choose a healthy diet for optimal brain power, and make sure to rejuvenate your body with enough sleep. A healthy student is a happy student. A happy student is a successful student. Your success is our mission.

Extraordinary times are made for extraordinary people—like you. You are not alone in your journey. Quincy College offers a community of support. If you have a question, you may find the answer on one of the links on the Student Services page on the Quincy College website. Or, feel free to reach out to anyone on the Student Development Team, and we will make sure to connect you to the services you need.

We wish you the very best as you begin the semester.

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## ACADEMIC CALENDAR SUMMARY 2021-2022\*

### FALL SEMESTER, 2021

New Faculty Orientations	Aug 26
Faculty Non-Instructional Days	Aug 30, 31
Semester Begins (Courses Become Active on Canvas)	Sep 1
Labor Day-College Closed	Sep 6
Add and Drop Period	Sep 1-10
Columbus Day-College Closed	Oct 11
Veterans' Day-College Closed	Nov 11
Last day to withdraw to receive a grade of "W" (Flex courses please see Registrar Office)	Nov 12
Thanksgiving Recess begins Wednesday end at 4 PM	Nov 24 Classes
Thanksgiving Recess-College Closed	Nov 25, 26, 27
Finals	Administered on the last scheduled class
Semester Ends	Dec 21
Faculty Non-Instructional Days	Dec 22 & 23
Christmas College Closed	Dec 24 & 25
New Year's Eve College Closed	Dec 31

### WINTER INTERSESSION, 2022

New Year's Day-College Closed	Jan 1
Interession begins/ends	Jan 3-Jan 14 (makeup day, Jan 15)
Add and Drop Period	Jan 3-4
Last day to withdraw to receive a grade of "W"	Jan 10

### SPRING SEMESTER, 2022

New Faculty Orientations	Jan 10
Faculty Non-Instructional Days	Jan 12, 13, 14, 18
Martin Luther King, Jr. Day-College Closed	Jan 17
Semester begins (Courses Become Active on Canvas)	Jan 19
Add and Drop Period	Jan 19-28
Presidents Day Holiday-College Closed	Feb 21
Spring Break (No Classes)	Mar 14-19; College Closed: Mar 14 & 18
Last day to withdraw to receive a grade of "W" (Flex courses please see Registrar Office)	April 8
Spring Holiday Weekend-College Closed	April 15-16
Patriots' Day-College Closed	April 18
Convivium	May 5
Finals	Administered on the last scheduled class
Semester ends	May 16
Faculty Non-Instructional Days	May 13, 17, 18, 19
Spring Nurses Pinning	ADN June 1; PN June 28
Spring Commencement	May 20 (Friday)
Memorial Day-College Closed	May 30

\* Calendar is for traditional semester. Flex Courses may vary.

**SUMMER SESSION I, 2022 (5 Weeks)**

Semester Begins	June 6
Add and Drop Period	June 6-10
Last day to withdraw to receive a grade of "W"	June 24
Semester ends	July 10
Independence Day-College Closed	July 4

**SUMMER SESSION I, 2022 (10 Weeks)**

Semester Begins	June 6
Add and Drop Period	June 6-10
Last day to withdraw to receive a grade of "W"	July 22
Semester ends	August 14

**SUMMER SESSION II, 2022 (5 Weeks)**

Semester Begins	July 11
Add and Drop Period	July 11-15
Last day to withdraw to receive a grade of "W"	July 29
Semester ends	August 14

**SUMMER SESSION III, 2022 (3 Weeks)**

Semester Begins	August 15
Add and Drop Period	August 15-16
Last day to withdraw to receive a grade of "W"	August 26
Semester ends	Sep 4

## DIRECTIONS TO OUR CAMPUS LOCATIONS

### To Reach Presidents Place, Quincy Center:

1250 Hancock Street, Quincy

**From I-93 (North):** Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.

**From I-93 (South/Route 3):** Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.

**From Route 3A (South):** Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.

**Public Transportation:** Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Presidents Place.

### To Reach Saville Hall, Quincy Center:

24 Saville Avenue, Quincy

**From I-93 (North):** Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The brick building with the black awning is Saville Hall.

**From I-93 (South/Route 3):** Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The brick building with the black awning is Saville Hall.

**From Route 3A (South):** Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The brick building with the black awning is Saville Hall.

**Public transportation:** Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Saville Avenue.

**Parking:** Quincy College has limited parking for students in the Presidents Place garage. Students must purchase a parking permit each semester from the Registrar's Office. Parking permits are available on a first come, first served basis each semester. A parking permit does not guarantee a space and students parking in spots reserved for other purposes in the garage can be ticketed or towed. Parking at Saville Hall is for faculty and staff only.

## To Reach Plymouth Campus:

36 Cordage Park, Plymouth

**From the North:** Follow 93 South to MA-3 South toward Braintree/Cape Cod. Take Exit 18 (RT-3A) Kingston/N. Plymouth. At top of off-ramp, take a left toward North Plymouth. Follow 3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

**From the South:** Follow MA-3 North toward Braintree. Take the Smith Lane exit (Exit 17) toward Rocky Nook. Turn right at Crescent St. Turn right at RT-3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

**From the West:** Take US-44 East to Commerce Way exit to Cherry St / N. Plymouth. Turn left at Commerce Way. Turn right at Nicks Rock Rd. Continue on Cherry St. Turn left at Court St. / RT-3A. Turn right at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park. Public transportation is available, and the commuter rail stop (Kingston Line) can be accessed by a 10-minute taxi or Uber ride to the campus. Additionally, public buses through GATRA are available.

**Parking:** The Plymouth Campus offers free parking and no permit is needed.

## GENERAL INFORMATION

### ACADEMIC ADVISING

The Academic Advisors provide assistance to plan your academic schedule for any upcoming semester. The office also welcomes walk-ins; students may stop in for academic advising to either take advantage of a one-on-one appointment or in our group advising sessions. Students with any questions or if you would like to request a time to meet with an advisor, call us at 617-984-1720 or email the office at [advising@quincycollege.edu](mailto:advising@quincycollege.edu).

### ACADEMIC RECORD CHANGES (Policy 5.17)

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 with 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. Services and 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.

### ACADEMIC TUTORING

Quincy College provides academic tutoring and support to help diverse learners from all backgrounds and abilities reach their academic goals by assisting students to become better learners and master academic material. Virtual drop-in tutoring through the QC Virtual Tutoring Center in Canvas and limited in-person tutoring helps students in Math, Science, Nursing, Physical Therapist Assistant, Computer Science, English and writing in any subject area. These *free* tutoring services are provided by Quincy College's professional and peer tutors. NOTE: An official Quincy College student ID is required to access tutoring services on campus.

Quincy College offers **Smarthinking** online tutoring service to our students. Online tutors are available on a drop-in basis or by appointment 24/7 to provide academic support in a variety of subjects including, but not limited to, Computer Science, Math, Science, Health Sciences, Accounting, Reading, Writing and Essay Review. Study aids are also available. Access Smarthinking by logging into Canvas, select your academic class and find the Smarthinking link on the left-side menu; or find the link on the access page in the QC Virtual Tutoring Center in Canvas. All students are provided with 3 credit hours of tutoring each semester. To add more hours to your account, call Cynthia Chapman at 617-984-1682 or email [cchapman@quincycollege.edu](mailto:cchapman@quincycollege.edu).

To learn more about tutoring, go to [Tutoring](#) or contact Cynthia Chapman by phone at 617-984-1682 or by email at [cchapman@quincycollege.edu](mailto:cchapman@quincycollege.edu).

### ADDRESS/NAME CHANGE PROCEDURES

It is in your own interest to update your address. All mail, such as news about upcoming events, is sent to your address on file. If you have recently moved or your name has changed, please complete the Change of Name/Address Form on the [Student Portal](#).



\* Please be sure to include your apartment number, new telephone number and e-mail address when completing the Change of Name/Address Form. For name changes, proper court documents are required.

\*International students must fill out this form at the International Student Services Office. The change must be reported to the Office within 10 days of moving so that the change can be recorded in SEVIS.

\*F-1 students must inform the Department of Homeland Security within 10 days of a change in name or address [8CFR 265. 1]. F-1 students can satisfy their obligation by informing their International Student Services advisor (Designated School Official) of any change of name or address, within 10 days of the change by submitting the Change of Name/Address Form. F-1 students must provide a copy of their F-1 nonimmigrant passport to validate any change to biographical information fields. Completed forms may be dropped off at the International Student Services office, sent by email to [international@quincycollege.edu](mailto:international@quincycollege.edu), or mailed to The International Student Services Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169. Additional information may be required when submitting the Change of Name/Address Form.

## ATHLETICS

Quincy College offers students numerous avenues to participate in athletic teams to round out their college experience. We are members of the NJCAA in two sports, Men's Basketball and Men's Baseball. We also offer NJCAA participation in Men's and Women's Cross-Country along with a Club option for the social runners on campus. We will also offer Club opportunities in Men and Women soccer as we build these programs to NJCAA level competition in future years.

During the course of the school year the athletics department will offer numerous intramural activities as the student interest is identified. Activities such as tennis, E-Sports and pickle ball have been suggestions that will be established should interest be shown. The athletics office will always respond to student ideas for intramural activities to make their experience here at the College a successful one. Students interested in knowing more about our NJCAA intercollegiate programs can visit [Granite Athletics](#). Students with questions should contact Jack Raymer, Director of Athletics, at [jraymer@quincycollege.edu](mailto:jraymer@quincycollege.edu) or call 617-984-1718.

## BOOKSTORE

The College Bookstores stock all required textbooks for courses offered at the College. Payment for books, textbook rentals, and all other items may be made by cash, check, credit cards or extra financial aid funds. The bookstore sells both new and used textbooks and accepts textbook returns as per their policy. Course supplies other than textbooks may also be purchased in the bookstore. A variety of items such as greeting cards, sweatshirts, T-shirts, backpacks, calendars, and MBTA passes are available for purchase. For store hours please visit the [Barnes & Noble page at the Quincy College website](#).

## BULLETIN BOARDS

Notices pertaining to college functions and activities are posted on designated bulletin boards around the campuses. Clubs and organizations must get approval from their advisor and Associate Vice President of Student Success and Partnerships to post flyers.

Flyers must be removed within two days after the event. Students and community members may also have flyers posted with the approval of the Meghan Cassidy, Associate Vice President of Student Success and Partnerships/ADA Coordinator at Presidents Place, 1250 Hancock Street, Quincy, MA 02169, (617) 984-1724 or email [mcassidy@quincycollege.edu](mailto:mcassidy@quincycollege.edu). Flyers must be typed and contain all pertinent information including contact information.

### **CANVAS**

Every class will have a web-based course area on Canvas, the College's learning management system. Canvas can be accessed by clicking on the Canvas Online Access button on the left menu bar of your QC Portal home page. Once you are in Canvas, click on the course title to access your course area. This area will include the course description, course syllabus, handouts or other information posted by your instructor, a list of assignments, and assignment grades. In addition, you can access the Library, E-tutoring, and other resources through Canvas.

### **COLLEGE CLOSING NOTIFICATION SYSTEM**

If Quincy College will be closed due to inclement weather conditions, an announcement will be made as early as possible over local radio and television stations, the Quincy College Website, My QC Portal, and Social Media Channels. Follow [Quincy College Cancellations](#). Twitter at @QCCancel or QC cancellation hotline 1-800-698-1700, then Press #1.

### **IDENTIFICATION CARD POLICY (Policy 6.10)**

All students must have a Quincy College photo ID card. Dates and times for taking pictures for an ID will be posted on the college website, campus portal and on bulletin boards on campus. Payment for photo ID can be made in the Student Accounts/Registrar's Office in the Welcome Center in Quincy or Main Entrance Reception Desk in Plymouth or Online on the Campus Portal. A valid ID is required to receive your Student Photo ID from the Office of Campus Services. This ID card serves as proof of identification on campus and is required to gain access to the Quincy College library and computer labs.

Students are expected to always carry a Quincy College photo identification card with them while on campus. 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 Security Office at 857-225-1934 if they have any questions regarding identification cards. If you have lost your ID card, you must purchase a replacement card. Damaged or defective ID cards will be replaced at no charge at the Security Office in Quincy and Main Entrance Reception Desk in Plymouth. There is a fee for replacement of Quincy College issued identification cards.

### **COMPUTER LABORATORIES**

Quincy College maintains computer laboratories at the Quincy and Plymouth campuses. Hours for open lab time for registered students are posted each semester. Students using the open labs are required to show a current student ID card, sign in and out of the lab and bring a flash drive to save documents. Students must obey all posted rules for computer labs and any instructions from the lab monitor.

### CONFIDENTIALITY OF 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, 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. For more policy information, please refer to the [Policy Manual](#) Policy 6. 15.

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 education 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 athletics 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 director 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 Registrar’s Office. 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 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

**EMAIL**

All students are assigned a student email account. Email is accessed through the portal. When signing into the portal, students will see the link for student email on the left hand side. Please note that the Quincy College student email is the official contact email for correspondence from the college administrative offices and faculty. It is the student's responsibility to check QC email frequently.

**FINANCIAL AID**

The Quincy College Financial Aid Office counsels students through the financial aid process and determines the financial aid available to eligible students based on the information provided in their FAFSA (Free Application for Federal Student Aid). Financial aid is available through federal and state grants, scholarships, loans and work study programs. Most students receive an aid package that combines several different types of assistance; however, it is important to remember that the amount of financial aid that students are eligible for may not cover all of the costs associated with their education. Students must apply for Financial Aid each academic year and should complete their financial aid application early and respond to all requests for additional information in a timely fashion. Outstanding financial aid requirements can be viewed on the Quincy College Portal. If you

have any questions or would like to know more information, contact [financialaid@quincycollege.edu](mailto:financialaid@quincycollege.edu) or call 617-984-1620.

## GRADUATION

In order to graduate from Quincy College, a student must submit an Intent to Graduate Application Online from the Campus Portal along with the \$150 fee per program. If you have completed or are about to complete 60 credits or more for an associate degree or the required number of credits for a certificate program, you may apply for Intent to Graduate. The last day to apply for Intent to Graduate is posted each semester. Applications submitted after the deadline will be subject to a late fee of \$75 per application and may result in other consequences such as your name may not appear in the graduation program and diploma will not arrive in time for the graduation ceremony.

Note: A GPA of 2.00 or greater is required to graduate from Quincy College. Students must fulfill all obligations (i.e. financial, library, etc.) due to the College. Students may earn two degrees, one in Associate in Science and one in Associate in Arts.

## HEALTH INSURANCE FEE AND WAIVER

All students who are enrolled in 9 or more credits in the fall or spring semester, or who plan to enroll in 9 or more credits in a semester (generally 3 courses), are required to have basic health insurance. By law, Quincy College automatically charges all students who are registered for 9 or more credits with this health insurance fee. If a student has comparable health insurance (most HMO and PPO plans qualify), then the student must complete a waiver online for the College to remove these charges from the student's account. If you have any questions, please contact the Quincy College Bursar's Office at [studentaccounts@quincycollege.edu](mailto:studentaccounts@quincycollege.edu). For more information go to the [Business Office and Student Accounts](#) page of the website.

## HOLDS ON ACCOUNTS (Policy 5.07e)

Holds prevent students from accessing services at Quincy College. They may be placed on student records for a variety of reasons and must be removed by the initiating office. A student may have holds placed on the student record that could affect registration, enrollment, financial aid, campus services, and/or release of academic transcripts for the following reasons: Failure to comply with admission or academic provisions; Failure to settle financial obligations with the College; Failure to respond to official notices; Disciplinary holds; Academic Probation holds. For more policy information, please refer to Policy 5.07E in the [Policy Manual](#).

## HONORS CONVIVIVUM

Honors Convivium is held annually in the spring in recognition of those students who have achieved superior cumulative grade point average prior to their last semester at the College. In addition to the Magna Cum Laude (3.50 – 3.74 cumulative GPA) and Summa Cum Laude (3.75 – 4.0 cumulative GPA) academic honors, numerous memorial scholarships are awarded to students.

## IMMUNIZATION REQUIREMENTS

All full-time students (taking 12 credits or more), and all international students must submit proof of immunization by completing an Immunization Form within one month of

admission to Quincy College. [The Immunization Form](#) is available on the website or at the Registrar's Office.

It is strongly recommended that this form be submitted at the time of registration. State law (M.G.L.c. 76 15, 105 CMR 220. 000 and 603 CMR 18.05) requires the following immunization:

1. One (1) booster of Tetanus/Diphtheria/Pertussis vaccine within the last 10 years (Tdap)
2. Two (2) does of MMR > 28 days apart or documented laboratory-confirmed immunity to measles and mumps and rubella
3. Three (3) doses of Hepatitis B - series must be in process, with laboratory confirmation after 3rd vaccine
4. Two (2) doses of varicella or serologic evidence of immunity, or laboratory confirmation of disease
5. One dose of MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger administered on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement.

For students graduating from United States high schools, this report should be with the school nurse. In case the immunization report is not available, a serum report from your Primary Care Physician, showing immunity because of antibodies to MMR and Hepatitis B, is also accepted. Please read the Immunization Form for certain exceptions on medical or religious grounds. NOTE: Nursing and Allied Health Programs have additional requirements. Nursing, Medical Laboratory Technician, and Physical Therapist Assistant students must complete registration with Castlebranch and upload all requirements to obtain a seat.

### **INFORMATION TECHNOLOGY**

The Information Technology department is responsible for the network administration of all Quincy College computer systems, including the QC Portal. Students needing assistance with their college portal log-on or password should contact IT through the support portal located at [ITsupport@quincycollege.edu](mailto:ITsupport@quincycollege.edu)

### ***Internet and Computer Use 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 according to Policy 9.06 [Acceptable Use Policy](#).

### **INTERNATIONAL STUDENT SERVICES**

International Student Services provides support and services to all international students at Quincy College to make the transition to Quincy College as easy and enjoyable as possible. The office is responsible for advising students on immigration matters and oversees adherence to Federal requirements. If you are an international student, please contact the International Student Services office at [international@quincycollege.edu](mailto:international@quincycollege.edu).

## INTERNSHIP

Internship experiences provide students with opportunities to apply the concepts learned through readings and class discussions to the workplace environment. Internships serve as a capstone course in a student's educational program. They may only be taken after the student completes a significant portion of specialized training in his or her major and achieves a qualifying grade point average of 3.0. All internships carry three credit hours and are recognized as program electives within majors at Quincy College. Student must have completed 30 credits towards a degree with 15 of those completed at Quincy College. A signed agreement between Quincy College and the internship site must be in place prior to the start of the internship experience. Students must also meet program specific prerequisites for internship. Students must receive written approval from the appropriate dean prior to registering for an internship. For more information on internships, please contact the Internship Placement Coordinator, Karen Buzzelle at [kbuzzelle@quincycollege.edu](mailto:kbuzzelle@quincycollege.edu), 617-984-1757.

## LIBRARY

Quincy College libraries are full service facilities providing print and electronic books and journals, DVDs, CDs, streaming videos, research databases, reference assistance and interlibrary loan. Access to all library materials and services is onsite at either the Quincy Campus Anselmo Library or the Plymouth Campus Krovitz Library, or online via the [library's web page](#). Quincy College is a member of the Old Colony Library Network (OCLN). OCLN provides access to the print and electronic books, DVDs and magazines from 28 libraries on the South Shore.

Librarians are available to assist both in-person and on-line with research projects, finding credible sources, information literacy instruction, and much more via phone, email, live chat and virtual reference appointments. Both libraries are equipped with wireless access, computer lab and/or individual student workstations, a variety of study seating and Collaboration Rooms that can be reserved for group study and projects. Each library contains photocopiers, printers.

A valid student ID is required to access the libraries, access the print management system and to use the resources available through the Old Colony Library Network. Off-campus access for online library resources is available to the QC community by using your MyQC portal username and password. Online access to the QC Libraries' website available 24/7 at [www.quincycollegelibrary.org](http://www.quincycollegelibrary.org).

## LOST & FOUND

Students may check for missing valuables or personal belongings at the following locations:

### Quincy Campus

Presidents Place, 3rd Floor Resource Office

Saville Hall, Room 101

### Plymouth Campus

Front Desk

Quincy College will not return or refund missing or lost items. Please do not leave valuables or personal belongings unattended.



### MY QC Portal

All students must familiarize themselves with the QC portal in order to access academic and administrative information. Students use the portal for course information, financial aid, online registration, student email, campus clubs, events and other pertinent student information. Students can access the [QC Portal](https://register.quincycollege.edu) at <https://register.quincycollege.edu> or from the Quincy College homepage. To log into the [QC Portal](#), students will need to have their student ID number.

- Log in name: Student ID number
- Log in Password: Once accepted, student will receive your temporary password via email. For International students, the last 4 digits of the student ID number
- Students are encouraged to change their password for security reasons after their initial log in

### PARKING (Policy 6.04)

#### ***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 Registrar's Office in Presidents Place. Parking permits are available for purchase two weeks before the start of the semester on a first come first serve basis. 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 for Saville Hall and Presidents Place:***

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 for Administrative Services & Facilities. 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.

### PRINTING

Printer Kiosks are available for student use at both campuses. Students are asked to limit the time on these computers so others may also use them to print papers and assignments. Printing costs for the first fifty pages are free and ten cents per page for subsequent pages per semester. Students are required to log on with the portal user name and password to



print. To add money to a print account, follow the instructions on the campus portal. Printers are also available at the libraries.

### **PROFESSIONAL RECOGNITION CEREMONIES**

Three times a year (January, May and June), Professional Recognition Ceremonies are held for Nursing and Health Science students who have successfully completed their respective Nursing and Health Sciences programs. Students in the Associate Degree Program in Nursing, and the Practical Nurse Program are awarded a pin or certificate indicating their entrance into their professional community.

### **REGISTRAR'S OFFICE**

The Registrar's Office maintains all student academic records. The office provides registration services for all new and currently enrolled students. Registration services include registering for classes, course adjustments (add/drop and withdrawals), enrollment verifications, name/address changes, transcript requests, graduation applications and graduation course audits. The Registrar's Office accepts payments for money due for course registrations, parking passes, graduation applications, etc. If you have any questions, please contact the Registrar's Office at [registrar@quincycollege.edu](mailto:registrar@quincycollege.edu) or call 617-984-1650.

### **SAFETY AND SECURITY INFORMATION**

For all non-emergencies, please contact Security, at 857-225-1934. Students can contact Security on the Quincy Campus at the Security Office in Presidents Place Rm PP 333 or by going to the Front Desk at the Plymouth Campus. Students are encouraged to report any criminal or suspicious activity to the security officers.

For emergencies, students should call 911 immediately. The college has provided emergency phones in each classroom. The phone has a one button dial to 911 and to the college security office. Students should familiarize themselves with the location of this phone in each of their classrooms. 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.

Upon request, Security is available to escort students, faculty, and staff to their vehicles during evening hours. Resource officers and custodians regularly check the security of the doors.

For more information on campus security, go to the College Environment Section of this handbook, pp. 108-112.

### **STUDENT ACCESSIBILITY SERVICES**

Student Accessibility Services works with the campus community including our academic departments, faculty and staff, to provide equal access and opportunity to educational programming and services for students with disabilities. Parking spaces designated as handicapped spaces are available under Saville Hall, in the Presidents Place garage and at the Plymouth Campus. Services are determined individually, based on federal guidelines and

Quincy College policies. Our goal is to minimize the impact of the disability by providing reasonable accommodations for the student to meet course outcomes. Any student with a documented disability who is seeking an accommodation should contact Cynthia Chapman, Student Accessibility Coordinator at [cchapman@quincycollege.edu](mailto:cchapman@quincycollege.edu) or call (617) 984-1682. Compliance regarding services for students with disabilities under the Americans with Disabilities Act should be forwarded to Meghan Cassidy, Associate Vice President of Student Success and Partnerships/ADA Coordinator at Presidents Place, 1250 Hancock Street, Quincy, MA 02169, (617) 984-1724 or email [mcassidy@quincycollege.edu](mailto:mcassidy@quincycollege.edu).

### **STUDENT ACCESSIBILITY SERVICES POLICY AND PROCEDURES (Policy 6.07)**

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 (SAS) 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.

#### ***Requesting Accommodations***

To receive accommodations, a student must first register with SAS. To register, each student must:

1. Complete the SAS Registration Form
2. Provide disability documentation (see below)  
NOTE: If you do not have documentation, please have your provider complete our Disability Documentation Form
3. Schedule an intake appointment with SAS after completing Steps 1 and 2 to discuss accommodations and/or services relative to the student's disability.

Every semester thereafter, the student must notify SAS of their academic needs and request accommodations.

Request for accommodations should be made in advance, preferably a minimum of two weeks before the start of each semester to allow reasonable time to prepare for the implementation of services. Students with disabilities who choose not to register with SAS or request accommodations for subsequent semesters 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 notice 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, audio players/recorders, 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.*

Please go to the [SAS website](#) for more information and access to our forms.

### ***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](mailto:sas@quincycollege.edu)*

### STUDENT ACTIVITIES

Quincy College is committed to providing students with personal development opportunities outside the classroom that foster leadership skills, critical and creative thinking, cultural appreciation, and community involvement. Campus and virtual events will be shared throughout the semester. Any student interested in getting involved or has questions regarding student life should contact the Office of Student Life at [studentlife@quincycollege.edu](mailto:studentlife@quincycollege.edu).

### STUDENT LOCKERS

Student Lockers are offered on the Quincy Campus only. Locker rentals are \$50 per semester; rental rates will not be prorated no matter the date of rental. Locks will be provided. Quincy College will not accept responsibility for damage or loss of contents in any locker. Quincy College reserves the right to terminate this agreement and open a locker, with or without the consent of the renter, at any time, for security violations, student misconduct and/or cases of emergency. If interested in renting a locker, please contact [studentlife@quincycollege.edu](mailto:studentlife@quincycollege.edu) for additional information.

### STUDENT LOUNGE

There is a student lounge on both the Quincy Campus and the Plymouth Campus for students to relax between classes. The lounges have microwaves available for students to heat food. There are also computers and copiers available for use. Students must follow the Student Lounge Expectations when in the student lounge.

### TRANSFER SERVICES

Quincy College offers a variety of services available to students who are planning to transfer to a four-year college. Among the most popular of these services are articulation agreements that Quincy College maintains with several area colleges. Quincy College also maintains articulation agreements with other colleges. Under these agreements, students who take certain courses at Quincy College, and receive at least the minimum required grade for each course as required by the partner institution. Quincy College has agreements with institutions in the Boston-area and beyond to help students transition from their associate degree to a bachelor degree program. For additional information, please visit [the Transfer Services](#) page of our website.

### UNDOCUMENTED RESIDENTS TUITION RATES

The Massachusetts Department of Higher Education recently clarified those circumstances under which certain individuals, though not legally in the United States, may be eligible for in-state tuition at Massachusetts' public universities and community colleges. This policy has been implemented at Quincy College, effective retroactive to April 1, 2013.

To be eligible for this status, an individual must meet all of the following criteria:

- was under the age of 31 as of June 15, 2012;
- came to the United States before reaching his/her 16th birthday;
- has continuously resided in the United States since June 15, 2007, up to the present time;
- was physically present in the United States on June 15, 2012, and at the time of making the request for consideration of deferred action with the United States Citizenship and Immigration Services (USCIS);
- is currently in school, has earned a high school diploma or a recognized equivalent, has met degree requirements, or is an honorably discharged veteran of the Coast Guard or Armed Forces of the United States; and
- has not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and does not otherwise pose a threat to national security or public safety.

If a student meets all of the above Deferred Action for Childhood Arrivals (DACA) criteria and possesses a valid Employment Authorization Document (also known as a work permit) issued by the federal government, that student will, for purposes of tuition and fees, not be subject to payment of “Non-US Resident Student Fees”.

## VETERANS

### ***Veterans and Military Services***

Quincy College is compliant with all requirements of Veterans Benefits and Transition Act of 2018 (Section 103 Public Law 115- 407). Veterans, veteran dependents, and active-duty service members are able to use their federal education benefits here at Quincy College. Programs we provide are approved to administer include all chapters of the GI Bill®, Survivors & Dependents Educational Assistance, Tuition Assistants, VA Work Study, and MyCAA. Staff members are available to assist students with all aspects of adjusting to civilian life: applying for educational benefits, admissions counseling, academic advising, financial management, disability services, and referral to outside agencies as required. The military and veterans services office is located in Presidents Place. Appointments can be made by calling (617) 984-1643, or by emailing [veterans@quincycollege.edu](mailto:veterans@quincycollege.edu) .

### ***Veterans Benefits and Transitions Act Of 2018 Section 103***

Under the Veterans Benefits and Transitions Act of 2018 Section 103 any covered individual\* who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits:

- Is required to provide a Certificate of Eligibility (COE) or statement of benefit prior to the first day of classes.
- Is required to provide a written request to have their VA educational benefits certified for the semester.
- Is required to provide any additional information necessary to properly certify enrollment by Quincy College.
- May be responsible for additional payment to Quincy College for any costs not covered by the VA educational benefits.

Quincy College will not impose any penalty on any covered individual because of the individual's inability to meet his or her financial obligations to Quincy College due to the delayed disbursement of funding from VA under Chapters 31 or 33. Such penalties include the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds.

\*A covered individual is any individual who is entitled to educational assistance under the Post 9/11 GI Bill<sup>®</sup> (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31). GI Bill<sup>®</sup> is a registered trademark of the U. S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the [official U.S. government website](#).

#### ***Veterans Access, Choice and Accountability Act of 2014***

For courses, semesters, or terms beginning after July 1, 2017, Quincy College must charge qualifying veterans, dependents, and eligible individuals' tuition and fees at the rate for in-state residents. For courses, semester, or terms beginning after March 1, 2019, public institutions of higher education must charge individuals using education assistance under Chapter 31, Vocational Rehabilitation and Employment the in-state residential rate.

#### ***Military/Veteran Credit Evaluation***

Quincy College uses the American Council on Education (ACE) military program guidelines for the evaluation of educational experience in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, experience and coursework.

#### ***Veteran Discount***

Any veteran who is not covered 100% by a VA education benefit can receive a veteran tuition rate of \$144.00\*per credit. In order to receive the discount, the veteran must provide the Military and Veteran Services Office with a copy of their signed DD214. This discount does not apply to Computer Science, Science labs or Nursing, Surgical Technology, Medical Laboratory Technician, Physical Therapist Assistant, Biotechnology Courses or Natural and Health Sciences classes.

#### **TRANSCRIPTS**

A sealed/digitally certified copy of your transcript is required to transfer grades to another school. Quincy College has authorized Parchment to provide transcript request services. In order to request this official transcript, you must first create an account through [Parchment](#) and follow the instructions for the transcript request.

Transcripts will be mailed or emailed to the address requested. \$10 per a transcript by email or \$12.50 per a transcript by mail. On the spot transcript pick up service is available at the Registrar's Office for a \$15 per a copy. Quincy College will mail/email your sealed transcript to any U. S. address/email address within 5-7 business days. The transcript will be mailed/emailed to the address indicated on your request.

If you attended Quincy College before 1995, your transcript is retrieved from our archives and may take up to two weeks to send. For all such requests, please provide your date of birth, your maiden name (if applicable) and the program you were in. Please provide a

phone number in case we need to contact you.

### **WI-FI**

There is wi-fi available for student use on both campuses. Log in information can be found on the Quincy and Plymouth campuses as well as the [QC Portal](#). Students using the Quincy College wi-fi should not have an expectation of privacy. The college reserves the right to block any websites it deems inappropriate.

### **WITHDRAWING FROM A COURSE OR THE COLLEGE (Policy 5.07b)**

A student desiring to withdraw from a course or 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 Registrar’s Office. The office may require the student to get an approval from his/her advisor. No withdrawals are official until recorded by the Registrar’s Office. No withdrawals are permitted after the last day to withdraw listed in the Academic Calendar.

### **WITHDRAWAL/REFUND SCHEDULE (Policy 7.05)**

Students who have officially withdrawn in writing from the school will receive a refund of tuition according to the following. Please note the following refund policies:

- 10 and 15-Week Semester Courses: 100% 7 working days since the start of class\*
- Special Sessions 5 and 7 Week Courses: 100% 3 working days since the start of class\*
- Non-Credit Courses: 100% prior to the second-class meeting\*

\* Start of classes for the semester and not the start date of individual class.

### ***Unused Funds***

In the event that a credit balance occurs on a student’s account, the Student Accounts Office will create a refund check as follows: All unused funds that occur as a result of Title IV financial aid must be credited back to the student within 14 days of the time the credit occurred. All excess credit balances that occur as a result of all other forms of payments will be returned to the payer unless otherwise specified in writing. The College performs monthly account audits to identify credit balances that are due to the student or third-party payer. At that point in time, the College issues a refund check.

Students have the responsibility to view their accounts by logging into their Quincy College online student account. They may also visit or call the Bursar’s Office.



## ACADEMIC INFORMATION AND POLICIES

### ACADEMIC AMNESTY POLICY (Policy 5.16)

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.

The Provost/Chief Academic Officer, in consultation with the appropriate individuals, such as the Division Dean and/or program faculty, will make the final determination.

### ACADEMIC INTEGRITY POLICY (Policy 5.15)

#### ***Academic Integrity Statement***

#### ***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.

#### ***Student Guidelines***

Students assume full responsibility for the content and integrity of the course work 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. Disciplinary Procedures Involving Students***

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 the 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.

**IV. Disciplinary Action-Hearing and Appealing Process Involving Students**

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 Provost/Chief Academic Officer. 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.

**ACADEMIC PROBATION POLICY (Policy 5.07F)**

Attempted Credits	Good Standing Cumulative GPA*	Academic Warning Cumulative GPA	Academic Probation Cumulative GPA
Fewer than 12 credits	No minimum	N/A	N/A
12 - 23 credits	1. 79	Below 1. 79	Below 1. 79 after one semester on Academic Warning
More than 24 credits	2. 00	Below 2. 00	Below 2. 00 after one semester on Academic Warning

\*Credits for courses completed with a grade of A, A-, B+, B, B-, C+, C, C-, D or F are used to compute the GPA and to determine whether the student is in good academic standing. Please note that grades of F, W and IP also count toward credits attempted.

**NOTE:**

- Students in selective programs may need to meet additional program requirements to be considered in good academic standing. Please refer to the program policies for specific information.
- Students receiving financial aid must successfully complete two-thirds (2/3) of all attempted credits (67%). This requirement is reflected in the academic standing policy language below.

## ***Definitions***

### ***Good Academic Standing***

Quincy College considers students to be in good academic standing when they have achieved academic progress by maintaining a cumulative grade-point average (GPA) above those set for academic warning and academic probation. The cumulative GPAs are: 1.79 or above for 12-23 credits earned or attempted at Quincy College, and 2.00 or above for 24 or more credits earned or attempted at Quincy College.

### ***Academic Warning***

A student will be placed on Academic Warning if they have not attained the minimum cumulative grade-point average (GPA) of 1.79 and have earned or attempted twelve (12) to twenty-three (23) credits at Quincy College.

### ***Academic Probation***

A student will be placed on Academic Probation if they have not attained the minimum cumulative grade-point average (GPA) of 2.00 and have earned or attempted twenty-four (24) or more credits at Quincy College.

Students placed on Academic Probation are required to meet with their assigned Probation Advisor to complete an Academic Improvement Plan (AIP) which outlines strategies for satisfactory academic progress. The AIP may recommend a reduction in course load, changes to a student's time management strategies, meetings with a tutor, and/or referrals to other community resources. Students on Academic Probation will be encouraged to meet with their Probation Advisor before registering for classes for the following semester.

### ***Removal from Academic Probation***

A student will be removed from Academic Probation upon making academic progress by attaining a cumulative grade-point average (GPA) of 2.00 or higher after attempting twenty-four (24) or more credits at Quincy College.

### ***Academic Suspension***

Any student having not achieved satisfactory academic progress due to failing to attain a 2.00 cumulative grade-point average (GPA) after attempting or completing twenty-four (24) or more credits while on Academic Probation will be placed on Academic Suspension for the entire duration of the following fall or spring semester with the right to appeal.

Students on Academic Suspension will receive notice of their suspension within ten (10) days from when their cumulative grade-point average (GPA) is updated to reflect their most recent final grades. This notice will inform the student that he/she is prohibited from attending Quincy College for the following semester. A student may enroll in courses at another accredited institution to show satisfactory academic progress for a full semester before returning to Quincy College. The grades earned at the other institution will be considered in determining if the student may return to Quincy College. Upon the student's return to Quincy College, the student will remain on Academic Probation during the semester of his/her return, and the student will be required to follow the protocol of the

institution's Academic Probation procedure.

### ***Academic Suspension Appeal***

Students placed on Academic Suspension have the right to appeal their suspension. Students wishing to appeal must submit a written letter of appeal to the Provost/Chief Academic Officer (CAO) within fifteen (15) business days of receiving their notice of their suspension. After submitting their appeal, the student must meet with their Probationary Academic Advisor, the Director of Academic Improvement, and any other student support services to revise or complete an Academic Improvement Plan (AIP). The completed AIP will also be sent to the Provost/Chief Academic Officer. Upon receiving the letter of appeal and the AIP, the College's Academic Review Committee will review all materials before submitting a recommendation within five (5) to seven (7) business days to the Provost/Chief Academic Officer who will make the final decision regarding student's Academic Suspension Appeal.

### ***Academic Probationary Advisor***

A student who is on Academic Probation will be assigned an Academic Probationary Advisor who will assist the student in developing an Academic Improvement Plan (AIP), which includes a thorough plan for achieving satisfactory academic progress. The Academic Probationary Advisor will meet with the student regularly during the semester(s) to encourage and track the academic progress that is being made. In consultation with the student, the Academic Probationary Advisor should make contact with the student's instructors, faculty advisor, and other student support services.

### ***Academic Improvement Plan***

The Academic Improvement Plan (AIP) is an electronic, comprehensive plan that guides the student's meetings with their Academic Probationary Advisor. This resource helps students anticipate their current and future course schedules, the classes that they need to take in order to complete their degree, as well as Quincy College student support services that will help them achieve academic success.

### **ADD/DROP**

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 Registrar's Office. For more policy information, please refer to the [Policy Manual](#), Policy 5.11.

### **ATTENDANCE AND PERFORMANCE (Policy 5.05)**

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 course will be announced at the beginning of each semester and stated in the course syllabus. Attendance records will be kept in order to provide verification as needed. The college reserves the right to withdraw students for lack of attendance.

### **AUDIT A CLASS**

With some exceptions, Quincy College students may audit a class to provide an opportunity to learn, to brush up or update knowledge about a subject. For more policy information, please refer to the [Policy Manual](#), Policy 5.05A.

**COURSE SELECTION (Policy 5.12)**

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 Provost/Chief Academic Officer.

**DEAN'S LIST (Policy 5.08)**

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.

**DEGREE/CERTIFICATE REQUIREMENTS**

Quincy College awards degrees to students who have earned a high school diploma or a recognized equivalent and have met degree requirements as approved by the Quincy College Board of Governors and recommended by the President. For more policy information, please refer to the [Policy Manual](#), Policies 5.01 and 5.02.

**FINAL GRADE APPEAL PROCESS (Policy 5.14)**

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/Chief Academic Officer 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/Chief Academic Officer 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 Assistant to the President 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/Chief Academic Officer not later than five (5) business days following the Committee's meeting. The Provost/Chief Academic Officer 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/Chief Academic Officer modifies and/or declines to accept the recommendation of the Academic Review Committee, the Provost/Chief Academic Officer will so notify the Chairperson of the Academic Review Committee. After making a decision regarding an appeal, the Provost/Chief Academic Officer 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, *suasponte*, 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 copy of the course syllabus outlining the grading and attendance policies;
    - class, clinical and/or laboratory attendance record;
    - record of all grades earned by the student while enrolled in the class;
    - 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/Chief Academic Officer 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/Chief Academic Officer a written report indicating the basis for their disagreement.



6. The Provost/Chief Academic Officer 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 Provost/Chief Academic Officer 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/Chief Academic Officer will inform the student, the faculty member, and the College president of the his/her decision.
7. The decision of the Provost/Chief Academic Officer is final and binding, and not subject to further appeal.

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.

### ***Student Guidelines***

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

1. 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.
2. Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor.

### **GRADES**

Quincy College will no longer mail printed grade reports to students unless specifically requested. Students can login to view and print their grades from the "Campus Portal" through the QC website [www.quincycollege.edu](http://www.quincycollege.edu). Students will be blocked from viewing their final grades on the "Campus Portal" until they complete each of their active course evaluations, or until three weeks after the course ends. Final grades cannot be obtained in advance from the Registrar's Office. Students cannot access their grades if there is a hold on their accounts because of unpaid tuition, fees, or unreturned library books.

In order to have access to the "Campus Portal," a student needs to apply for a user account. Please e-mail [registrar@quincycollege.edu](mailto:registrar@quincycollege.edu) the following information:

- Your full name
- Student ID#
- A telephone number where you can be reached
- The last four digits of your SSN (not required for International students)
- Your date of birth



- Zip Code

The Mission Support & Technology department will e-mail you your username and password to access the “Campus Portal.”

Final grades cannot be obtained in advance from the Registrar’s Office. Students cannot access their grades if there is a hold on their accounts because of unpaid tuition, fees, or unreturned library books.

**GRADING SYSTEM (Policy 5.07)**

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

Letter Grade	Percentage	Grade Point Average (GPA)
A	93 and above	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D	60 - 69	1.0
F	Below 60	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
AUD	Audit	0.0

**GRADUATION PROCEDURES**

In order to graduate from Quincy College, a student must submit an Intent to Graduate Application Online from the Campus Portal along with the \$150 fee per program. If you have completed or are about to complete 60 credits or more for an associate degree or the required number of credits for a certificate program, you may apply for Intent to Graduate. The last day to apply for Intent to Graduate is posted each semester. Applications submitted after the deadline will be subject to a late fee of \$75 per application and may result in other consequences such as your name may not appear in the graduation program and diploma will not arrive in time for the graduation ceremony.

A graduation audit will be done, and you will be informed of the audit by email. The audit will show if you are ready to graduate or if you need to take more classes. All graduation audits are communicated through student Quincy College email address and alternative email address if specified

**Note:** A GPA of 2.00 or greater is required to graduate from Quincy College. Students must fulfill all obligations (i. e. financial, library, etc.) due to the College. Student may earn two degrees, one in Associate in Science and one in Associate in Arts.

All students receiving financial aid federal loans must complete an Exit Counseling Session

at [www.studentaid.gov](http://www.studentaid.gov) prior to graduation. 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. A student can locate the names of their faculty and professional advisors by viewing their unofficial transcript on the QC portal.

### **GRADUATE WITH HONORS (Policy 5.10)**

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

### **INCOMPLETE GRADES (Policy 5.07a)**

Faculty members may assign an “Incomplete” grade when a student has completed a substantial portion of the expected coursework (typically 80%-90% of the work) but *fails* to complete a final assignment or examination just prior to the end of the course. Incomplete grades should only be given when there is a reasonable cause for why the student was unable to complete the work.

Selective Admissions programs have their own standards that must be upheld in respect to Incomplete grades. The “Incomplete” status should be requested in writing by the student and approved by the instructor and should specify the amount of time needed, explain the reason why an Incomplete status is necessary, and list all the work that must be completed to obtain a final grade. The student will send this request to their instructor by email, and the instructor will then send an official Incomplete Form to the Registrar.\*

If an emergency circumstance prevents the student from responding or communicating at the end of the semester, the instructor may choose to initiate the Incomplete process, but the student must provide a written request as soon as they are able. When instructors initiate an Incomplete, they should again send the Incomplete Grade Form to the registrar and immediately notify the student in writing with a list of all the work that must be completed in order to obtain a final grade in the course.\*

When the student has completed the missing work, the instructor will submit to their dean a “Change of Grade” form, indicating the final course grade. Incomplete grades not made up by the end of the following semester will automatically become an “F” grade (The “I” will become an “F” grade).

*\*After a student obtains an “Incomplete” status from an instructor, the student should continue to have access to the LMS course materials, and if not, the instructor must provide any course materials that are required to complete the grade.*

### **INDEPENDENT STUDY (Policy 5.13)**

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 their field of endeavor in depth and with specific objectives. To qualify for Independent Study, students with 30

earned credits from Quincy College must have a 3.0 average in their 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. The acceptance of an independent study is optional on the part of the instructor. Approval for an Independent Study is initiated with the academic dean and finalized upon the signature of the chief academic officer. The fee for independent study credits will be the same as that of 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 for which an independent study format is used. Ordinarily, an independent study may not be taken if the course is a laboratory science or skill course (Biology, Paramedic Education, etc.), is offered during the semester in which the request is made, lacks a detailed outline and/or individualized instruction material.

#### **MAKE-UP EXAMINATIONS (Policy 5.07d)**

Make-up of examinations must be arranged and proctored by the instructor involved or student support services. 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. In other cases, a make-up fee may be assessed.

#### **MATRICULATION POLICY (Policy 5.00)**

A matriculating, or degree/certificate seeking student is one who has been admitted to an academic program and who has registered for a course or courses within the curriculum. If a student does not enroll in a 3-credit course for two consecutive years, the student must file an application for readmission with the Office of Admission. For more policy information, please refer to Policy Manual. All matriculating students should meet with their academic advisor before registering for classes every semester. This is to ensure that the student is taking the appropriate steps and making reasonable progress toward completing the requirements of their program(s).

#### **ONLINE STUDENT GRIEVANCE PROCEDURE (Policy 6.14A)**

At Quincy College, we attempt to resolve student complaints within our academic and administrative departments. Online and distance education students who have a grievance or complaint related to online programs may submit a written grievance or complaint to [onlineprograms@quincycollege.edu](mailto:onlineprograms@quincycollege.edu).

The complaint will be forwarded to the appropriate academic or administrative department and an email response will be sent to the student informing that the grievance or complaint was received and further inform that the issue is being reviewed. Dependent upon the nature of the grievance or complaint, Quincy College will attempt to resolve the issue quickly.

In the event that the student is not satisfied with the outcome of the Quincy College's complaint resolution process, online students may still be able to appeal the outcome to other governmental agencies. Quincy College is required to notify online students who are Massachusetts residents that they may utilize the Massachusetts Department of Higher Education's [Consumer Complaint Form](#).

The DHE in its capacity as the State Authorization Reciprocity Agreement (SARA) portal

entity for Massachusetts, also reviews and evaluates student complaints regarding distance learning programs offered by Massachusetts-based institutions that are members of SARA. Online students who live in [SARA member states outside of Massachusetts](#) and take courses at Quincy College 100% online must first attempt to resolve their grievance or complaint using Quincy College's internal complaint process as specified in Policy 6.14 Student Grievance Procedure contained in the Quincy College Policy Manual.

Upon exhausting Quincy College's internal process, online students who live in another state and take courses at Quincy College 100% online may submit a SARA Complaint to the [Massachusetts Department of Higher Education](#). Please note that complaints about student grades and student conduct violations are expressly excluded from the SARA complaint process. For information about the DHE's SARA complaint process, please visit the [DHE website](#) and its [Complaint Policy and Process](#).

### PROPER ATTIRE IN SCIENCE LABORATORY COURSES (Policy 3.07)

- 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 or Plymouth Campus 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. Students will not be admitted to the lab with open toe or backless shoes.

#### 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. Procedures: 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.
  - III. In addition to the aforementioned Quincy College lab safety rules for all on-campus Course labs accomplished on the premises of both Quincy College campuses, students are required to read, understand, and accept all affiliated QC vendors' at home lab kit's

safety precautions, safety procedures, and safety guidelines when using those vendors' lab kits both on campus and at home. Students have a responsibility to read these at home lab kits' safety instructions and to follow their safety requirements without exception.

- IV. Other: Students enrolled in select programs including Medical Laboratory Technician, Physical Therapy Assistant, Phlebotomy, and Surgical Technology should refer to their Program Handbook for guidelines regarding proper attire in the science laboratory courses.

### **REPEATING COURSES (Policy 5.07c)**

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. For courses where students have earned a passing grade, credit is awarded for one course only. Courses with the higher grade will be indicated as a "repeat" on the student's official transcript. Students using Federal Financial Aid may only repeat a course they previously passed for a higher grade one additional time. Repeating courses taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships and social security benefits, in addition to athletic eligibility and veteran's benefits. The Veterans Administration will not pay for a repeated course in which a passing grade has been previously earned.

### **STUDENT GRIEVANCE PROCEDURE (Policy 6.14)**

At Quincy College, we attempt to resolve student complaints within our academic and administrative departments. Note: Students with concerns about grades should first refer to Policy 5.14: Final Grade Appeal Process. For all Sexual Misconduct related matters, please refer to the Policy 3.03: Quincy College Sexual Harassment Policy and Procedures in Accordance with the Violence Against Women Act.

### **On-Campus Students**

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 the Initiation of Formal Academic or Social Grievance outlined below. 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.

- a. If the grievance is directed against a Dean, the grievance shall be presented to the Provost/Chief Academic Officer.
- 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/Chief Academic Officer. The Provost/Chief Academic Officer 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 formally and in writing appeal to the President. 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)
- Faculty members 1
- Students 1

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.

## **3. *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 grievant 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 grievant.

If the College honors the request for confidentiality, a grievant 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.

Online students should refer to the Online Grievance Policy, 6.14a.

### **STUDENT ORGANIZATIONS (Policy 6.03)**

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:

- 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 [studentlife@quincycollege.edu](mailto:studentlife@quincycollege.edu).

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**

#### **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.

#### **VARIANCE TO PROGRAM REQUIREMENTS (Policy 5.03)**

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 their ability to communicate with others, as well as to provide students with a firm groundwork in their chosen field of study. Variance requests seek to substantiate or waive courses specific in the program requirements and are considered in special circumstances in the sole discretion of the appropriate academic dean. For more policy information, please refer to the [Policy Manual](#), Policy 5.03.

#### **VERIFICATION OF STUDENT IDENTIFY FOR DISTANCE LEARNING**

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 offers online courses in which student identity verification protocols include a secure login and password for course work and group discussion. For more policy information, please refer to the [Policy Manual](#), Policy 5.18.

**WITHDRAWAL POLICY (Policy 5.07b)**

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 Registrar's Office. The office may require the student to get an approval from his/her advisor. No withdrawals are official until recorded by the Registrar's Office. No withdrawals are permitted after the last day to withdraw listed in the Academic Calendar.

## GLOSSARY OF ACADEMIC TERMS

### **Academic Credits and Institutional Credits**

At Quincy College, *credits* can be academic or institutional. Institutional credits are granted for *developmental courses*. Academic credits are granted for all other courses. Only academic credits (credits for courses numbered 100 or higher) count toward your *degree* or *certificate*.

### **Associate Degree**

An associate degree is a diploma granted by a community college, usually after a student earns at least 60 *academic credits*. Students who earn associate's degrees need at least two academic years to earn all the academic credits required for their *degree*. For this reason, an associate's degree is also referred to as a "two-year degree," and a community college is sometimes referred to as a two-year college. In spite of the "two-year degree" label a majority of students take longer than two years to complete an Associate's Degree

### **Bachelors Degree**

A bachelor's degree is a *degree* granted by a college or a university after the equivalent of 4 years of full-time study. For this reason, colleges and universities are sometimes referred to as "four-year schools" or "four-year institutions" although national surveys show that a majority of students take longer than four years to earn a bachelor's degree. A bachelor's degree is usually at least 120 *academic credits*. To earn a bachelor's degree, credits can be transferred from an associate's degree to a college or university that grants bachelor's degrees.

### **Certificate**

A certificate is a diploma granted by the community college for fewer *credits* than a degree. A certificate program is the collective term for all the *courses* and other requirements you fulfill in order to earn a certificate in an academic or technical area. Your *certificate program* is the area in which you earn your certificate, for example Paralegal Studies. At Quincy College, certificate programs are from 16 to 31 credits.

### **Course**

A course is a series of classes, research, assignments and related activities, usually lasting one *semester*. A course is worth a certain number of *credits*. In a course, topics are studied within a specific or broader academic area (a degree program or a certificate program). A *degree program* consists of a certain number of courses. Foreexample, "Exercise Program Design" is a course in the Exercise Science *certificate* or *degree program*. Students usually take 1 to 4 courses each *semester*

### **Credit (or Semester Hour)**

A credit is a unit used in the calculation of the accumulated value of the *courses* you take. In general, each credit represents the number of hours each week a student spends in class in a particular *course*. Each course is worth a certain number of credits, usually 1 to 4. A student accumulates credits by passing courses. A certain number of *academic credits* are required for a *degree program* or a *certificate program*.

**Dean**

A dean is a director of an entire academic or administrative division of a college or a university. He/she is a high-level administrative official.

**Degree**

A degree is a diploma granted by a community college, a college, or a university. A degree represents a certain level of education and expertise in an academic or technical area. At a community college, students study an academic or technical area in order to get a degree in that area. A **degree program** is the collective term for all the *courses* and other requirements you fulfill in order to earn a *degree* in an academic or technical area. Degree programs at Quincy College require a minimum of 61 credits.

Courses that provide students with the fundamentals in a certain academic area in order to prepare them for college-level courses are developmental courses. For example, "ENG 090: Basic Comp" provides students with the fundamental writing skills needed in order to prepare them for the demands of college-level English courses. Students take a College Placement Test shortly after being admitted to the College in order to determine whether they need to take developmental courses.

**Elective**

An elective is a *course* that is chosen, rather than one that is named among the *requirements* for a *degree program*.

**Faculty**

The faculty is the group of people who teach the *courses* at a college or university. The faculty consists of lecturers, instructors, assistant professors, associate professors, and professors.

**Financial Aid**

Financial Aid is composed of scholarships, grants and loans and federal work-study. Students complete a FASFA each year to determine eligibility for Federal and State Aid. Scholarships can be offered by various entities such as the government, colleges, foundations, private donors, etc. Student Loans are a loan that must be paid back once the student no longer attends college. A student must be enrolled in 6 or more credits per semester to maintain student loan eligibility.

**Full-time Student**

A student is considered full-time if enrolled in courses which total 12 credits or more. See also: *Part-time student*

**Core Curriculum**

This is a group of courses that provides a basic knowledge related to all of the *degree programs* at Quincy College. All degree-seeking students are required to complete the Core Curriculum.

**Humanities**

Generally, the fields of art, communication, languages, literature, philosophy and religion are grouped into the broader academic area referred to as the humanities.

**Liberal Arts**

The academic areas of *social sciences*, natural sciences, fine arts, literature, and the *humanities* are combined under the broad collective term "liberal arts. "

**Major**

When used as a noun, your major is the area of studies in which you receive your *degree*. To "major" also means to concentrate on an academic area by taking courses required for a degree in that area.

**Part-time Student**

A student is considered part-time if enrolled in *courses totaling six credits* or less in a *semester*.

**Prerequisite/Co-requisite**

A prerequisite is a course that a student is required to take before taking a more advanced course. Think of a prerequisite as one course that qualifies for another course. A prerequisite prepares a student for a course at a higher level. A co-requisite is a course that must be taken in conjunction with another course.

**Program**

A program is the area of study in which a student will receive a degree. See also *Degree Program*.

**GPA/Grade Point Average**

A GPA is the average of a student's grades in all the *courses* taken at a school, as interpreted on a scale from 1 to 4, with 4 being the highest equivalent to a grade of "A".

**Register**

When a student selects, schedules, enrolls in *courses* for the next *semester*, the student registers. In order to register, a student should refer to the schedule for the semester and consult an advisor. After determining which courses to take, proof of payment must be presented and the student's name and courses are entered into the Quincy College computer system. By registering, a student makes an official commitment to take the courses selected.

**Requirement**

A requirement is whatever must be fulfilled in order to progress to the next level in the completion of something broader. For example, requirements can be *courses* which must be passed, exams which must be passed, or research papers which must be written in order to complete a course, a *degree program*, or a *certificate program*.

**Semester**

A semester is a way of dividing the school year into different sessions, each session lasting 15, 10, five or two weeks. At Quincy College, fall semester is from the end of August or the beginning of September to the middle of December, and Spring semester is usually from the end of January to the middle of May. In general, Fall and Spring includes 15-, 10-, and 5-week sessions. Summer term includes 10-week and 5-week sessions. Two week (10 day) options are offered during the Winter Intercession in

December and in late August.

**Seminar**

College seminar courses are typically small classes led by an instructor. Students are expected to actively participate regularly in college seminars. At Quincy College, all students entering with less than 12.00 credits are required to take the First Year Seminar course (IDS 167).

**Social Sciences**

Generally, the fields of sociology, anthropology, economics, psychology, political science, education, and history are grouped into the broader academic area referred to as "social sciences." At Quincy College, the social sciences requirements for *degree programs* can be satisfied with courses in these fields.

**Transcript**

A transcript is an official list of *courses* taken and grades earned for those courses at a specific school. Transcripts are issued by high schools, colleges, and universities. A transcript is official if it has the original stamp or seal of the school that issues it.

**Withdraw**

Withdrawal from a course may only be done by completing a withdrawal form and submitting it to the Registrar's office before the withdrawal deadline. A withdrawal from a course results in a "W" grade which carries no academic weight or judgment.

## COLLEGE ENVIRONMENT POLICIES

### CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY (Policy 4.03A)

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

1. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (“CJIS”) and M. G. L. c. 6 § 172, and only after a CORI acknowledgement form has been completed. 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. All CORI obtained from the CJIS is confidential, and access to the information will be limited to those individuals who have a “need to know”. This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Quincy College must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the CJIS at any time.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI at Quincy College will review, and will be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the CJIS.

Additionally, since Quincy College is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the CORI Policy.

4. CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. 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 regulations.
5. If a criminal record is received from the CJIS, the authorized individual will closely compare the record provided by the CJIS with the information on the CORI acknowledgement form and any other identifying information provided by the applicant, to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

6. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified in accordance with CJIS regulations 803 CMR 2.18. The applicant shall be provided with a copy of the criminal record and the College's CORI policy. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided with a copy of CJIS' Information Concerning the Process for Correcting a Criminal Record.
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.
9. All CORI obtained from the CJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

#### **DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY (Policy 11.07)**

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. In limited instances, alcohol may be permitted at a College sponsored event by an authorized representative of the College.

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.

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.

### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY (Policy 3.02)**

In accordance with Quincy College's commitment to equal opportunity in education and employment, and to promoting equal opportunity and ensuring that students, employees, applicants for admission and employment have equal opportunity, Quincy College prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, ancestry, ethnicity, physical or mental disability, sexual orientation, gender identity, genetic information, military service, veteran status, marital status, genetic information, pregnancy or pregnancy-related condition and any other legally protected category. This policy extends to all rights, privileges, programs, and activities. The coordination and implementation of this policy is the responsibility of the Associate Vice President of Student Success and Partnerships and Human Resources.

Individuals requesting information or needing to report complaints or concerns are encouraged to contact the College. The following is important contact information for students, employees, applicants, or anyone seeking to gain information or bring forward a complaint or concern.

Meghan Cassidy

Associate Vice President of Student Success and Partnerships, Title IX Coordinator, 504 Coordinator, EEO Coordinator and Student Accessibilities

Phone: (617) 984-1724

[mcassidy@quincycollege.edu](mailto:mcassidy@quincycollege.edu)

Mary Scott, Human Resources EEO Coordinator

Phone (617) 984-1611

[mscott@quincycollege.edu](mailto:mscott@quincycollege.edu)

Students and employees may also contact:

Jessica Cherry, Esq. General Counsel

Phone: (617) 984-1628

[jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu)

#### **I. General**

##### **a. Anti-Discrimination Commitment and Confidentiality**

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, ancestry, ethnicity, veteran status, military service, sexual orientation, gender identity or expression, pregnancy and pregnancy-related medical conditions, genetic information, physical or mental disability and any other legally protected categories.

The College is committed to maintaining and promoting a policy of non-discrimination in all aspects of its educational programs and employment. The College does not discriminate, and does not permit discrimination, in any aspect of the College existence, including but not limited to its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities and does not tolerate discrimination.

As is discussed more in the below policy, all investigations of violations of this policy 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.

- b. **Commitment to Providing Reasonable Accommodations- Accommodations of Individuals with Disabilities; Accommodation of Religious Beliefs, Pregnancy and Pregnancy Related Conditions.** For additional information, please also see other College's Policies on Student Accessibility and Accommodations.

In accordance with Section 504, the Americans with Disabilities Act, and all other State and Federal laws, the College prohibits any form of discrimination against persons with disabilities and is committed to providing equal access to individuals with disabilities and ensuring that students, employees, and others with disabilities, are not denied access to programs or activities, employment opportunities, property and facilities, or any other aspect of the College employment and/or education.

In accordance with all applicable laws and policies (including the ADA, Section 504 and State laws), the College provides accommodations to persons with disabilities to ensure access to College, which includes but is not limited to, programs, employment, activities, facilities, and any other aspect of the College and College experience.

The college is committed to and also will provide reasonable accommodations in accordance with laws for religious beliefs, pregnancy and pregnancy-related conditions. Please see College policies for more information.

c. **Procedures**

As discussed more below and in other policies, the College will investigate any complaints or concerns of violation of this policy. Investigations will be conducted in accordance with this or any other applicable policy and law, such as the College's

Sexual Harassment Policy, Title IX, Title VI, Section 504, and the state and federal workplace anti-discrimination laws.

As noted above, 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 Human Resources.

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 Meghan Cassidy, Associate Vice President of Student Success and Partnerships.

Please also see other College Policies addressing Accommodations.

**d. Employee Responsibility**

In accordance with laws and policies, 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.

**e. Coordination with other Policies**

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; applicable state laws.

This policy is in addition to other College policies addressing anti-discrimination and accommodations, including but not limited to College policy on Sexual Harassment, reasonable accommodations, and student accessibility. Please also see College Policies which further address accommodations to all individuals, including applicants, employees, students and guests, which allow them equal access to educational opportunities, the ability to perform the essential functions of a job, equal access to the application process (students and employees). In the event of an inconsistency between this policy and the law,

the law will govern.

## II. 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 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, ethnicity, disability, veteran status, military status, pregnancy or pregnancy-related medical condition, or genetic information. 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.

### **Equal Opportunity - Definition**

"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/gender, age, sexual orientation, gender identity and expression, national origin, ancestry, ethnicity, pregnancy or pregnancy-related medical condition, disability, military, veteran status or any other legally protected category.

### **Discriminatory Harassment – Definition**

Discriminatory harassment prohibited by the College includes any inappropriate verbal or physical conduct toward an individual(s) on the basis of race, color, religious creed, national origin, sex, gender, sexual orientation, ancestry, ethnicity, age, disability, disability, genetic information, veteran status, military status, gender identity or expression, pregnancy and pregnancy-related medical condition, or any

other characteristic protected by law (referred to as “Protected Class”). Discriminatory harassment can take any number of forms and may include, but is not limited to, the following:

- Verbal harassment (including if made electronically); e.g., suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats.
- Physical harassment; e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, sexual contact or assault when directed at an individual because of any of the above categories.
- Nonverbal harassment; e.g., derogatory posters, cartoons, suggestive objects, pictures, letters or drawings; also such actions as leering, whistling, or obscene gestures based on any of the above categories.
- Display or circulation of written materials or pictures that are degrading to a person or group as previously described; and
- 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 Harassment Policy and Procedures in Accordance with the Violence Against Women Act.

#### **Prohibited Retaliation - Definition**

Retaliation against an individual who makes a report of harassment prohibited by this policy or cooperates in an investigation of a complaint regarding such harassment will not be tolerated. Retaliation is unlawful and is a serious violation of this policy and should be reported immediately.

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 College policy; 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 Human Resources, 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.

### ***Complaint Procedures***

When a complaint is received, the College will promptly investigate the complaint in a fair and expeditious manner.

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, and/or believes that s/he has facts or information indicating a potential violation of this policy. 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 includes, 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/Chief Academic Officer 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: 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.

Investigations which fall within the scope of certain laws or procedures will be

conducted accordingly. This includes the College Sexual Harassment Policy and Procedures as well as Federal Grievance Procedure Requirements under Title IX, Section 504, the Americans with Disabilities Act, Age Discrimination Act, and Title VI.

### ***Initiating Complaints***

Any individual has the right to file a complaint with the College. This may be done in writing or orally. Complaints may be brought to any of the following individuals:

Meghan Cassidy

Associate Vice President of Student Success and Partnerships

Title IX Coordinator, 504 Coordinator, EEO Coordinator and Student Accessibilities

Phone: (617) 984-1724

[mcassidy@quincycollee.edu](mailto:mcassidy@quincycollee.edu)

Mary Scott Human Resources EEO Coordinator

Phone (617) 984-1611

[msscott@quincycollege.edu](mailto:msscott@quincycollege.edu)

Students and employees may also contact:

Jessica Cherry, Esq. General Counsel

Phone: (617) 984-1628

[jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu)

In the event an individual is not comfortable with contacting one of the above individuals, they may also contact a member of management or faculty member, who has a responsibility to forward the complaint to the proper coordinator and/or department for processing.

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.

### ***Complaint Investigation***

All complaints will be promptly, thoroughly, and fairly investigated in accordance with appropriate procedures and applicable laws. Investigations which fall within the scope of certain laws or procedures will be conducted accordingly. This includes the College Sexual Harassment Policy and Procedures as well as Federal Grievance Procedure Requirements under Title IX, Section 504, the Americans with Disabilities Act, Age Discrimination Act, and Title VI.

Subject to other policies and procedures, investigation of complaints shall generally include, but not necessarily be limited to, interviews with the individual alleging harassment or discrimination, the person alleged to have committed misconduct, and other individuals or parties as appropriate. The investigation will be conducted in such a manner as to maintain the confidentiality. Upon completing the investigation of a complaint, the College will communicate to the extent

appropriate to the complainant and to the person alleged to have committed misconduct regarding the results of the investigation. If the College finds that inappropriate conduct has occurred, the College will act promptly to eliminate the conduct and where it is appropriate, also impose disciplinary action, such as listed below. Please see Policy 3.03 in this handbook, or in the [Policy Manual](#) for specific investigation procedures.

### ***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; and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident; The OCR allows 180 days (may be longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

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).

Office for Civil Rights (OCR)  
U. S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: 617-289-0111  
Fax: 617-289-0150



## HAZING

### ***Definition***

Hazing is prohibited at Quincy College. Hazing 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. 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.

### ***Hazing Policy (Policy 6.12)***

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. Notwithstanding any other provisions of this section to the contrary, 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 and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary 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 institution’s policies to its students. The Board of Higher Education and, in the case of secondary institutions, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

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.

### **STUDENT RIGHTS AND RESPONSIBILITIES (Policy 3.01)**

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 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 affairs, 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.

### **RACIAL HARASSMENT POLICY (Policy 3.02A)**

**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.

**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.

**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 (3.03).

### SEXUAL HARRASSEMENT POLICIES AND PROCEDURES (Policy 3.03)

Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual harassment 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 harassment. Quincy College students are prohibited from engaging in sexual harassment, 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 harassment as set forth in Title IX of the Education Amendment Act of 1972, the Violence Against Women Act and its Reauthorization, the Campus SaVE Act, the Clery Act, and other related laws.

Quincy College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary of the United States Department of Education, or both.

#### ***Violence Against Women Act (VAWA)***

The Violence Against Women Reauthorization Act (VAWA), which President Obama reauthorized 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 complainants 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 harassment 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 complainants 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
- **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).

### ***Dating Violence***

Dating violence is defined by:

- A reference to a violent crime
- Committed by
  - A person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of the relationship shall be determined based on the complainant's statement with consideration of the length of the relationship, the type of the relationship, and frequency of the relationship.
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

### ***Domestic Violence***

Domestic violence is defined by:

- A reference to a violent crime
- Committed by
  - Current or former spouse or intimate partner
  - Person sharing a child with the complainant
  - Person cohabitating with or has cohabitated with the complainant as a spouse or intimate partner
  - By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Massachusetts in which the crime of violence occurred
  - By any other person against an adult or youth complainant who is

protected from that person's acts under the domestic or family violence laws of Massachusetts in which the crime of violence occurred.

### ***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 harassment 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:
  - a mental, intellectual, or physical disability
  - is under the legal age to give consent
  - is asleep, unconscious, or physically helpless
  - 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. 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
- 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 complainant. It includes offenses classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.



**Sexual Harassment**

In the employment context, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or
- The conduct creates an intimidating, hostile or offensive work environment.

In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity ("hostile environment harassment"); or
- "Sexual assault" as defined in 20 U. S. C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U. S. C. 12291(a)(10), "domestic violence" as defined in 34 U. S. C. 12291(a)(8), or "stalking" as defined in 34 U. S. C. 12291(a)(30) and sexual exploitation

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 harassment 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 harassment can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

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

### **Actual knowledge**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority

to institute corrective measures on behalf of the recipient. Notice includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

***Administrative leave***

Administrative leave means placing an employee on leave pursuant to state law. Nothing in the Title IX regulations precludes a recipient from placing a non-student employee respondent on administrative leave during the pendency of a grievance process, provided that Massachusetts laws are followed.

***Deliberate indifference***

Deliberate indifference means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

***Emergency removal***

Emergency removal means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes Quincy College from removing a respondent from Quincy College's education program or activity on an emergency basis, provided that Quincy College follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

***Formal complaint***

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that Quincy College investigate the allegation of sexual harassment.

***Complainant***

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

***Respondent***

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

***Supportive measures***

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on

contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Quincy College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### ***Training for the College Community***

The Provost/Chief Academic Officer, Vice Presidents and Associate Vice Presidents, 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 harassment.

Quincy College will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.

Quincy College will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Quincy College also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. In accordance with VAWA, investigators will receive harassment least annual training related to sexual crimes and the college's investigative procedures.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. These training materials will be posted on Quincy College's website.

### ***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 harassment 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

The trainings will include a statement of the prohibited offenses, the definition of those offenses, the definition of consent, “safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations, recognition of signs of abusive behavior and how to avoid potential attacks and ongoing prevention and awareness campaigns for students and faculty on all of the above.

#### ***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.

#### ***Sexual Harassment Policy Applicability***

The Quincy College sexual harassment policy shall apply to sexual harassment which is alleged to occur in the school’s programs and activities, including locations, events, and/ or circumstances in which Quincy College exercises substantial control, in a way that is not deliberately indifferent. 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 under separate policies and procedures 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 harassment. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual harassment: 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 harassment 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 complainant confides in you: It is important to let the complainant 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 complainant identify others in their network who they can confide in. Ask the complainant 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 complainant 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 complainant in seeking the help they require to move forward.

***Recognizing Signs of Abuse***

Behavioral signs or changes (<https://www.d2l.org/get-help/identifying-abuse/>) may indicate sexual abuse and can include:

- 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 include 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 stomach aches
- 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 Complainant***

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 Harassment Procedures***

The following sections detail Quincy College's procedures for reporting, investigating, and enforcing disciplinary actions related to sexual harassment. These procedures may be modified, revised or amended at the discretion of Quincy College. Quincy College will respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment in an education program or activity of against a person in the United States. An education program or activity" includes locations, events, or circumstances over which Quincy College exercised substantial control over both the respondent and the context in which the Sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Quincy College.

### ***Reporting Procedures***

- 1) Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the complainant of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The Title IX Coordinator(s) is:

Meghan Cassidy,  
Associate Vice President of Student Success and Partnerships  
Welcome Center Presidents Place  
[mcassidy@quincycollege.edu](mailto:mcassidy@quincycollege.edu)  
(617) 984-1724

- 2) Upon receiving actual notice of alleged sexual harassment, the Title IX Coordinator will contact the complainant within five business days of receiving the complaint and do the following:
  - Discuss and offer supportive measures;
  - Consider the complainant's wishes with respect to supportive measures;
  - Explain that supportive measures may be received with or without filing a formal complaint;
  - Determine whether the complainant wishes to file a formal complaint; and
  - Explain to the complainant the purpose of filing a formal complaint.

The Title IX Coordinator will document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. Complainant and respondents, as appropriate, must be offered supportive measures even if they do not file a formal complaint or notify law enforcement. Although Quincy College will not



investigate complaints of dating violence, domestic violence, sexual assault or stalking that occurred off-campus, the Title IX Coordinator will provide the complainant with information on supportive measures, the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, how and to whom the alleged offense should be reported options about the involvement of law enforcement and campus authorities, information about how Quincy College will protect the confidentiality of complainants and notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

- 3) If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant's preferences. This decision may be appropriate when safety or similar concerns lead Quincy College to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require Quincy College to investigate and potentially sanction a respondent. A Title IX Coordinator's decision to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

### ***Formal Complaint***

- 1) There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, a complainant must be participating or attempting to participate in a program or activity of Quincy College. Additionally, Quincy College has discretion to dismiss a formal complaint where the passage of time would result in Quincy College's inability to gather evidence sufficient to reach a determination regarding responsibility, or when Quincy College loses responsibility for the respondent (e. g., the respondent no longer attends or is employed by Quincy College).
- 2) If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in Quincy College's education program or activity, or did not occur against a person in the United States, then the Quincy College must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. Additionally, Quincy College may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by Quincy College; or specific circumstances prevent Quincy College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Quincy College will send written notice of any dismissal to both the respondent and complainant.
- 3) Quincy College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the



other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular include the plural, as applicable.

- 4) The Provost/Chief Academic Officer will be notified whenever the person accused of sexual harassment or retaliation through a formal complaint is a Quincy College student.
- 5) The complainant should provide the following information for a formal complaint;
  - 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 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).
  - f) A statement affirming that the complainant desires to file a formal complaint and have Quincy College investigate the allegations.

Quincy College will maintain as confidential any supportive measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of Quincy College to provide supportive measures.

#### ***Statement Against Retaliation***

An individual who has engaged in a protected activity is safeguarded against retaliation. No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

Any individual who believes they are the complainant 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 this policy. The complaint of retaliation will be treated as a new and separate complaint.

#### ***Investigative Process - Overview***

The College will conduct a prompt, thorough, and fair investigation and will take

appropriate measures to terminate the harassment, prevent its recurrence and address its effects after a formal complaint is filed. Investigations to allegations of sexual harassment will be completed within a sixty day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

### ***Written Notice***

Before any investigation can begin, Quincy College will send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that Quincy College's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The written notice must provide notice of the grievance process, including any informal resolution. If additional allegations are added during the course of the investigation, additional written notice will be provided.

### ***Informal Resolution***

Where appropriate, after notice of the formal complaint has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e. g., mediation). Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent and student complainant. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.

Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the investigation described below.

***Investigation Procedures***

If informal resolution is not accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/ herself in either role, where appropriate. The investigator and decision maker must not be biased against any of the parties at the outset of the investigation or have a conflict of interest. The investigator will bear the burden of gathering evidence and be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. Both the complainant and the respondent have the right to present witnesses and evidence, including fact and expert witnesses and other inculpatory and exculpatory evidence. 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). When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

The investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

The investigator must avoid making any final determinations of responsibility for sexual harassment. The investigator will conduct an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent. During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings, but the advisor should not intervene during the questioning of witnesses or ask witnesses questions during the investigation. Quincy College will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

In accordance with VAWA, the College will provide timely notice of meetings and decisions to the parties involved, including interviews. The alleged accused and complainant(s) will be provided timely access to information found in the investigative process to be used in disciplinary proceedings.

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Prior to completion of the investigative report, Quincy College will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. Quincy College will further make such evidence available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

After providing an opportunity for a written response, the investigator will issue a written report to the complainant and responded with the factual findings, to which either party can respond.

### ***Hearings***

After issuing the investigative report, Quincy College will conduct a live hearing.

At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If a party does not have an advisor present at the live hearing, Quincy College will provide without fee or charge to that party, an advisor of Quincy College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Quincy College will not provide an advisor during the investigative stages.

At the request of either party, Quincy College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Quincy College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

After the hearing, the decision-maker(s) will issue a written finding to both parties simultaneously with the following information:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of Quincy College's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to Quincy College's education program or activity will be provided by Quincy College to the complainant;
- (F) Quincy College's permissible bases for the complainant and respondent to appeal; and
- (G) When the decision becomes final. The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

It is the intention of Quincy College that the process described herein be the sole process for investigating 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 harassment. No complaint will be considered "false" solely because it cannot be corroborated.

#### ***Exclusion***

These procedures do not limit Quincy College from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

#### ***Standard of Evidence***

The standard of proof in all cases is "the preponderance of the evidence" – whether it is "more likely than not" that the sex discrimination or harassment 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' 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. It can also include no contact orders, disciplinary probation, restrictions from campus, educational activities or reflections, fines, restitution, counseling, and service to the community. 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 harassment or retaliation policies.

### ***Remedial Measures***

Quincy College, through the Title IX Coordinator, will provide remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies will be designed to restore or preserve equal access to Quincy College's education program or activity. Such remedies may include supportive measures.

### ***Appeal Process***

Both a complainant and a respondent who is aggrieved by the hearing may, within ten (10) working days of the written decision file a written appeal to the President. Quincy College will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have ten (10) days to submit a written statement in support of, or challenging, the outcome.

The President or a designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the decision-maker(s), and issue written findings to both the complainant and respondent within thirty (30) working days of the appeal.

A party may appeal the findings of the formal procedure or a dismissal on the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

### ***Records***

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment and Quincy College will document the basis for its conclusion that its response was not deliberately indifferent. Quincy College will further maintain for seven years all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

**Additional Options**

Sexual harassment may be criminal in nature, and a student may choose to file a report with law enforcement. It is not required. A report to law enforcement will not change the College's obligation to potentially investigate the matter but it may briefly delay the timing of the investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct. Quincy College staff or Campus Security will assist the alleged complainant in notifying law enforcement if the complainant so chooses. In addition to Quincy College's supportive measures, complainants of stalking, dating and domestic violence, or any other violence/crime can seek orders of protection from both the criminal courts.

**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](#) at 800-799-SAFE (7233) or the [National Teen Dating Abuse Helpline](#) 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
- Complainant 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.

Aspire Mental Health Alliance  
*South Shore Mental Health, Quincy*  
 Crisis line: 617-774-6036 or 800-528-4890  
<https://www.aspirehealthalliance.org/>

Bay State Community Services  
 1120 Hancock Street, Quincy, MA 02169  
 617-471-8400;  
<https://www.baystatecs.org/>  
*Accepts many insurance plans including MassHealth and Commonwealth Care plans*

Maria Droste Counseling Services  
 1354 Hancock Street, Quincy  
 617-471-5686;  
<https://mariadrostecounseling.com/>  
*Sliding fee available*

New Directions Counseling Center  
 Interfaith Social Services  
 105 Adams Street, Quincy, MA 02169  
 617-773-6203 x12;  
<https://interfaithsocialservices.org/>  
*Accepts most insurance plans including MassHealth, Commonwealth Care, and a sliding fee*



Volunteers of America Behavioral Health Services

1419 Hancock Street, Quincy

617-770-9690;

<https://www.voamass.org/>

*Accepts most insurance plans including MassHealth and most Commonwealth Care programs*

Wellspring Multi-Service Center

814 Nantasket Ave., Hull, MA 02045

781-925-3211;

<https://wellspringmultiservice.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 8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Facsimile: (617) 289-0150 [Email:OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## 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](http://Womenshealth.gov)

[Notalone.gov](http://Notalone.gov)

[Bestcolleges.com](http://Bestcolleges.com) - The Realities of Sexual Assault on Campus



**Complaint**

**Describe your complaint, including the time, date and location of any incidents. Please summarize below and attach additional pages describing your complaint if necessary.**

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

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

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

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**Witnesses to Complaint**

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

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Name	Relationship	Telephone
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Name	Relationship	Telephone
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Name	Relationship	Telephone
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I am interested in informal resolution.  Yes  No

I request that Quincy College investigate this formal complaint.

---

Signature of Complainant

Date

The Title IX Coordinator will be initiating a formal complaint for the following reasons:

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Signature of Title IX Coordinator:

Date:

For Staff Use Only:

Received by: \_

\_\_\_\_\_

\_\_\_\_\_

Name

Title

**Administrative Follow-up (steps taken):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Results:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complaint Intake Checklist**

**Student's Name:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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
- Complainant Services Organizations
- Legal Assistance
- Visa and Immigration Assistance

\_\_\_\_\_  
Initials of QC Official

Quincy College Sexual Harassment Policy and Procedures in Accordance with the Violence Against Women Act and the ability to file a formal complaint

\_\_\_\_\_  
Initials of QC Official

The availability of supportive measures: Quincy College is providing the following supportive measures or not providing supportive measures for the following reasons:

\_\_\_\_\_  
Initials of QC Official

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

\_\_\_\_\_  
Signature of College Official

### **SERVICE ANIMAL POLICY (Policy 3.08)**

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 srelated 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) 984-1682.

### ***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 Success and Partnerships, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1724; or by emailing [mcassidy@quincycollege.edu](mailto:mcassidy@quincycollege.edu)

### **TOBACCO AND SMOKE-FREE POLICY (Policy 3.05)**

Quincy College (QC) is committed to providing and maintaining a safe and healthy environment for its students, employees and visitors. In view of this commitment, QC is a tobacco-free institution. The use of tobacco products (including e-cigarettes) is prohibited on all property that is owned, operated, leased, occupied, or controlled by QC. In addition, smoking, tobacco use and e-cigarette use is prohibited in online classrooms or during virtual educational and in all events and/or activities sponsored by QC. Each member of the QC community including but not limited to students, faculty, staff, student employees and volunteers is responsible for observing and adhering to the

smoke and tobacco-free policy.

For the purposes of this policy, the following definitions shall apply:

**E-Cigarette Use (also known as Vape, Vaping):** means any form of electronic smoking or use of Electronic Nicotine Delivery Systems.

**Electronic Nicotine Delivery System (also known as e-cigarettes):** means an electronic device, whether for one-time use or reusable, that can be used to deliver nicotine or another substance to a person inhaling from the device including, but not limited to, electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes, vaping pens, hookah pens and other similar devices that rely on vaporization or aerosolization; provided, however, that “electronic nicotine delivery system” shall also include any noncombustible liquid or gel that is manufactured into a finished product for use in such electronic device; provided further, that “electronic nicotine delivery system” shall also include any component, part or accessory of a device used during the operation of the device even if the part or accessory was sold separately; provided further, that “electronic nicotine delivery system” shall not include a product that has been approved by the United States Food and Drug Administration for the sale of or use as a tobacco cessation product or for other medical purposes and is marketed and sold or prescribed exclusively for that approved purpose.

**Tobacco Product:** means a product containing or made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine delivery systems or any other similar products that rely on vaporization or aerosolization regardless of nicotine content in the product; provided, however, that “tobacco product” shall also include any component, part or accessory of a tobacco product; and provided further, that “tobacco product” shall not include a product that has been approved by the United States Food and Drug Administration for the sale of or use as a tobacco cessation product or for other medical purposes and is marketed and sold or prescribed exclusively for the approved purpose.

**Smoking (or Smoke):** means the inhaling, exhaling, burning or carrying of a lighted or heated cigar, cigarette, cigarillos, mini-cigars, hookah, pipe or other tobacco product intended for inhalation in any manner or form, including the use of e-cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization.

Use of tobacco products, smoking and/or e-cigarette use will not be permitted on Quincy College premises or at any event or social activity sponsored by Quincy College. This includes: campus buildings, parking structure, parking lots, grounds areas, and in all QC owned, leased, or rented vehicles.

**Exception:** Students, staff, faculty, and visitors may smoke in their own personal vehicle, with the windows completely rolled up, if on QC property.

The sale, advertising, promotion, or distribution of tobacco products is also prohibited on all college owned or leased property. Tobacco Products will not be sold on campus either through vending machines or campus establishments.

Any employee who violates this policy will be subject to the appropriate disciplinary action up to and including termination. Any student who violates this policy would be subject to a disciplinary process according to Policy 6.16 (Student Code of Conduct Policy). 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 conditions of continuing employment, or termination of employment.

Individuals with addictions are entitled to reasonable accommodations that permit the individual to perform the essential functions of the individual's job. Reasonable accommodations may include such things as permitting the individual to attend counseling, or providing the individual with leave in order to participate in rehabilitation services or to otherwise control his/her addiction. Should an employee require a reasonable accommodation, s/he should contact Human Resources.

It is the policy and intent of Quincy College to enforce all municipal, state and federal laws on College property as well as to initiate disciplinary action against any individual who violates this policy.

## **STUDENT CODE OF CONDUCT (Policy 6.16)**

### ***Introduction***

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 ('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.

### ***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.

### ***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 Harassment Policy 3.03.

**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.

**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.
    - ii. During an interim suspension, the student may be denied access to the college facilities and college activities, including classes.
    - iii. 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 QuincyCollege e-mail account and by letter. Refusal to accept receipt of the notification shall not negate or postpone the interim suspension.
    - iv. 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 (CCO) or until the President or his/her designee determines the reason for posing the interim suspension no longer exists.
    - v. 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

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)
  - v. 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 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 to 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.
3. The Judicial Committee and the Judicial Board
- 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, 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

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) 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.
- g) 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.

#### **CAMPUS FACILITIES-SECURITY, ACCESS, AND MAINTENANCE (Policy 11.04)**

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, science 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 has safe levels of exterior lighting. Our parking lots at Presidents 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. Resource officers 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 are encouraged to report facility deficiencies to Campus Services by calling 857-225-1934.

**REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS (Policy 11.02)**

The Office of Institutional Research and Assessment, in conjunction with Administrative 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 our website at [Institutional Research & Assessment webpage](#). This report is prepared in cooperation with local police in Quincy and Plymouth. Quincy College is a department of the City of Quincy and does not maintain a separate police force. We have no residence halls.

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. The college will also send 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 Administrative Services & Facilities or by calling 857-225-1934. All prospective employees will be informed on our job postings that the crime report is available on the Institutional Research & Assessment page of our website.

The Office of Institutional Research and Assessment, in conjunction with Administrative 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
- d. Robbery
- e. Aggravated assault
- f. Burglary
- g. Motor vehicle theft
- h. Arson
- i. Hate Crimes
- j. Domestic Violence
- k. Dating Violence
- l. Stalking

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

The Resource Officers from Administrative Services & Facilities work closely with the Quincy (and Plymouth) Police Departments. It is college policy to report all serious crimes to the Quincy (and Plymouth) Police Departments and to cooperate fully in the prosecution of those involved regardless of their status on campus.

**REPORTING OF INCIDENTS, INCLUDING CRIMINAL OFFENSES (Policy 11.03)**

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 police by calling 911, faculty and staff should provide a verbal report of the incident to Security, at 857-225-1934. 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 or you may also report a crime to the following:

<b>Jessica Cherry, General Counsel</b>	<b>617-984-1774</b>
<b>Servet Yatin, Provost &amp; CAO</b>	<b>617-984-1719</b>
<b>Meghan Cassidy, AVP of Student Success and Partnerships</b>	<b>617-984-1724</b>

For all off campus crimes, please report to local police.

For all non-emergencies, please contact Security, at 857-225-1934. 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 Security 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.

### **LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS (Policy 11.05)**

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 Security 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

### **SEXUAL ASSAULT INFORMATION (Policy 11.10)**

Each year Student Development at Quincy College presents workshops that are open to the Quincy College community that promote awareness of sexual misconduct, including rape and sexual assault and prevention, domestic violence, dating violence, stalking and bystander awareness.

In addition, Quincy College presents forums relevant to 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 Health Imperatives.

Quincy College does not provide housing for students, but Student Development staff are always available by request to help students or staff access resources should a sexual assault occur on or off campus. Quincy College also has in place a Sexual Harassment Policy (Policy 3. 03) that defines the policy, and details the procedure and the investigative process.

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. Quincy College is committed to provide help to any student, faculty, or staff member through both on and off-campus resources if requested. Quincy College will also change the victim's academic situation if requested.

### **PROCEDURES FOR REPORTING A CRIME OR EMERGENCY (Policy 11.06)**

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 857-225-1934. In case of an emergency, please call 911 directly. All incident reports are forwarded to respective heads of departments for resolution. If assistance is required from the police or fire department, Administrative Services & Facilities 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, text messages, in-class announcements, or other appropriate means.



**STATEMENT ADDRESSING SEX OFFENDER REGISTRATION (Policy 11.13)**

In accordance with 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 to access the [Sex Offender Registry Board](#).

If you have questions regarding access to sex offender information, you may contact General Counsel, Jessica Cherry, J. D. by email: [jcherry@quincycollege.edu](mailto:jcherry@quincycollege.edu) or phone: 617-984-1774. 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)

**TIMELY WARNING (Policy 11.01)**

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 Mission Support & Technology, Administrative Services & Facilities, and Communications & 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 Mission Support & Technology for additional methods of dissemination.

Anyone with information warranting a timely warning should report the circumstances by phone to 857-225-1934 or in person at Saville Hall, Room 212.



