

QUINCY COLLEGE

Faculty Handbook

**FOCUSED ON TEACHING & LEARNING,
ONE STUDENT AT A TIME**

PLYMOUTH, QUINCY & ONLINE | QUINCYCOLLEGE.EDU

Published July 2017

THE QUINCY COLLEGE FACULTY HANDBOOK TABLE OF CONTENTS

Statement of Purpose	4
A Letter from Senior Vice President for Academic Affairs	5
Quincy College Senate	6
Quincy College Mission	6

GETTING STARTED

Appointments	7
Campus Work Space	7
Photo ID's	7
Pay Checks	8
Faculty Mailboxes	8
Textbooks	8
Room Assignments	8
The Quincy College Portal	8
Class Lists	9
The Syllabus	9
Classroom Policies and Standards	10
Copyright and Academic Integrity	10
Attendance	10
Make-Up Policies	10
Notices of Concern/Student At Risk	11
Auditing a Class	12
Class Hours	12
Field Trips	12
Grades, Grade Inflation, Incompletes, Changes of Grade, Withdrawals, & Privacy	12
Final Exams	14
Submitting Final Grades	14

TEACHING TIPS AND CLASSROOM STRATEGIES

The First Day of Class: Tips for Success	15
Using Technology in your Course	16
Teaching Tips – Student Diversity	17

ACADEMIC SUPPORT

Tutoring Services, Disability Services, Student Success Coaching, Student Life	19
Library Services and Research Instruction	20
Instructional Supplies	21
Professional Development Opportunities and Advancement	21
Evaluations	21
Tuition Remission Policy and Process	22

CLASSROOM CONCERNS

Academic Integrity Statement and Student Guidelines	23
Types of Academic Dishonesty Involving Students	24
Academic Disciplinary Procedures and Academic Integrity Policy Involving Students	24
Disciplinary Action Hearing and Appeal Procedures Involving Students	25
Classroom Conduct	25
Quincy College Student Code of Conduct	22-38
Sexual Misconduct Policy	39-43
Equal Opportunity & Non-Discrimination	44
Equal Opportunity & Anti-Harassment Complaint Procedures	45-51
Student Records and Retention and Disposal of Records	52
Verification of Student Identity for Distance Education	52
Distance Education Arranging for Proctored Assessments and Student Responsibilities	53
Student Rights & Responsibilities	54
Acceptable Use of College Technology & Assets	55-57
Acceptable Use of College Email	59
Drug-Free Workplace Policy	60
Fire Alarms	61
Smoking Policy	61

EMERGENCIES AND CANCELLATIONS

Security Officers and Campus Safety	63-64
Class Cancellations	65
School/Weather Cancellations	65

GENERAL INFORMATION

Quincy College Holiday Schedule	67
Phone Contacts	68
Sample Syllabus Template	69-75
Campus Information, Directions	76-78
Quincy College Portal and Screen Shots	79

STATEMENT OF PURPOSE

This handbook is a guide to acquaint faculty members with the current overall College academic policies and procedures. It is intended to be an informative resource for faculty members and to acquaint them with the expectations held by the College. As such, all faculty members are responsible for being familiar with the information contained within. Please note this handbook is not all-inclusive of the College's policies and procedures. For additional information about the College's approved policies and procedures, please consult your direct supervisor, the Office of Human Resources, or visit our internal website, the quintranet, for the most up to date policy information.

The language used in this handbook is not intended to create nor is it to be construed to constitute a contract of employment between the College and any one or all of its faculty members. In addition, this handbook was prepared in accordance with current collective bargaining agreements, applicable local guidelines, and applicable state and federal laws. The policies, procedures, or rules here within are not intended to amend, alter, or replace any statute of the state and federal laws or the provisions of any current collective bargaining agreements.

Quincy College reserves the right to modify, revoke, suspend, or eliminate any or all information, policies and procedures here within, in whole or in part, at any time, with or without notice, as a result of modifications of institutional policies and practices, collective bargaining agreements, changes effected by the Massachusetts Board of Higher Education, changes implemented by the City of Quincy, or changes in state and federal employment laws. Faculty will be notified of changes through memoranda, the website, and/or periodic revisions of specific policy and/or the handbook. This handbook shall remain in full force and effect until a successor handbook is approved.

A LETTER FROM THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

To all new and returning Instructors:

All instructors are valued members of the Quincy College learning community. As a member of an energetic, enthusiastic, professional group of people, you have the ability to inspire, enlighten and influence our students, allowing them to learn from your varied and diverse experiences.

The Quincy College Faculty Handbook will provide some guidelines and procedures to assist you as you begin to teach this year. We have tried to answer the most frequently asked questions. If you have other concerns or need further information, please stop by the office of your Dean. Thank you for teaching at Quincy College, and we hope that you enjoy the semester.

Sincerely,

Mary E. Burke, Ed.D.

Senior Vice President for Academic Affairs

QUINCY COLLEGE SENATE

The Quincy College Senate is the internal government body of the College. The role of the Senate is to advise the President. The Senate and its committees provide the college community with a forum to address and discuss issues of college-wide importance. Adjunct faculty are represented on the Senate and its committees. Adjunct faculty are encouraged to participate in ad hoc committees as well.

QUINCY COLLEGE MISSION

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

APPOINTMENTS

All adjunct faculty will receive an Assignment Addendum for the courses that you are teaching, and a Quincy College Adjunct Appointment letter. Please make sure to check the start and end date of each course as listed on the Assignment Addendum. Assignment Addendums and Appointment letters should be signed and returned to your Dean promptly.

CAMPUS WORK SPACE

If you are looking for workspaces and places for student conferences, there are several options available on campus:

- Evening, weekend and summer Adjuncts often meet with students prior to or after class in their regular classrooms. Adjunct Faculty members should make note of this on their syllabus. Full-time faculty must post their office hours so that students can arrange to meet them in their offices.
- Adjunct Faculty are encouraged to use the office on the third floor in Presidents Place to prepare for classes.
- Plymouth faculty are free to use the Faculty Room or the Learning Center, if available. The front study area is also available.
- In Saville Hall, Adjuncts may use Room 101 to prepare for class or use a computer/copier.

PHOTO IDS

IDs will only be provided to employees who have successfully completed the Human Resources orientation. Please contact the Office of Human Resources for more information. All Adjunct Faculty must have a college ID and must wear their ID card while on campus. IDs can be obtained from the IT Department in Presidents Place or the front desk of the Plymouth Campus at no cost to the instructor.

PAY CHECKS

Adjunct Faculty teaching traditional full length courses during the Fall and Spring semesters are generally paid once each month distributed throughout the semester; Summer/Winter ten day session courses are paid in one installment at the end of the ten day session and all other Summer and nontraditional semester courses are paid in equal installments distributed throughout the Summer and nontraditional semesters (please refer to payroll schedules distributed at the beginning of each semester for specific dates).

At the beginning of each semester Adjunct Faculty shall receive an email notification from the Manager of Payroll Services announcing the payroll schedule dates when Adjunct Faculty pay checks are mailed to the Adjunct Faculty addresses on file in the Office of Human Resources.

FACULTY MAILBOXES

Faculty mailboxes are located on the third floor in Presidents Place, Saville Hall room 101, and in Plymouth behind the main desk in the lobby. Your mailbox will be located in the same building in which you teach. It is vital that you check your mailboxes each time you are on campus, as important messages, student papers, memoranda and other materials will be sent to your mailbox. To limit the amount of paper usage, we encourage you to take advantage of the Quincy College email system and Portal for your correspondence between students and fellow faculty.

TEXTBOOKS

All instructor textbooks are ordered before the start of each semester by the Academic Deans. Edition updates and general textbook changes to current texts are made for the beginning of the Fall semester in April. If you are interested in making a recommendation for a textbook change for the next academic year, you must present this to your Dean by March.

It is required that instructors use the selected textbooks for each course. You may contact your Dean's office to obtain a copy of the textbook and ancillary materials so that you can prepare your syllabus. For students who inquire where they can purchase textbooks, the Barnes & Noble at Quincy College Bookstore (617-328-1602) is located on the first floor of Presidents Place at 1250 Hancock Street in Quincy Center. There is also a bookstore located on the Plymouth campus (508-732-0142).

ROOM ASSIGNMENTS

Classroom changes can be made only with permission of the Director of Student Records & Registrar or by the Plymouth Dean. Although classrooms may appear to be empty, they likely have been assigned for other sections. Instructors shall not move their individual sections from their assigned classroom space without permission. Chairs are not to be moved from classroom to classroom. Any special requests for classroom use should be made through the Deans.

THE QUINCY COLLEGE PORTAL:

We encourage you to use the college portal for communication with your class, including distribution of materials. How to access the portal: Go to: quincycollege.edu Look for: Log into the Campus Portal Sign In: Your User Name is: First.Last (example: Susan.Jones) Password: You can get this from IT (itsupport@quincycollege.edu) Course: Click on your course title.

CLASS LISTS

Class lists are available on the Quincy College portal. Please print your class list(s) the day your classes begin, and again after the Add/Drop period. Please be sure to check the registration forms of students who are not appearing on your list to confirm they are in fact registered for your class. If a student does not appear on your list and is not registered for the class, please direct them to the Office of Student Records and Registrar.

After the Add/Drop period is over, you will be notified by memo and email of the requirement to submit a corrected class list. To obtain class lists from the portal, please follow these steps:

- Log onto the portal;
- Select the Faculty tab;
- Select the “How to access my Class List and Email my Students”, and follow the step-by-step instructions.

After you have obtained your class list from the portal, please correct the list as follows:

- If a student has never attended your class, put a line through the student’s name;
- If a student is attending but is not on the list, write the student’s name on the bottom of the list, and direct the student to the Office of Student Records & Registrar. The student should not return to class without a printed course schedule showing enrollment in your course.

You must submit a signed and dated corrected class list to your Academic Dean. If your class list is not correct, your grade list will not be correct at the end of the course.

THE SYLLABUS

All instructors are required to develop a course syllabus to be distributed to students on the first day of class. Please follow the syllabus template (this can be found at the back of this handbook) when creating your syllabus. All items including course learning outcomes, academic integrity statement, textbook information, etc. must be included on your syllabus. Please be sure to use your Quincy College email address as your email contact on the syllabus. All sections of a course must use the same text book, teach the same content and meet the same learning outcomes.

Note: You must submit a copy of your syllabus to your Academic Dean within one week prior to the start of class for approval.

CLASSROOM POLICIES AND STANDARDS

ABSOLUTELY NO FOOD OR BEVERAGES ARE PERMITTED IN THE COMPUTER OR SCIENCE LABS!!!

All instructors are required to present a professional appearance in the classroom. While there is no strict dress code for faculty at Quincy College, jeans, tank tops, tee shirts, shorts and flip flops are never considered appropriate dress, except for “Jeans’ Days.” “Jeans’ Days’ are designated by the President and allow faculty and staff who have contributed to a designated charity to wear jeans on designated days (usually Fridays).

COPYRIGHT and ACADEMIC INTEGRITY

Copyright is a form of protection provided under Title 17 of the US Code. This protection is provided for both published and unpublished works. Please be very mindful not to violate the copyright laws while making copies for your class. If you have questions please speak to your Dean.

Faculty are expected to comply with the college Academic Integrity policy. All sources used in handouts, PowerPoint slides, or other materials should be properly cited.

ATTENDANCE

While you cannot require attendance, it is the responsibility of all students to attend classes in order to achieve a successful level of performance. Attendance records must be kept, on the portal, in order for the college to provide verification as required by various government agencies.

Your attendance, grading and performance requirements for each must be included in your syllabus. Attendance should not be graded. However, you can encourage attendance by requiring measurable participation in an in-class activity that cannot be made up and you can grade the participation in the activity. Such activities may be a short written exercise, a quiz, or a problem solving exercise.

MAKE-UP POLICIES

Makeup opportunities for student absenteeism shall be at the discretion of the instructor. Your make up policy must be stated in writing in your syllabus. If a makeup exam or quiz becomes necessary at a time that you are not available, you may seek assistance from the Learning Centers.

NOTICES OF CONCERN

All faculty are required to submit a Notice of Concern through the Campus Portal for students who are at risk of failing a course. You should submit a first notification by the first week of October for the Fall semester, and the second week of February for the Spring semester. Additional notifications can be submitted up to one week before the class withdrawal deadline (please see academic calendar for dates). Please note that nontraditional courses will have a different schedule for Notice of Concern submissions. This information can be obtained from your Dean.

NOTICE OF CONCERN/STUDENT AT RISK

Faculty Procedure for notifying and identifying students at risk of failing:

- Identify all students who are not attending or who are not achieving in a course;
- First identification to be done by the first week of October for the Fall Semester and the second week of February for the Spring Semester;
- Additional identifications may be done up to one week before the “Last Day to Withdraw & Receive a grade of W”;
- Nontraditional courses will have a different schedule for submissions of the Notice of Concern. This schedule will be provided by the Registrar’s Office.
- Complete the Notice of Concern form that is on the Campus Portal;
- Submit Form;
- A response notice will be sent to instructor.

Staff from the Office of Academic Advising will coordinate efforts to provide outreach to students, with as much input from you as you wish. Our goal is to encourage students to reach out to you in order to gain an understanding of what is needed to recover in your course(s). The Office of Academic Advising will also make referrals to Tutoring, and Student Success Coaches when appropriate. Please email us at advising@quincycollege.edu with any questions.

AUDITING A CLASS

In accordance with Policy 5.05A, a student may audit a class. Such students are designated on your corrected class list as "AU". No grade is given to such a student. A student auditing a class may elect not to do homework, not to take exams, and not to participate in class projects.

CLASS HOURS

Your contract stipulates that your employment commitment to Quincy College is for a set amount of hours, and students have paid tuition based on those contact hours. Adhering to the published hours of a class will also assist your student to succeed in meeting the course objectives. Appropriate breaks should be built into the class time, but you must hold class for the entire scheduled time.

FIELD TRIPS

A Field Trip Request Form must be completed at least one week in advance and submitted to your Dean for approval. Field Trip Request Forms are available from your Dean. Student participation in a field trip is strictly voluntary. Due to liability, students must arrange their own transportation to and from the field trip. Faculty cannot transport students in their personal vehicles.

GRADES

Final grades are issued to students in letter grades at the end of each semester as follows (Policy 5.07):

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

Do not award an 'A+', 'D+', or 'D-'. These grades are not recognized by Quincy College and the student will not receive a grade.

Students seeking a grade of AUD who wish to audit the course must request this status during

the Add/Drop period.

Graded material may not be left unattended.

Students are graded on the basis of work completed and submitted to the course instructor on a designated date. Students are graded on actual performance on assignments, exams, and class participation as delineated in the course syllabus. Faculty are asked to refrain from the practice of grade inflation, which is a progressive rise without justification in the number of higher grades assigned to students.

INCOMPLETES, CHANGES OF GRADE, and WITHDRAWALS

Incomplete Grade Policy (Policy 5.07A): A student requesting an incomplete grade must fill out the Incomplete Grade Request Form and submit it to his/her instructor. Only if both the student and the instructor have signed this written agreement can an incomplete grade be assigned by the teacher. An incomplete grade not made up by the end of the following semester will automatically become a “F”.

CHANGE OF GRADE

Once a grade has been submitted for a student, if it becomes necessary to change the grade, faculty must complete a “Grade Change Form,” available in the Student Records and Registrar Office, to make the appropriate change. The Grade Change Form must be submitted to the appropriate Dean for approval and signature.

A “W” will be granted automatically to students who properly withdraw. To properly withdraw, a student must fill out and submit the required forms in the Office of Student Records & Registrar. Please advise any students who wish to drop your course of the need to follow this procedure before the last Withdrawal date as listed in the Academic Calendar. The Withdrawal Policy, which follows below, must appear on your syllabus. Also, instructors may not enter a “W” on grade sheets.

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

Grades are not mailed to students. They are posted on the QC Portal and students may access them. Privacy laws require that you do not publicly post your grades for students to view. If you choose to return papers or other graded work, please ask the students for stamped, self-addressed envelopes and mail the work back to them. Grade information may not be given out

by instructors by telephone or email. Further, instructors shall not provide grades or other student information to parents of students eighteen years of age or older without explicit, written permission from the student.

FINAL EXAMS

Appropriate assessment and evaluation are an integral part of the learning process. If a term paper, project, or presentation is a more appropriate measure than a final exam, such an assignment is acceptable if it is approved by your Dean beforehand. However, the class will still need to meet during the scheduled exam period.

Final Exam schedules for day classes are posted on campus and on the College website in November (Fall Finals) and in April (Spring Finals). Each exam will take place during the designated exam period unless a student needs to make special arrangements due to a family emergency or visa requirements. Intersession, Summer, Evening, and Weekend classes hold their exams on the last day of scheduled classes. Copies of final exams or alternative assessments must be turned in to the appropriate Deans by the end of the semester.

Final exams for online courses will be posted a few weeks into each semester. Please review the policy on Distance Learning (Policy 5.18) on the Quincy College website for more information regarding final exams and distance education.

SUBMITTING FINAL GRADES

Final grades are submitted on the college portal. Grades are due by the end of the second working day after your final exam. Timely submission of grades is a very important part of an instructor's job and is necessary to provide Student Records & Registrar staff sufficient time to process grades so students can graduate on time.

Final grades are available to students after the processing of all final grades are completed.

THE FIRST DAY OF CLASS: TIPS FOR SUCCESS

Get to class early. It will alleviate your own first day jitters. Introduce yourself and tell students a little bit about yourself:

1. What would you like students to know about you?
2. How would you like students to address you?
3. What do you find interesting about the course material?
4. What will make students pleased that they are taking this class with you?

Find out something about your students: Distribute index cards for students to record personal information. Names, phone numbers, email addresses are critical for notifying students of class cancellations, but you may want to find out something about your students' prior experience with your discipline, other courses taken, career interests, hobbies, etc. Consider some kind of activity to break the ice and learn students' names. For example, in small classes have students interview one another in pairs and then tell the whole class about the person they interviewed.

Review the expectations of the course: You may wish to review ground rules for discussion, how you will conduct a typical class session, your expectations of students, relationship of discussion section with larger lecture, etc. Also, ask students their expectations of the course and what they will do to help create an effective learning environment. If you are teaching a lab course, you will want to review lab procedures and safety precautions. Give students an idea of what the class will be like by giving a not-for-credit pre-test to find out what your students already know in relation to the material you will be teaching. Develop a short activity that will engage students immediately and actively in the course material. Let students know what the topics and activities will be for the next class and assign homework. Make that first class be an example of what process to expect in the course. If you plan to use groups, use groups. If you plan to have daily quizzes, have a pre-quiz. If you plan to have students ask questions, get them asking questions during the first class period.

Adapted from the Center for Faculty Excellence, UNC–Chapel Hill (cfe.unc.edu)

Frequently Asked Questions

I have heard that on the first day of class we shouldn't just hand out and review the syllabus. How do I decide what else to do since the students may not have had a chance to get their textbooks and prepare?

One of the assumptions that teachers often make is that students know very little about a course's topical material. However, students have some knowledge and individual perceptions about every subject. Part of the teaching/learning process is drawing out these perceptions and identifying misperceptions. You can use the first day of class to encourage students, either through individual or group activities, to articulate their current understanding of course topics. Finally, the first day of class is an excellent time to build community in the classroom. Learn names of students, get them to talk to each other, and have them share something about themselves.

Some of my students do not have text books. Some say they cannot afford them. What resources are available for them?

Some students find that renting a textbook is an affordable option for them. The Quincy College library usually keeps a copy of each text book on reserve in the library for student use. Use is restricted to the library, however. Another option is to send or take the student to the library and check the circulating collection for an earlier version of the textbook that would be a temporary substitute.

My students want to get out early on the first day of class. What do I do?

First, keep in mind that although some students may wish to get out early on the first day, others certainly do not. Most students are very excited about learning and look forward to the first day of class. It can be very discouraging to a student to get their syllabus and then be released early. The first day of class sets the tone for the entire semester. If you want students to ask good questions and participate during the semester, you can encourage that behavior by having them ask good questions and participating on the first day. If you intend to use small groups during the semester, have them work in small groups to solve a formula, issue, or social dilemma related to the course material on the first day. Whatever you decide to do on the first day, it should be relevant to the rest of the course; otherwise, you run the risk of setting up impressions and expectations that will not be useful for the remainder of the class.

Some strategies for the first day of class suggest that I need to see what the student's interests and experiences are with the course material. Why is this important?

Awareness of the students' interests and experiences allows you to align your course content, activities, and assessments to students' frame of reference, which in turn creates opportunities for engagement and for fostering motivation. Incorporating students' previous knowledge, interests, and experiences also helps create a classroom community in which sharing information and asking questions is clearly valued.

I am uncomfortable telling students very much about myself personally and yet some of the resources on the first day of class and good teaching suggests that you should share personal information. How do I handle this?

The key is balancing your role as an instructor with your own personal comfort level. Tell the students a little bit about your background: how you first became interested in the subject, how the content has been important to you, and why you are teaching the course. Continue your personal narrative by explaining why you are passionate about the course topic and how it relates to what you are currently teaching or exploring in your research or practice. This level of disclosure is comfortable for most people and is generally considered appropriate in the student-teacher relationship. Sharing of personal information is not expected by most students and should be done only to a very limited extent.

Adapted from the Academy of Art University (www.academyart.edu)

USING TECHNOLOGY IN YOUR COURSE

All classrooms are equipped with a computer with an internet connection and a ceiling-mounted projector. Please contact the IT department if you need assistance. Carts with TVs/VCR/DVD players are also available.

We encourage the use of the college portal as both an administration system and a learning management system. Your Dean can share contact information for other instructors who have tried a variety of techniques and uses in their courses, so you can take advantage of their experience. Please post your PowerPoint presentations on the portal and do not copy them for distribution to the class.

When using PowerPoint slides or online materials, set an example of academic integrity for your students and demonstrate proper attribution by citing to your sources.

Social Networking and Fraternizing with Students

The practice of engaging in social networking and/or fraternizing with students is strongly discouraged. Examples of social networking include phone calls unrelated to the course, texting, Facebook, and Twitter.

Additional Online Resources:

Examples of University of Michigan Faculty Using Technology in Teaching <http://www.crlt.umich.edu/inst/techexamples.php>

Implementing the Seven Principles: Technology as Lever (The TLT Group, AAHE Bulletin) <http://www.tltgroup.org/programs/seven.html> Using Technology to Break Classroom Barriers (Stanford University)

Examples of Teaching and Learning with Technology (Penn State) <http://tlt.its.psu.edu/suggestions/ArtsHumanities/> Adapted from The Center for Research on Learning and Teaching at the University of Michigan

TEACHING TIPS – STUDENT DIVERSITY

Quincy College is blessed with a student body from a rich diversity of races, religions, cultures, and ethnic backgrounds. They have a wide range of ages, academic backgrounds and life experiences. The rewards of having them in your classes more than compensate for any adjustments necessary to help all students achieve their potential.

Get to know your students at the beginning of the semester and learn to pronounce their names correctly. Establish a safe classroom atmosphere through the use of ground rules of discussion and keep channels of communication open to give students the chance to adjust to your classroom more quickly.

Treat students as individuals, not as representatives of their gender, race, religion, culture, or other group. Do not assume that there is a "collective identity" minority students share. Do not assume the identity or ability of a student based on his/her name or physical appearances.

Don't overlook capable but quiet students. Demand participation of all students, not just those who always raise their hands. Give all students equal attention and equally specific feedback. Monitor classroom dynamics to ensure that discussion does not become dominated by more aggressive students. Vary the classroom structure to include more than just competitive modes of learning. Revise curricula if necessary to include various experiences, and to include them in

more than just stereotypical ways. Do not simply let students choose their own groups, for this will result in the same students always working with each other.

Examine your own classroom communication patterns and whether you are reaching all of your students and demand respect for all students during the first week of class. If you hear students making discriminatory or stereotypical remarks, whether in front of the whole class or in smaller groups, explain that such remarks are inappropriate and do not further the purposes of the course.

Textbooks and other learning materials are carefully examined during the textbook adoption process to ensure that such materials do not endorse, promote, advocate, or encourage biases or stereotypes, and that they present fair perspectives of the culture, history, activities, and contributions of persons and groups of different races, nationalities, genders, and colors.

Within the curriculum of some disciplines, however, such as English/Literature, the behavioral and social sciences, Criminal Justice, and Legal Studies, it is both inevitable and academically appropriate that material may be assigned that may tend not to contradict biases or stereotypes, including those based on race, color, gender, religion, national origin, sexual orientation or disability, or that does not present fair perspectives as described above. In those instances, instructors are to address and correct those biases, stereotypes, and unbalanced perspectives through their discussion of the material in class.

When designing your tests, make sure that you do not require information that is more likely to be possessed by a particular culture or gender.

Some professors allow international students to use dictionaries or electronic translators during exams, but whether this is appropriate for your exam will depend on the nature of the exam. If spelling and vocabulary are not being explicitly tested, allow international students to use dictionaries. Most international students have electronic translators; depending on the program, some are reasonable dictionary substitutes, while others are not terribly useful. Be aware, though, that electronic translators can be programmed with other information.

Students with a disability may require accommodations. Such students should register with the Disability Services Office, Suite 508, Presidents Place (617-405-5915) in Quincy or Room 220 in Plymouth (617-984-1731). Those offices will let you know what accommodations are reasonable for each student.

Adapted from Office of Instructional Consulting, Indiana University (http://www.indiana.edu/~icy/diversity_international.html) and International Programs at Marietta College (http://faculty.marietta.edu/intladvistory/docs/teaching_tips.doc)

ACADEMIC SUPPORT

TUTORING SERVICES

Quincy College offers free tutoring at our newly renovated learning centers. On the Quincy campus, we are located in Presidents Place Suite 508, and you can contact Lewann Mina at lmina@quincycollege.edu or 617-984-1664. At the Plymouth campus, we are located in Room 220 and you can contact Roger White at 617-984-1731. Both peer tutors and professional tutors are available during day and evening hours. Students can walk in to the scheduled tutoring hours or students may submit a tutoring request form to ask for a tutor in a particular subject. If you feel that a student is too reticent to initiate such requests, please contact Susan Bossa, Associate Vice President for Student Development, sbossa@quincycollege.edu, to arrange to get the student started. We also offer free online tutoring at <http://services.smarthinking.com>. A student's username is *qc* followed by the student's ID number and the password is *quincy*.

DISABILITY SERVICES

To ensure consistent support and accommodation of students with hidden and visible disabilities, students must be registered with the Disability Services Office. Determination of accommodations will be made based on acceptable documentation. Faculty will receive a letter of accommodation explaining the accommodations they are required to provide according to the letter and the spirit of the Americans with Disabilities Act. If a student's performance in class indicates that he/she may qualify for accommodation(s), the instructor is strongly urged to consult with the Disability Services Officer at 617-405-5915 or in Plymouth at 617-984-1731.

STUDENT SUCCESS COACHING

Quincy College provides Student Success Coaches to work with students who may have life issues they need help to resolve to be academically successful. Please feel free to suggest that students meet with a Student Success Coach, should it be appropriate. Student Success coaches are also available to speak to your class about services offered through their office. In Quincy, the telephone number is 617-984-1681. In Plymouth, please call 617-405-5953.

Up to date information is also available on the Quincy College website.

STUDENT LIFE

Student Life 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. An ever-evolving array of student activities includes Student Government, honor societies, performing and creative arts, an international student organization and a chess club. Contact our Director at 617-984-1676, if you wish to have a presentation to your class.

LIBRARY SERVICES AND RESEARCH INSTRUCTION

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. Additionally Quincy College is a member of the Old Colony Library Network (OCLN). OCLN provides access to the print and electronic books, AVs and magazines from 28 libraries on the South Shore. Access to all library materials and services is onsite at either the Quincy Campus Anselmo Library or the Plymouth Campus Bella and Robert Krovitz Library, or online via the library's website:

www.quincycollegelibrary.org.

During the Fall and Spring Semesters, the Quincy Campus Anselmo Library hours are:

Monday through Thursday, 7:30am to 8:00pm
Friday, 8:30am to 5:00pm
Saturday, 8:30am to 1:00pm

The Plymouth Campus Krovitz Library hours are:

Monday through Thursday 10:00am to 6:00pm
Friday, 8:00am to 4:00pm (hours may vary)

During the Summer Sessions, the Quincy Library's hours are Monday through Thursday, 10:00am to 6:00 pm, and Friday 10:00am to 2:00pm. These hours may vary for holidays and special events. Plymouth Library Summer Session hours will be announced at the end of Spring Semester.

Library Instruction Programs: The Library Staff provide general library orientations, FYS instruction in information literacy, customized course research refreshers and periodic special topic workshops. Customized instruction is especially valuable to help students prepare for research assignments and optimize their use of all of the resources important to their studies. Instruction venues are either in the classroom or the Library Computer Lab. The librarians create a variety of course specific guides to aid students with their assignments. These custom guides can be links on your course portal page.

To schedule an instruction session for your class in either Quincy or Plymouth or a research guide contact the Director of the Library (617) 984-1721.

Course Reserves. Both the Quincy and Plymouth Libraries acquire the current editions of all course textbooks. These books are held on reserve for in-library use. Contact the library to arrange for any additional material you'd like in our reserve collections for your course.

INSTRUCTIONAL SUPPLIES

Instructors have access to instructional materials including bluebooks, scantron sheets, white board markers, erasers and other office supplies. These supplies are located in the building that you teach.

It is a good idea to keep an extra marker and white board eraser with you, as they are sometimes in short supply in the classroom.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Adjunct Instructors who are currently teaching in a semester are encouraged to attend any professional development programs offered by the College to contract faculty members. If you plan on attending any of these programs please let the Vice President of Academic Affairs know in advance. Funds have been set aside and a process has been established to provide assistance in attending professional development programs. Application and information are available upon request. Please email profdev@quincycollege.edu for more information.

ADVANCEMENT

All newly hired adjunct teaching professionals start at the rank of Adjunct Instructor. QEA faculty advance according to the provisions in the collective bargaining agreement. After teaching ten years consecutively without a break in service adjunct faculty reach the position of Adjunct Professor, which includes an increase in the base pay rate if the instructor is not already earning the maximum teaching stipend.

EVALUATIONS

Evaluations of faculty are performed by the appropriate division Dean. In addition, students are asked to evaluate all classes.

Student evaluations are compiled for data analysis by the Office of Institutional Research and Assessment and are sent to the appropriate Dean for review. Evaluations are generally redistributed to faculty before or during the following semester for their examination.

For QEA Faculty: please reference the current Collective Bargaining Agreement for applicable procedures including the purpose, administration, and collection.

TUITION REMISSION

Quincy College offers the benefit of tuition remission to current employees of Quincy College and their immediate family members. Immediate family members are defined as spouse and children. Qualified employees are defined as:

- A current employee in active status;
- An employee in one of the following categories: professional staff, contract faculty member, and adjunct instructor contracted to teach in the current semester;
- Employees working a Regular Part-Time (RFP .5 or greater) position that is categorized as a benefit eligible position.

The College reserves the right to change or modify the tuition benefit policy, eligibility criteria and guidelines, as determined by the College, and may deny an application for request of the tuition remission benefit as detailed below:

POLICY:

- With the exception of Computer classes, remissions are granted by the President or President's designee once enrollment in a class exceeds eight;
- Tuition remission is not available for Nursing, Natural and Health Science programs, online Gatlin courses and Science Lab courses;
- Request for tuition remission from first timers must include a nonrefundable application fee;
- A nonrefundable administrative fee per credit is charged to cover administrative costs;
- For computer and noncredit courses, the remission is 50% of the tuition.
- Requests for remission must accompany a request for financial aid where required (if so, FAFSA must be filled out and included as part of the tuition remission submittal);
- Requests for remission for a computer course is only approved if the number of students is eight, without reaching capacity, by the first day of the class;
- Adjunct Instructors are eligible for these benefits after a year of teaching in QC (fall, spring, summer in any order). After one year, they may apply for tuition remission during each semester in which they receive a contract for at least one three credit course;
- Limited Part Time Regular employees (LPT Less than .5 regularly scheduled hours) are eligible for employee tuition remission benefit only;
- Only one person, per semester per family, may benefit from this policy for a fulltime load;
- A minimum GPA of 2.0 must be maintained to qualify for this remission in next semester;
- If the student withdraws from a class, he/she must pay 50% tuition for dropped courses in order to be eligible for remission during next semester;
- In the absence of special circumstances, no more than 2 students, with tuition remission may be allowed in each section. In case there are more requests, the date of request will determine the priority.

PROCESS:

The request for tuition remission must be made on a specific form available in the Office of Human Resources or on the Quintranet. Payment of fees and any applicable tuition is due at the time of registration. If, however, you are unable to include payment with submission of your tuition remission application to the Office of Human Resources, you may still submit your application for approval. Please refer to the Tuition Remission Application for more detailed information.

ACADEMIC INTEGRITY STATEMENT

In keeping with our mission, Quincy College will foster a high standard of academic honesty for students, 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.

ACADEMIC INTEGRITY STUDENT GUIDELINES

Students assume full responsibility for the content and integrity of the coursework they submit. Therefore, to assist students in observing academic integrity, the following guidelines have been developed. Students must do their own work and submit only their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance. Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor. Students must follow all written and/or oral instructions given by instructors or designated college representatives for taking exams, placement assessments, tests, quizzes, and other evaluative instruments.

TYPES OF ACADEMIC DISHONESTY INVOLVING STUDENTS

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 grade 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.

ACADEMIC INTEGRITY 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 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;
3. The student's prior disciplinary record.

DISCIPLINARY ACTION HEARING AND APPEAL PROCEDURES 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 Vice President of Academic Affairs. Within five business days of the receipt of the appeal, the Vice President shall, in writing, notify the student, and the individual who filed the report, of the outcome of the appeal.

CLASSROOM CONDUCT

Occasionally, a student will cause disruption in the classroom, hindering student learning. Students may be asked to leave the classroom at that time, and the situation/remedies discussed with your Dean for allowing the student back into the classroom. These and other student conduct incidents may also be addressed through the Student Code of Conduct Procedures (see below) and should be reported as soon as possible to your respective Dean and via the Quincy College online incident reporting system.

QUINCY COLLEGE STUDENT CODE OF CONDUCT PROCEDURES

I. 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.

II. Definitions

1. The term **Accused Student** means a student who is alleged to have violated a college policy or the Code of Conduct.
2. An **Administrative Disposition** is a resolution of the complaint mutually agreed upon by the Code of Conduct Officer and the Accused Student in an Administrative Hearing. By agreeing to the Administrative Disposition, the accused student waives his/her right to a Judicial Board Hearing and an appeal of the resolution.
3. A **Classroom** will include classrooms, laboratories, libraries, clinical sites, and any other learning space on the College Premises or used by Quincy College.
4. The **Code of Conduct Officer (CCO)** is the college official responsible for receiving all incident reports, determining whether further action is warranted, referring the matter to staff and/or an external third party for further action as needed, and investigating or causing to be investigated the alleged violation of College policy or the Code of Conduct.
5. **College Community** means any student, faculty, staff, college official or guest of the college.
6. A **College Official** is any person employed by the college acting under the authority of the college.
7. A **College Partnership** is an outside company or facility that the college has an agreement or contract with, such as facilities or companies for clinical placements or internships or rentals for college sponsored events.
8. **College Premises** are all buildings and grounds owned, leased, operated, occupied on a regular basis, controlled or supervised by the College.
9. A **College Sponsored Activity** is any activity on or off campus authorized or supervised by the College, including but not limited to clinical placements, internships, student activities and college events.
10. A **Day** as outlined in the Judicial Process means a college work day which is defined as only Monday through Friday, exclusive of holidays and other College closures.

11. A **Faculty Member** is any full or part time instructor, assistant professor, associate professor, professor, adjunct professor, adjunct instructor, clinical instructor, laboratory instructor or librarian employed by the college to conduct academic activities.
12. An **Incident Report** is a form that can be completed in writing by any person who alleges that he/she has been harmed by a student who has violated college policy or the Code of Conduct, or by any person who witnesses a student violate college policy or the Code of Conduct, or a report taken by a member of the College staff relating what said witness(es) reported to him/her and reduced to writing.
13. The **Judicial Appeals Officer** is designated by the President to hear appeals filed by students who have been found responsible for violation of college policy or of the Code of Conduct by the Judicial Board.
14. The **Judicial Board** is comprised of members of the Judicial Committee who conduct a fair and impartial hearing, when a determination has been made by the CCO that a violation of policy or the Code of Conduct has been determined to have occurred. The Judicial Board is appointed by the President.
15. The **Judicial Committee** is comprised of faculty and staff trained by the Judicial Appeals Officer to serve on a Judicial Board. The Judicial Committee is appointed by the President.
16. The **President** is the President of Quincy College or his/her designee.
17. A **Student** is any person enrolled in or accepted for any course or academic program at the college, full or part time, credit or non-credit.

III. Code of Conduct Violations

A student shall be subject to college disciplinary/judicial procedures under this policy for violating this code of conduct and/or College policies, including but not limited to the following:

1. Endangering the health and/or safety of the college community by:
 - a) Intentionally or negligently causing physical/bodily harm or the threat of physical/bodily harm to any person or to the college community in general.
 - b) Harassing, intimidating, stalking, bullying or coercing, either verbally, physically, in writing or by electronic means (i.e. email, social media etc.) any person.

- c) Engaging in behavior that infringes or is intended to infringe upon the rights of others.
 - d) Engaging in lewd, indecent and/or obscene behavior, including possession of pornographic/obscene materials on campus and/or downloading or uploading pornographic material on college computers and/or college social media sites; or engaging in consensual sexual or inappropriately intimate behavior on campus or at a college activity or event.
 - e) Possessing firearm(s), explosives, dangerous chemical(s), or other dangerous and/or illegal weapon(s) or instruments on the college premises or at a college activity or event with the exception of law enforcement officers carrying service weapons.
 - f) Tampering with fire and/or safety equipment or activating a false fire alarm or bomb threat.
2. Disrupting or obstructing the normal operations of the college, the college premises and/ or college sponsored activities by conduct, including but not limited to:
 - a) 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.
 - b) 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.
 - 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 college premises or college sponsored activities.
 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 premises 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 college premises or at college sponsored activities, 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 any of these acts:
 - a) Falsifying, distorting, or misrepresenting information and/or attempting to influence or coerce another to falsify, distort, or misrepresent information in connection with an alleged violation of the code of conduct.
 - 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 violates 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 will provide adequate, prompt, and impartial investigation of allegations of sexual harassment and violence. The college will not unnecessarily delay the investigation of possible sexual violence under Title IX until related criminal processes are concluded. In cases where related criminal processes are being conducted, the College's investigation of sexual harassment and violence can begin after allowing about seven (7) to ten (10) days for law enforcement to conduct their initial investigation without interference.*

Complaints Alleging Sexual Misconduct: Complaints regarding sexual misconduct will be addressed following the process and procedures laid out in the Sexual Misconduct Policy.

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

IV. Disciplinary Process

Student Due Process Protections: Students accused of violating the Code of Conduct are entitled to the following procedural protections:

1. To be given notice of the alleged violation;
2. To be informed of the substance of the information or evidence against him/her;
3. To be given an opportunity to respond to the charges;
4. To be informed of the results of any hearing;
5. To be given a resolution of the charges in accordance with the Code of Conduct;
6. To be given an opportunity to appeal as outlined in the Code of Conduct;
7. To be informed of additional procedural protections for certain disciplinary procedures as described below.

Although the above protections should normally precede any disciplinary consequence, in emergency situations the student may be summarily removed from the College, with notice and other appropriate procedural protections to follow as soon as possible.

Disciplinary Process Steps:

1. Immediate and Interim Discipline

a) Interim Suspension

- i. The President or his/her designee may issue an interim suspension prior to a hearing for the following reasons:
 - a. To ensure the safety and well-being of the college community.
 - b. To ensure the preservation of college property.
 - c. To ensure the student's own safety or well-being.
 - d. If the student poses an ongoing threat of disruption of or interference with the normal operations of the college.
- 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 Quincy College 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 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 in this Code of Conduct.
- d) Any Other Measure Deemed Appropriate by the CCO
- i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, at his/her sole discretion impose other interim disciplinary measures not otherwise referenced in Section IV (1) in this Code of Conduct and judicial process.

- ii. In order to impose such other interim disciplinary measures, the CCO must be convinced that such measures are reasonable and necessary for the safety, protection, or well-being of the college community, college or college premises, or the maintenance of the normal operation of the college or any of its functions or activities.
- iii. Such other interim disciplinary measures may be imposed by the CCO only if in his/her reasonable judgment the specific interim disciplinary measures cited above is inadequate to appropriately address a particular matter.
- iv. Such other interim disciplinary measures include, but are not limited to: verbal warning; written warning; restrictions/loss of privilege(s); probation; all as defined below in Sanctions.
- v. In the event that the CCO institutes such other interim disciplinary measure(s), the CCO shall, not later than one (1) day after the day on which the CCO has determined that such measures are necessary, send to the student against whom such measures are imposed, written notice of the charges and such measures via the student's Quincy College e-mail account and by letter to the student's last known address. This written communication shall, as specifically as reasonable, include the charges and the nature of such measures and the consequences thereof.

2. Filing of the Complaint and Investigation

- a) Any member of the college community may file a complaint against a student for alleged violations of the Code of Conduct or other college policies by completing an Incident Report. Incident reports should be filled out completely outlining the following:
 - i. Identity of the accused student(s)
 - ii. Date, time and place of alleged violation
 - iii. Policy or section of the code of conduct allegedly violated
 - iv. A narrative thoroughly describing the manner in which the Code of Conduct or subject College policy was violated by the accused student(s)
 - 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 to the CCO and arrange a meeting. The meeting must take place within two (2) days after contact is made, or otherwise within a reasonable time period as determined by the CCO.

In the event that the accused student fails to contact the CCO within five (5) days, the CCO will review the facts and evidence and reach a determination without the accused student's response.

- d) The CCO will also talk to the complainant and witnesses to determine if the evidence supports the alleged violation. In reaching his/her determination regarding a complaint, the evidentiary standard to be used by the CCO will be that of "preponderance of the evidence".
- e) Upon completion of the investigation, if no violation has appeared to have taken place, the CCO shall dismiss the complaint and notify the accused student and the complainant that the complaint has been dismissed.
- f) Upon completion of the investigation, if the CCO determines that a violation exists, the CCO will inform the accused student in writing, by completing a Statement of Charges letter, that a violation of the policy or the Code of Conduct has occurred and that judicial action will be taken. In the Statement of Charges letter, the student will be requested to contact the CCO within five (5) days to request a hearing.

The Statement of Charges letter will outline the two procedural options that are available:

- i. **Administrative Hearing** - At an administrative hearing with the CCO, the accused student may elect to admit responsibility for violating policy or the Code of Conduct and accept a sanction given by the CCO. The student shall sign the Administrative Disposition form and waive his/her right to a Judicial Board Hearing and any right of appeal. If the student chooses the Administrative Hearing, he/she has the right not consent to the Administrative Disposition if he/she does not agree with the violation or sanction. Under such circumstances, the student may request a Judicial Board Hearing.
 - ii. **Judicial Board Hearing** – If the accused student does not agree to an Administrative Hearing or administrative disposition cannot be agreed upon, the accused student can request a hearing with the College Judicial Board.
- g) In the event that the accused student does not contact the CCO regarding the Statement of Charges letter, the default disciplinary process will be a Judicial Board Hearing.
3. The Judicial Committee and the Judicial Board
- a) The college shall have a Judicial Committee comprising faculty and staff trained by the Judicial Appeals Officer to serve on the Judicial Board. The Judicial Board shall comprise three representatives of the college including at least one faculty 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) If the determination that the accused student is responsible for violating policy or the Code of Conduct, the Judicial Board shall recommend an appropriate sanction to the Chair. At this point, The Judicial Board may consider any previous violations and sanctions to determine the current sanction.

- g) Within two (2) days of the conclusion of a hearing, the Chair shall issue a written decision outlining the Judicial Board's findings and sanction, if any, to the accused student and the CCO. *In the case of violations of the Sexual Misconduct Policy, the complainant will also be notified in writing of the outcome including whether sexual harassment or violence was found and a description of the Colleges response.*
- h) All records related to the disciplinary proceedings shall be maintained in accordance with the Family Education Rights and Privacy Act (FERPA) and housed in the office of the CCO.

5. Sanctions

- a) A student found in violation of the college's Code of Conduct or College policy shall be subject to one or more of the following sanctions (none of these sanctions is intended to take the place of or limit the use of legal proceedings that may be available to the parties):
 - i. **Verbal Warning** - Student is given a verbal warning and a notation is made in the student's disciplinary file.
 - ii. **Written Warning** - Student is given a letter stating that he/she has violated college policy or the Code of Conduct and the letter is placed in the student's disciplinary file.
 - iii. **Restrictions/Loss of Privileges** – Student is denied certain privileges or restricted from using college services for a specified length of time.
 - iv. **Community/Educational Service** – Student is required to complete a specified number of hours of community or college service.
 - v. **Restitution** - Student is required to provide compensation for loss, damage or injury. Restitution can be monetary, replacement materials or in the performances of services.
 - vi. **Probation** – Probation is for a designated period of time and student is informed that any violations of college policy or Code of Conduct while on probation will result in more severe disciplinary sanctions.
 - vii. **Suspension** – Student is separated from the college for a specified period of time after which the student is eligible to return. The student will not be entitled to a refund or to have academic accommodations made to complete work missed during a suspension. Students are not allowed to attend classes, attend college activities or be on college premises 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. *In the case of violations of the Sexual Misconduct Policy, either the complainant or the accused 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.

SEXUAL MISCONDUCT POLICY

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

Definitions

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

Sexual misconduct is a broad term used to encompass a range of behaviors including sexual harassment, nonconsensual sexual contact, nonconsensual sexual penetration, and sexual exploitation. Some behaviors covered by these definitions might be referred to as rape, sexual assault, or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

Quincy College students are expected to engage in sexual behavior of any kind only with the fully informed and *effective consent* of all parties involved. *Effective consent* must be obtained for each instance and each escalation of sexual activity. Obtaining *effective consent* is the responsibility of the party initiating sexual activity. Doing otherwise may constitute sexual misconduct and is a violation of Quincy College policy.

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

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

Even one instance of sexual harassment, if severe enough, may create a hostile environment. A non-exhaustive set of examples of conduct that might constitute sexual

harassment are included below. One or more of these actions will only be considered sexual harassment when that conduct has the purpose or effect of unreasonably interfering with another individual's working conditions or academic experience, or of creating a hostile working or academic environment.

Examples of verbal sexual harassment may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one's own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such as smacking or licking lips, kissing sounds, or "wolf whistles."

Examples of nonverbal sexual harassment include unwelcome conduct such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature. In addition, nonconsensual sexual contact, sexual exploitation, and nonconsensual sexual penetration may constitute nonverbal instances of sexual harassment.

Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

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 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 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.

Effective Consent is:

- informed;
- freely and actively given;
- mutually understandable words or actions;
- which indicate a willingness to participate in
- mutually agreed upon sexual activity

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.
- 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; or
 - is under the legal age to give consent; or
 - 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.
- Consent to sexual activity at one time does not imply consent to the same or other sexual activity at any other 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 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.

Retaliation is prohibited and will be handled promptly and equitably if it occurs.

Reporting and Resources

Students are encouraged to report sexual misconduct that is perpetrated against them or other members of the Quincy College community. Students have numerous options for reporting the misconduct and obtaining support; which option a student chooses depends upon the nature and severity of the misconduct, whether the student wishes the report to remain confidential, and whether the student wishes to pursue a formal complaint. For information about reporting, campus resources and grievance procedures contact the Title IX Coordinator in person, via phone, or via email:

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

Students are also encouraged to review Quincy College's policy on harassment at **(URL to be determined)**.

Quincy College's Response

Except in those cases where the student has contacted a strictly confidential resource, the College will conduct an adequate, prompt, and impartial investigation. The college will not unnecessarily delay the investigation of possible sexual violence under Title IX until related criminal processes are concluded. In cases where related criminal processes are being conducted, the College's investigation of sexual harassment and violence can begin after allowing about seven (7) to ten (10) days for law enforcement to conduct their initial investigation without interference.

The College will take appropriate measures to terminate the misconduct, prevent its recurrence and address its effects on those impacted. This response may include formal disciplinary action, which may be instituted by an individual complainant or the College itself. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated any part of the nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, or retaliation provisions of this policy; and for severe violations of the sexual harassment provision. The College shall use the "preponderance of the evidence" standard in determining whether sexual harassment or violence has occurred.

Interim Measures

While an investigation or grievance proceeding is pending, Quincy College will take interim measures as appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct. Interim measures may include, for example,

changing the class schedule or work schedule of the person who was subject of the alleged misconduct and/or the person alleged to have committed the misconduct, or similar action. Such interim measures should not disproportionately impact the complainant(s). Such measures may also include connecting the persons who were or may have been subjected to sexual misconduct with counseling, health care, academic support, or other resources. Support services for respondents are also available.

Notice of Outcome

Both the complainant and the accused student shall receive written notice of the outcome of the process including whether sexual harassment or violence was found and a description of the College's response.

Appeal

Both the complainant and the accused student shall have an equal right to appeal the outcome of the process/decision of the College.

EQUAL OPPORTUNITY AND NONDISCRIMINATION

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

The College is committed to maintaining and promoting a policy of nondiscrimination and does not discriminate in its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities. Furthermore, the College will act, in good faith, to affirmatively recruit and consider for promotion individuals in protected categories. Age, race, creed, color, religion, gender, marital or parental status, national origin or ancestry, veteran status, sexual orientation, genetic information or disability are not factors in employment, promotion, transfer, compensation, lay-off, discipline and termination.

All Quincy College employees have the right to equal opportunity in hiring, training, promotion, transfer, and reasonable accommodation to an individual's disability, in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Employees have the right to work in an environment free of any form of discrimination. In addition to these rights 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;
- maintain confidentially and thoroughly cooperate in any investigation of alleged discrimination by providing 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;
- actively participate in the College's efforts to prevent and eliminate discrimination in the workplace and learning environment.

This policy applies to all services, education programs, employment practices and employment programs sponsored by the College and incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Family and Medical Leave Act of 1993.

EQUAL OPPORTUNITY & ANTI-HARASSMENT COMPLAINT PROCEDURES (CONFIDENTIAL*)

** 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.***

To obtain information and/or report possible discrimination or harassment, please contact:

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

Section I – Quincy College Policy and Campus Responsibility

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

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

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

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

Section II – Definitions

Equal Opportunity

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

Harassment

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

1. display or circulation of written materials or pictures that are degrading to a person or group as previously described; and
2. verbal abuse or insults about, directed at, or made in the presence of an individual or group as previously described.

Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic work;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. such conduct has the effect of unreasonably interfering with an individual’s work performance and/or creating an intimidating, hostile or offensive working or academic environment.

Under these definitions, direct or implied requests by a faculty member, supervisor or other

individual in a position of work or school authority for sexual favors in exchange for actual or promised job or school benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, better grades, recommendations or other advantages constitute sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct, whether intended or not, that has the effect of creating a school or work environment that is hostile, offensive, intimidating or humiliating to either male or female students or employees also may constitute sexual harassment. Such conduct may include, but is not limited to, sexual epithets, jokes, comments, inquiries or gossip regarding one's sex life or sexual activity; displaying sexually suggestive objects, pictures or cartoons; and unwelcome leering, whistling, or brushing against the body or sexual gestures.

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

Retaliation

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

Section III – Complaint Procedures

A. Responsible Persons and Covered Individuals

1. All members of the Quincy College community are responsible for avoiding, discouraging and reporting any form of harassment or discrimination. The primary responsibility for ensuring that a proper investigation and resolution of discrimination or harassment complaints rests with the Title IX Coordinator(s) or designee, who will administer the policy and procedures described herein.
 - a. The Title IX Coordinator(s) or designee will receive complaints, advise complainants and respondents about Quincy College's procedures and options for responding to complaints, conduct investigations, and determine its findings.
 - b. The Vice Presidents, Associate Vice Presidents, and Deans (hereinafter, Vice Presidents/Deans), working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning discrimination and harassment. In addition, the Vice Presidents/Deans have other responsibilities as described herein.
2. These complaint procedures are available to any member of the Quincy College community who believes that he or she has been discriminated against or harassed. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may

use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in discrimination or harassment in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community consist exclusively of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging discrimination or harassment (the “complainant”) has filed a complaint with any outside agency or court.

3. The Vice President for Academic Affairs will be notified whenever the person accused of discrimination or harassment (the “respondent”) is a Quincy College student. Whenever the respondent is a Quincy College student, Quincy College reserves the right, in the sole discretion of the Title IX Coordinator(s) or designee (but in consultation with the complainant), to follow the investigation and hearing procedures described in the **Student Code of Conduct Procedure** instead of and in lieu of these procedures.
4. Those found to be in violation of Quincy College’ discrimination or harassment policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. Students may also be issued oral reprimands, put on disciplinary probation, suspended from Quincy College for a stated period of time, and/or expelled from Quincy College.

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

B. Initiating Complaints

1. Prompt reporting of discrimination or harassment is in the best interest of the entire Quincy College community and is essential to a fair, timely and thorough investigation. Accordingly, all complaints must be filed within 90 calendar days of the action that prompts a complaint. (NOTE: this filing period may be extended for good cause.)
2. 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 otherwise be inappropriate, regardless of whether an actual complaint has been filed.
3. Attorneys are not permitted to be present or participate in the complaint process.

4. Initiating the Process: In order to initiate a proceeding under this policy, the aggrieved individual(s) must first file an oral or written complaint with the Title IX Coordinator(s) or designee. The complainant initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the complaint procedures. When initiating the complaint process, the complainant should provide the following information which will include a “confidential internal intake form” and may also be completed online at My QC Campus Portal by clicking on the “Submit an Incident Report” hyperlink:
 - a. all relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;
 - b. the specific nature of the discrimination or harassment 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).

C. Complaint Investigation

1. After the complainant has provided the appropriate information, the Title IX Coordinator(s) or designee will conduct an investigation as appropriate to determine whether there has been a violation of Quincy College’s policy. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Title IX Coordinator(s) or designee has completed the investigation he/she will, to the extent appropriate, inform the person filing the complaint and the respondent of the results of that investigation.
2. If the Title IX Coordinator(s) or designee determines that inappropriate conduct has occurred, he/she will recommend corrective action to the Vice President of Academic Affairs in the case of a student, or to the individual’s supervisor and the Vice President of Human Resources responsible for the appropriate work unit in the case of an employee. Disciplinary or other action will be approved by the appropriate Vice President consistent with Section III, (A) (4) of these Equal Opportunity and Anti-Harassment Complaint Procedures.
3. Any individual who is aggrieved by disciplinary action imposed as a result of an investigation may, within **ten working days** of the imposition of the action by the appropriate Vice President, file a written appeal to the President. The President or

designee will review the results of the Title IX Coordinator(s) or designee's investigation, the decision of the Vice President, and the discipline imposed and will make a final decision regarding the appeal. Nothing in these procedures is intended to interfere with the right of any member of the Quincy College community to utilize other applicable grievance or appeal procedures following the imposition of corrective action.

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

Note:

- 1.) Although the informal options above are available, it is at the complainant's discretion as to whether or not to explore these informal alternatives. A complainant who wishes to explore these informal alternatives may, in the complainant's sole discretion, bypass an informal process for a formal process at any point.
- 2.) No complainant will be required to have direct interaction with an alleged perpetrator in any informal resolution or mediation involving a complaint of sexual assault.
5. It is the intention of Quincy College that the process described herein be the sole process for investigating complaints of discrimination or harassment. Nothing in these procedures is intended to interfere with Quincy College's right to investigate and take appropriate action with respect to any other conduct or behavior.
6. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of discrimination. No complaint will be considered "false" solely because it cannot be corroborated.
7. These procedures may be modified, revised or amended at the discretion of Quincy College.

Section IV - State and Federal Remedies

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

U.S. Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone 1-800-669-4000
Fax 617-565-3196
TTY 1-800-669-6820

Massachusetts Commission Against Discrimination (MCAD)

Boston Office:

One Ashburton Place, Room 601
Boston, MA 02108
Phone 617-994-6000
TTY 617-994-6196

Springfield Office:

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

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

Office for Civil Rights (OCR)

U.S. Department of Education

33 Arch Street, Suite 1030
Boston, MA 02110-1490
Telephone: 617-289-0100
Fax: 617-289-0151

STUDENT RECORDS

Quincy College follows and enforces all federal and state laws protecting the confidentiality and security of student records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law 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 of parental requests involving students under the age of 18 or in cases in which the College is required to comply with a request from legal authorities.

This shall constitute public notice that, under both state and federal law, Quincy College may disclose certain information, commonly referred to as directory information, from the educational records of students at Quincy College upon the request of third parties directory information shall include the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

The student has the right to refuse to allow Quincy College to designate any of the above types of information as directory information. The student must notify Quincy College in writing no later than October 1 or February 1 of any given year that he or she does not want any or all of those types of information designated as directory information. 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.

RETENTION AND DISPOSAL OF RECORDS

Faculty should keep copies of grade sheets for a reasonable amount of time. Faculty should not dispose of graded items, such as final exams and projects, until after the grade appeal period has passed. Grade appeals are accepted up to thirty days after the final grades are issued, excluding holidays and summer. Disposal should be done in a way that will protect student privacy. Shredding receptacles are available. See the Deans' assistants for information regarding the locations of the shredding receptacles.

VERIFICATION OF STUDENT IDENTITY FOR DISTANCE EDUCATION

This policy establishes processes to verify that the student who registers in distance education or correspondence education courses or programs is the same student who participates in and completes the course or program and thus receives the academic credits. Quincy College offers

on line courses in which student identity verification protocols include a secure login and password for course work and group discussion. In addition, students who register for these courses will have at least one proctored assessment on campus where the instructor will physically verify the identity of the student using a government issued photo ID. Those students who are unable to attend a proctored assessment on Quincy College campus must make alternate arrangements using the approved guidelines associated with this policy (available in the Office of Student Records & Registrar).

DISTANCE EDUCATION ARRANGING FOR PROCTORED ASSESSMENTS

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

Acceptable Proctors include:

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

Unacceptable Proctors include:

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

STUDENT RIGHTS AND RESPONSIBILITIES

In accordance with 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 has 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.

ACCEPTABLE USE OF COLLEGE TECHNOLOGY AND ASSETS

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Quincy College. These systems are to be used for business purposes in serving the interests of the College, and of our students and employees in the course of normal operations. It is the responsibility of every computer user to know these guidelines, and to conduct his or her activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Quincy College. These rules are in place to protect the students, employees, and the overall Quincy College organization. Inappropriate use exposes Quincy College to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Quincy College business or interact with internal networks and business systems, whether owned or leased by Quincy College, an employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Quincy College and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Quincy College policies and standards, and local laws and regulation. Exceptions to this policy are documented below.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Quincy College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Quincy College.

General Use and Ownership

Quincy College proprietary information stored on electronic and computing devices whether owned or leased by Quincy College, an employee or a third party, remains the sole property of Quincy College.

You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Quincy College proprietary information. You may access, use or share Quincy College proprietary information only to the extent that it is authorized and necessary to fulfill your assigned job duties.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

For security and network maintenance purposes, authorized individuals within Quincy College may monitor equipment, systems and network traffic at any time. Quincy College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

All mobile and computing devices that connect to the internal network must have minimum standard protections enabled before access is granted. System level and user level passwords must comply with the Password Protection Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited. All computing devices dealing with confidential data must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Postings by employees from a Quincy College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Quincy College, unless posting is in the course of business duties. Employees must use extreme caution when opening e-mail attachments received from known or unknown senders, as they may contain malware.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a student or employee of Quincy College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Quincy College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Quincy College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Quincy College or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Quincy College business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Quincy College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Quincy College account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to IT is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

13. Circumventing user authentication or security of any host, network or account.
14. Introducing honey pots or similar technology on the Quincy College network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Quincy College students or employees to parties outside Quincy College without appropriate permissions obtained from Quincy College Senior Staff members.

Email and Communication Activities

When using College resources to access and use the Internet, users must realize they represent the College. Whenever employees state an affiliation to the College, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of Quincy College". Questions regarding these communications may be addressed to the Office of Technology & Mission Support.

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Quincy College's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Quincy College or connected via Quincy College's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media

Blogging by employees, whether using Quincy College's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Quincy College's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Quincy College's policy, is not detrimental to Quincy College's best interests, and does not interfere with an employee's regular work duties. Blogging from Quincy College's systems is also subject to monitoring.

Employees are prohibited from revealing any Quincy College confidential or proprietary information, trade secrets or any other material covered by Quincy College's Confidential Information policy when engaged in blogging.

Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Quincy College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Quincy College's *Equal Opportunity and Non-Discrimination and Sexual Harassment Policy* and *Harassment-Free Workplace policies (Policies 3.02 and 3.03)*.

Employees may also not attribute personal statements, opinions or beliefs to Quincy College when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Quincy College. Employees assume any and all risk associated with blogging.

Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Quincy College's trademarks, logos and any other Quincy College intellectual property may also not be used in connection with any blogging activity.

EMAIL ACCEPTABLE USE POLICY

All use of email must be consistent with Quincy College policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. Quincy College email accounts should be used primarily for Quincy College business-related purposes; personal communication is permitted on a limited basis, but Non-Quincy College related commercial uses are prohibited.

All Quincy College data contained within an email message or an attachment must be secured according to the Data Protection Standard.

Email should be retained only if it qualifies as a Quincy College business record. Email is a Quincy College business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email. Email that is identified as a Quincy College business record shall be retained according to municipal guidelines with a minimum duration of two years.

The Quincy College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs,

or national origin. Employees who receive any emails with this content from any Quincy College employee should report the matter to their supervisor immediately.

This policy covers appropriate use of any email sent from a Quincy College email address and applies to all employees, vendors, and agents operating on behalf of Quincy College.

Users are prohibited from automatically forwarding Quincy College email to a third party email system. Individual messages which are forwarded by the user must not contain Quincy College confidential or above information. Users are prohibited from using personal third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Quincy College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Quincy College. Such communications and transactions should be conducted through proper channels using Quincy College approved documentation. Using a reasonable amount of Quincy College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Quincy College email account is prohibited.

Quincy College employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. Quincy College may monitor messages without prior notice. Quincy College is not obliged to monitor email messages. Any exception to the policy must be approved by the Office of Technology & Mission Support in advance.

DRUG-FREE WORKPLACE POLICY

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

An employee of the College, including student employees, shall not use, possess, manufacture, distribute, dispense, or sell illegal drugs or controlled substances, as defined in the Controlled Substance Act, 21 U.S.C. Section 812, or alcohol while on duty or on Quincy College's premises or while conducting company business off the premises. Such action is absolutely prohibited in accordance with the College policy, and state and federal law. Alcohol may not be served at any college sponsored employee activity without the express permission of the President.

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

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

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

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

FIRE ALARMS

In the event of fire alarms, please have your class follow this procedure:

- 1 Proceed immediately to the nearest exit (make sure you know where exits are).
- 2 Make sure all your students are out of the building.

SMOKING POLICY

Quincy College recognizes the medical evidence that indicates that smoking is a serious health hazard. In our effort to consider the needs and concerns of smokers and nonsmokers, and to provide a healthful working environment, the College has adopted the following policy:

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

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

SECURITY OFFICERS

Security/Resource Officers are on duty in every college building during all hours when the college is open. In addition, members of the Senior Staff are available during the day and on a rotating basis evenings and Saturdays. Evening Administrative Team Coverage information will be located in faculty mailbox locations, and the Dean's Office doors. The Senior Staff officer is available by cell phone at: 857-225-1934.

CAMPUS SAFETY

As required by Public Law 101542, the Student Right-to-Know and Campus Security Act as amended by Public Law 10226, the Higher Education Technical Amendments of 1991, Quincy College maintains the following campus security policy:

1. Reporting criminal actions or other emergencies occurring on campus.
 - All criminal actions or other emergencies occurring on campus must be reported to the Facilities & Security Office, even if they are resolved through other offices.
 - All criminal actions or other emergencies occurring on campus must be reported to the Facilities & Security Office in writing via the Quincy College Incident Report Form, even if first reported verbally.
 - A representative of the Security Office will report all serious criminal activity to the President and to the police department.
2. Security and access to campus facilities.
 - Students are required to carry their Quincy College identification card at all times while on campus. Students must produce their ID cards when so asked by a college official.
 - Only students, faculty and staff and those with legitimate business with Quincy College are permitted on campus. Others will be asked to leave and, if they refuse, law enforcement officials will be called.
 - No solicitation is allowed on campus.
 - Buildings will be opened to students and faculty not more than 45 minutes before the first class of the day and will be locked not more than 45 minutes after the last class of the day. The classroom buildings open at 7am. During the Fall and Spring semesters Saville Hall is locked at 9pm. Thereafter, students can exit, but not enter. Please be conscious of the need for custodial staff to clean and lock up rooms and buildings, and leave buildings as soon as possible at the end of evening classes.
 - Science laboratories, computer laboratories, libraries, typing rooms, and supply rooms will be locked at all times when not in use.
 - Science laboratories, computer laboratories, libraries, typing rooms, and supply rooms are not open to students unless there is a teacher or lab monitor present.
 - Parking lots may only be used by those with current college parking permits. Other vehicles will be ticketed or towed as per the parking policy.

3. The Quincy College security force works closely with the Quincy Police Department as needed. It is the College's policy to report all serious crimes to the Quincy Police Department and to cooperate in the prosecution of those involved regardless of their student or employment status.

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

5. The Office of Security will maintain statistics concerning the occurrence on campus during the most recent calendar year, and during the two preceding calendar years, of the following criminal offenses reported to campus security authorities or local police agencies:

a. Murder	b. Robbery
c. Rape	d. Aggravated Assault
e. Burglary	f. Motor Vehicle Theft
g. Harassment	

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

- a. Liquor law violations
- b. Drug abuse violations
- c. Weapons violations

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

8. Crime statistics for Quincy College will be published and distributed and Quincy College will make timely reports to the campus community to aid in the prevention of crime. The campus security and crime report is available on our web site at www.quincycollege.edu/qc/about/fact_sheet.htm.

CLASS CANCELLATIONS

If due to illness or other emergency you need to cancel your class, you must call the class cancellation line at 617-984-1661, and your Academic Dean's assistant. Please be sure to leave your name, title of the course, section number(s), day and time(s) your class meets and the building and classroom number. If you are leaving an assignment for your students, please state this as well.

We advise that you also contact your students via the portal if you need to cancel a class. Cancellation notices will be posted outside of the classroom, and will also be broadcast on the television sets found in Saville Hall, Presidents Place, and Plymouth campus.

Adjunct Faculty **MUST** contact their respective Dean to determine a plan to make up the contact hours missed. Such arrangements must be decided upon and reported in writing to your Dean within seven days of any absence, unless otherwise directed by your Dean. Any arrangements for make-up time must offer the students your time without penalizing them if they are unable to attend. In extreme emergencies, Adjunct Faculty must in advance of the absence contact their Dean (in writing) requesting the time they will be out and a proposed makeup plan for the contact hours missed. Any coverage of a class you will miss must be approved and arranged through the Dean. Any arrangement other than cancellation that involves payment must be done through the college payroll system.

NOTE: If you do find it absolutely necessary to cancel a class, there are several acceptable ways to make up the missed contact hours with your students. Whatever method you choose, be aware that a written plan must be submitted to your Dean upon your return. *For example:*

1. Add time to the remaining classes each week.
2. Schedule a tutorial session (perhaps in the library) before an exam that would make up the time.
3. Schedule an additional class day and time, and reserve a room through the Student Records & Registrar's Office.
4. These alternatives should be discussed with your students, but remember you cannot penalize students for their inability to attend a make-up session.

School/Weather Cancellations:

The following TV/Radio stations will broadcast Quincy College cancellations:

WHDH-TV, Channel 7
WBZ-TV, Channel 4
WBZ AM 1030
WCVB-TV Channel 5

Weather cancellation messages are posted on the Quincy College weather information line at 617-984-1700, option 1. Please note that cancellation references to "Quincy" or "Quincy Public Schools" do not apply to Quincy College. College cancellations or delays will refer specifically to "Quincy College".

In the event that the Plymouth Public Schools are cancelled, the Plymouth campus will be closed. If the Plymouth Public Schools are open, the Plymouth campus will hold classes.

Announcements regarding the Plymouth campus will be on our phone line for weather cancellations at 617-984-1700, option 1.

QUINCY COLLEGE HOLIDAY SCHEDULE

Quincy College is closed for the following Holidays for the 2017-2018 Academic Year.

*Please make special note of the asterisks indicating additional closings or early release days relative to a formal holiday closing or school break.

Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Veterans Day (Observed)	*Friday, November 10, 2016
Veterans Day Holiday	Saturday, November 11, 2017
*1/2 Day Before Thanksgiving	*Wednesday, November 22, 2017 <i>Offices close at 12 p.m., classes end at 4 p.m.</i>
Thanksgiving Holiday	Thursday, November 23, 2017
	*Friday, November 24, 2017
	*Saturday, November 25, 2017
*Winter Holiday Recess Begins	*Friday, December 22, 2017 <i>Offices close at 12 p.m.</i>
Winter Holiday Recess	Saturday through Monday, December 23-25, 2016
*1/2 Day Before New Year's	*Observed Friday, December 29, 2017 <i>Offices close at 12 p.m.</i>
New Year's Day	Observed Monday, January 1, 2018
Martin Luther King Day	Monday, January 15, 2018
Presidents' Day	Monday, February 19, 2018
Spring Break	March 12 th through March 16 th , 2017 <i>College closed on 3/12, 3/16 and 3/17</i>
Spring Holiday Recess	Friday, March 30 th through Sunday, April 2 nd , 2018
Patriots' Day	Monday, April 16, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018

QUINCY COLLEGE PHONE CONTACTS

Business Office	617-984-1630
College Bookstore (Plymouth)	508-747-0400
College Bookstore (Quincy)	617-773-4849
Dean of Liberal Arts	617-984-1642
Dean of Natural & Health Science	617-984-1713
Dean of Nursing	617-984-1695
Dean of the Plymouth Campus	617-984-1708
Dean of Professional Programs	617-984-1723
Disability Services	617-405-5915 Quincy 617-984-1731 Plymouth
Human Resources	617-984-1611
Learning Center	617-984-1664 Quincy 617-984-1731 Plymouth
Library Services	617-984-1680
Payroll Services	617-984-1739
Plymouth Campus	508-747-0400
Public Safety/Security	857-225-1934
Quincy Campus	617-984-1600
Weather Cancellations	617-984-1700

**QUINCY COLLEGE- CAMPUS LOCATION
SAMPLE SYLLABUS TEMPLATE
(You will need to customize the syllabus for your division and location)**

**SEMESTER AND YEAR
COURSE NAME, NUMBER, AND SECTION NUMBER
DAYS, TIMES, AND ROOM LOCATION**

Instructor name (all faculty):

Office location – Presidents Place and Room Number (contract faculty):

Office telephone number (contract faculty):

Office hours - Days and Times (contract faculty):

QC Email address ONLY: first.last@fac.quincycollege.edu (adjuncts)

FirstInitialLast@quincycollege.edu (contract faculty)

Mailbox location: President’s Place: Room 307* (Professional Programs & Liberal Arts)

*Please note, students needing to leave assignments and messages for instructors in President’s Place should drop them off in the Dean’s Office, PP315.

Fax number: 617-984-1678 (Professional Programs & Liberal Arts)

In an emergency only, a message for the instructor can be left at:
617-984-1758 (Professional Programs)

COURSE DESCRIPTION

Should match the course description that appears on the Course Outline and in the Quincy College Course Catalog.

COURSE LEARNING OUTCOMES

These must come from the course outline. They cannot be modified

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**** Below, we have included a sample week by week class outline. The activities and concepts listed are examples only, please ask your Dean for a sample syllabus for a week-by-week related to the specific course(s) you are teaching. Please include in your outline any holiday school closings that occur during regularly scheduled class meeting times, and the add/drop and withdrawal deadlines. This information can be found on the Academic Calendar. ****

**QUINCY COLLEGE
COURSE SYLLABUS**

**SEMESTER AND YEAR
COURSE NAME, NUMBER, AND SECTION NUMBER
DAYS, TIMES AND ROOM LOCATION**

CONCEPTS, LEARNING ACTIVITIES AND EVALUATION METHODS*

Example For a Tuesday/Thursday Day Class:

Class	Date	Topic	Learning Activities	Assessment
1	1/20	Learning outcome 5	Group activity	Peer review
2	1/25		Read Ch. 1 & 2	Critique outcomes in groups of 4-5
~	~	~	~	~
5	2/3	All concepts and topics Weeks 1-4		Unit Exam I
Etc.				

Final Exam** Final Exam will be scheduled by Enrollment Center at a later date, and will occur only during finals week. The final exam may take place at any time between 8:00am and 3:00pm on the scheduled date.

*There may be times when content may vary based upon sequence and length of time allocated to individual class and instructor needs.

**PLEASE CHECK THE ACADEMIC CALENDAR FOR FINALS WEEK DATES.

REQUIRED TEXTBOOK(s)

Full Reference Citation in either APA or MLA format, including; author, edition number and ISBN.

RECOMMENDED LEARNING MATERIALS

Other helpful resources should be listed here. It is important for students to know the difference between the required and recommended learning materials. Recommended learning materials may be placed on reserve in the library (Full Reference Citation in either APA or MLA format).

THE COLLEGE BOOKSTORE

The contact information for the bookstore on the Quincy campus is:

The Barnes & Noble Book Store, 1250 Hancock Street, Quincy, MA 02169-5103

Phone: 617-328-1602, Website: www.quincycollege.bncollege.com

The contact information for the bookstore at the Plymouth campus is:

Phone: 508-732-0142

INSTRUCTIONAL METHODOLOGIES

Indicate the types of instructional methodologies you will use to assist students throughout the course to achieve the learning outcomes.

GRADING POLICY

Policy must state:

- **specific** assignments a student must complete to meet the learning outcomes.
- number of assignments in each category that are required.
- relative weight of each assignment.
- if the assignment is a project, presentation, paper, etc. criteria must be established so that students will understand exactly how they will be graded (may be handed out to students under separate cover).
- According to the requirements of the Curriculum Committee, please include at least 4 types of grading from the following: homework, quizzes, tests, midterm, project, final, participation (not attendance).

ATTENDANCE POLICY

State attendance policy clearly. Note that attendance alone cannot contribute to the final grade. Procedures for notification for absences and explanations of excused and unexcused absences should appear here. If *participation* will be part of a grade it should be clearly defined and outlined here.

NOTE TO STUDENTS:

In order to help you succeed, Quincy College would like you to know that 3-credit lecture courses require 3 hours of in-class time per week of a 15-week semester. These courses also require a minimum of 6 to 9 hours of study/homework time on average per week. This time may vary week to week, depending on the schedule of the course (e.g. weeks where there are exams or other assignments due may require you to put in more time in order to be successful). Further, writing intensive courses and STEM courses often require even more study/homework time and should be planned accordingly. A 1-credit laboratory course generally meets for 2 hours per week of a 15-week semester and requires that you spend an additional 2 to 3 hours of study/homework time per week**. Please take this information into consideration when forming your schedule and allow yourself enough time to do the work to earn the grade you desire.

WITHDRAWAL POLICY

Students are allowed to withdraw from a course during the first twelve weeks of classes (see academic calendar for last date to withdraw). In order to receive a grade of “W”, students must officially withdraw from a course by completing a withdrawal form. These withdrawal forms, also called drop/add forms, are available in the Enrollment Services Office, at Presidents Place or at the Plymouth front desk. Failure to attend classes does not constitute a course withdrawal. Students who stop attending class, without officially withdrawing, will receive an earned final grade, which may be a failure, if requirements have not been met.

MAKE-UP POLICY

Policy should describe how a student who is legitimately absent makes up the materials missed (what is the student’s responsibility in make-up). Note that laboratory absence may not allow for make ups.

ACADEMIC INTEGRITY STATEMENT

In keeping with our mission, Quincy College will foster a high standard of academic honesty for students, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members of the college community 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.

ACADEMIC INTEGRITY STUDENT GUIDELINES

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

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.
3. 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.

ELECTRONIC DEVICES

Students are expected to shut off all electronic devices or not bring them to class. Cell phones, beepers, and music devices cause disturbance during class distracting you as well as the instructor and your fellow classmates. Text messaging is NOT allowed during the class nor is engaging in any kind of social media (such as Facebook). The use of laptops, video recorders and tape recorders are allowed only with the instructor's permission.

COMMUNICATION WITH INSTRUCTOR

State your communication policy/preferences here. The following statement must be included:

All email communication between Quincy College faculty and enrolled students must occur via the College issued email account or through the Quincy College Portal. If you do not have a working Quincy College email account please contact Information Technology at: support.quincycollege.edu.

CLASS CANCELLATION POLICY

Please include your class cancellation policy here (how will students be notified if classes have been cancelled? How will you make up the missed class time/work? You (faculty) MUST let your students know via the portal and through QC email that the course has been cancelled. The course cancellation will be posted on the TV in Presidents Place, Plymouth and Saville, as well as outside of the classroom the course meets in.

CLASSROOM ETIQUETTE AND PROFESSIONALISM (Just a suggestion for comment)

Since the classroom is a learning community, students are expected to show mutual respect and consideration. I see students as professionals, and treat them with the respect I would my colleagues. In return, I expect that I am treated with professionalism and courtesy, and that students treat their classmates with respect as well. Disruptions (including late arrivals) are unfair to students who are here to learn and will not be tolerated. After the instructor informs you of inappropriate or distracting behavior, you will be allowed to modify your actions. Each subsequent offense may result in the lowering of your average by 2 percentage points.

Students are expected to:

1. Be on time for class. If late arrival was unavoidable, get prepared before you enter the room accordingly: remove notebook, pen/pencil etc. from your bag before you come in and sit as close to the door as possible. If you know you must leave early-talk to the instructor before class, sit as close to the door as possible and exit quickly and quietly.

2. Refrain from talking or whispering with others (REGARDLESS OF TOPIC) or interrupting the instructor, this is rude to others as well as the instructor
3. Raise your hand to ask a question
4. Treat others the way THEY wish to be treated
5. Confine trips to the pencil sharpener, trash or restroom to before or after class
6. Refrain from talking interrupting, interrupting, disturbing the class with electronic devices etc. Turn off all electronic devices such as mobile devices, iPods, and pagers before the beginning of class.
7. Audio (not video) taping of lectures is allowed (or not).

STUDENT SUCCESS COACHES

Student Success Coaches offer support for students to develop plans to overcome obstacles and achieve their academic goals. Coaches assist students by actively listening, providing short term, solution focused coaching on a wide variety of personal issues and making professional referrals as needed. The Quincy Office is located in Suite 508, President's Place at 617-984-1681. The Plymouth Office is located in Room 1B in the rear. Please call 617-405-5953.

DISABILITY SERVICES

To ensure consistent support and accommodation of students with hidden and visible disabilities, students must be registered with the Disability Services Office in Presidents Place Suite 508. Determination of accommodations will be made based on acceptable documentation. Faculty will receive a letter of accommodation explaining the accommodations they are required to provide according to the letter and the spirit of the Americans with Disabilities Act. If a student's performance in class indicates that he/she may qualify for accommodation(s), the instructor is strongly urged to consult with the Disability Services Officer at 617-405-5915 or in Plymouth at 617-984-1731.

TUTORING SERVICES

Quincy College offers free academic tutoring to help students become better learners. Students can walk in to the scheduled tutoring hours or students may submit a tutoring request form to ask for a tutor in a particular subject. On the Quincy campus, we are located in Presidents Place Suite 508, and you can call 617-984-1664. At the Plymouth campus you can contact an Academic Services Specialist at 617-984-1731. An official Quincy College student ID is required to access tutoring services.

We also offer **free online tutoring** at <http://services.smarthinking.com>. A student's username is *qc* followed by the *student's ID number* and the password is *quincy*.

IT SUPPORT

For assistance with the Quincy College portal, please contact <http://support.quincycollege.edu>

COLLEGE LIBRARIES

The college libraries in Quincy and in Plymouth are open many hours each day for your convenience. Each library contains a copy of required textbooks for each course as well as other

materials that may be recommended. The library staff offers instruction in how to use a wide variety of print and electronic resources and can provide individual assistance as you begin your research for class assignments. Access the library website at www.quincycollegelibrary.org.

VETERANS BENEFITS

Students may contact the Veterans' Benefits Office at 617-405-5928 for assistance with their GI Bill benefits. Those who are using the Post-9/11 GI Bill may have their tuition and fees covered at their appropriate eligibility percentage. However, any educational costs not charged as tuition or a fee at the time of registration cannot be certified to the U.S. Department of Veterans Affairs. The book stipend is additional funding intended to cover other educational costs including, but not limited to, books, uniforms, supplies, and lab equipment. The Veterans' Benefits Office requires a copy of the student's Certificate of Eligibility to process education claims. Students can apply for eligibility at www.gibill.va.gov.

STUDENT ID'S

All students are required to purchase a student ID. Every student must have a QC picture ID to access buildings and facilities. In addition, you can use your ID to check books out of the college library and city and town libraries in the Old Colony Library Network (OCLN). Students who already have a QC ID must update their IDs for the new semester through Enrollment Services, Information Technology at Presidents Place or the Plymouth campus front desk. To obtain a Student ID, please visit the Admissions or Technology Offices.

ABOUT QUINCY COLLEGE

Quincy College is a fully-accredited college providing approximately 350 courses (500 sections each semester) and awarding associate degrees and certificates of completion in disciplines such as Nursing, Business, Medical Laboratory Technician Program, Computer Science, Criminal Justice, Education, Fine Arts, General Studies, Human Services, Liberal Arts, Natural Science, Health Sciences, and Paralegal Studies.

Located only minutes from Boston, the Quincy campus is conveniently located in historic Quincy Center. Our academic buildings are less than one block from the Quincy Center T Station, providing our students with a short and hassle-free commute to class.

In addition to high-quality education from top instructors, the Quincy campus offers all of the resources students will need including student advising, student activities, student services, computer labs and Wi-Fi access, art studio, a library, tutoring, a career center, nursing and health science labs, the QC bookstore, and much more. Presidents Place in Quincy Center houses the President's Office, Academic Affairs, Administration and Finance, Human Resources, the Divisions of Liberal Arts, Nursing, and Professional Programs, our Exercise Science facility, all of the student service departments - Admissions & Advising, Anselmo Library, Student Records & Registrar, Financial Aid Office, International Student Services, Business Office, Student Development Office, the Learning Centers, the Career Center, Workforce Development, the Testing Center, as well as classrooms and many faculty and Deans' offices. Saville Hall, also in Quincy Center, houses classrooms, art studios, laboratories, Facilities, Marketing, and Natural and Health Science faculty offices.

TO REACH PRESIDENTS PLACE, QUINCY CENTER:

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. By public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Presidents Place.

TO REACH SAVILLE HALL, QUINCY CENTER:

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. 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 President's Place. Take first right onto Saville Avenue. The brick building with the black awning is Saville Hall. By public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Saville Avenue.

PLYMOUTH CAMPUS

In the fall of 1991, Quincy College founded the Plymouth campus in historic downtown Plymouth to serve the educational needs of Southeastern Massachusetts. In 2007, the campus moved to its current location in Cordage Park, once an old rope-making factory. This historic building space was converted for the campus and provides ample parking at a convenient location directly off of Route 3.

The campus is continuously expanding to meet the needs of the growing student body. Recently added facilities include new offices, bright classrooms, a state of the art science lab, and a brand new nursing lab. The computer center, learning center and career center provide an array of support services such as tutoring and career training to students at no additional cost. You will not find more dedicated, enthusiastic and caring faculty than you will at Quincy College. The campus events such as the monthly Open Mic Nights, and the small class sizes, allow the instructors the ability to work closely with the students and build relationships which cultivate a great learning environment. Through the collective focus of teaching and learning, the faculty and staff strive to make each student's experience at Quincy College Plymouth an enriching, enjoyable and meaningful learning experience.

Quincy College at Plymouth offers Associate Degree programs in Media Arts, Nursing, Natural & Health Sciences, Business, Computer Science*, Criminal Justice, Education*, Fine Arts*, General Studies, Human Services, Paralegal Studies, and Liberal Arts. Certificate programs in Phlebotomy, Accounting, Computer Science, Early Childhood Education, Health Care Administration, Law Enforcement, and Paralegal Studies are available. Students can take all their degree or certificate requirements at the Plymouth Campus, but also have the option of taking classes and using the resources of our Quincy Campus. These degree programs are designed to facilitate transfer to a Bachelor of Arts/Bachelor of Science upper division program as well as to prepare students to directly enter the workforce.

The Plymouth Campus of Quincy College is located at 36 Cordage Park Circle, Suite 228, Plymouth, MA 02360 | 508-747-0400 | quincycollege.edu. All rights, privileges, and responsibilities that apply to students of the main campus of Quincy College apply to students of Quincy College at Plymouth.

**Some coursework at the Quincy Campus*

TO REACH PLYMOUTH CAMPUS:

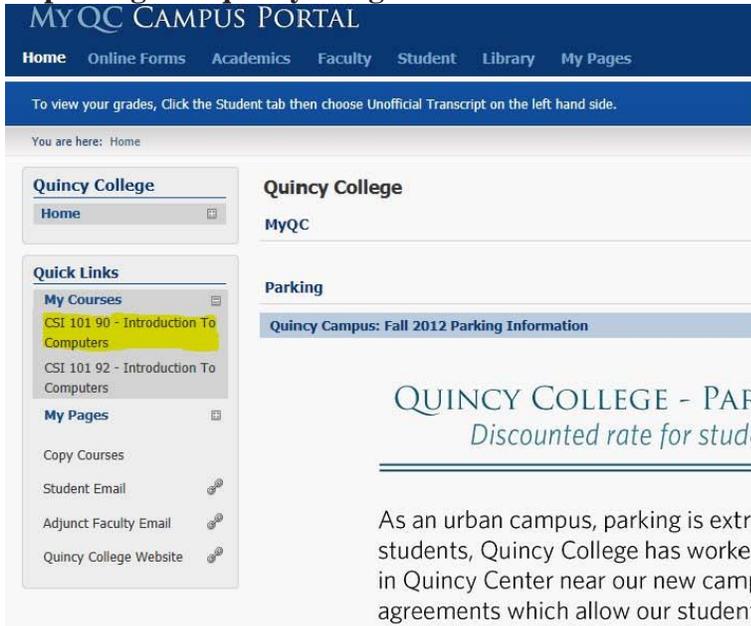
From the North: Follow 93 South to MA-3 South toward Braintree/Cape Cod. Take Exit 9 (RT-3A) Kingston/N. Plymouth. At top of off-ramp, take a left toward North Plymouth. Follow 3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park, Suite 228. **From the South:** Follow MA-3 North toward Braintree. Take the Smith Lane exit (Exit 8) toward Rocky Nook. Turn right at Crescent St. Turn right at RT-3A. Turn left at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park, Suite 228. **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, Suite 228. **Public transportation** is available and the commuter rail stop (Old Colony Line) is behind the campus. Additionally, public buses through GANTRA are available.

Faculty may log into the My QC Campus Portal to access class information, upload course materials and grades, and communicate with their students throughout the semester.

The My QC Campus Portal is an extremely useful tool to manage semester course work and keep students informed.

You may access the My QC Campus Portal by clicking on the upper right link on the college's homepage or by searching the following url:

<https://register.quincycollege.edu/ICS/>



1. Select a course you are teaching.



3. Update class attendance.

2. Upload documents and files onto the course page for students to access throughout the semester.