

QUINCY COLLEGE

2024

POLICY MANUAL

ALL POLICIES APPROVED BY THE BOARD OF GOVERNORS

Table of Contents

GENERAL COLLEGE POLICIES	6
Policy 1.01: Mission	7
Policy 1.02: Values	8
Policy 1.03: Promises	9
Policy 1.04: Goals	10
Policy 1.05: Accreditation Statement.....	11
GOVERNANCE POLICIES	12
Policy 2.01: 1981 Statute Creating Special Account	13
Policy 2.02: 1994 Statute Establishing A New Board Of Governors.....	15
Policy 2.03: By Laws Of The Board Of Governors.....	22
Policy 2.04: Governance Process	26
Policy 2.05: Code Of Ethics.....	28
Policy 2.06: Civility	31
Policy 2.07: Quincy College Senate By-Laws.....	32
COLLEGE ENVIRONMENT POLICIES	42
Policy 3.01: Student Rights and Responsibilities	43
Policy 3.02: Equal Opportunity and Harassment Complaint Policy and Procedures	45
Policy 3.02A: Racial Harassment Policy.....	53
Policy 3.03: Sexual Harassment Policy.....	54
Policy 3.04: Drug-Free Workplace Policy.....	86
Policy 3.05: Tobacco and Smoke-Free Policy.....	88
Policy 3.05A: Marijuana Policy.....	90
Policy 3.06: Persona Non Grata	91
Policy 3.07: Proper Attire in Science Laboratory Courses.....	92
Policy 3.08: Service Animal Policy.....	94
ADMISSIONS POLICIES	98
Policy 4.01: Open Enrollment	99
Policy 4.02: General Studies Admission.....	100
Policy 4.03: Nursing and Allied Health Admission Policy.....	101
Policy 4.03A: Criminal Offender Record (CORI) Policy.....	116
Policy 4.04: International Student Admission.....	118
Policy 4.05: Transfer Credit Policy.....	123
Policy 4.05A: Transfer Credits	126
Policy 4.05A (i): Advanced Placement.....	127
Policy 4.05B: Prior Learning Assessment Credits	128
Policy 4.06: Early Admission.....	130
Policy 4.07: Readmission to Quincy College	131
Policy 4.08: Academic Placement Policy.....	132
ACADEMIC POLICIES	133
Policy 5.00: Matriculation Policy.....	134

Policy 5.01: Degree Requirements.....	135
Policy 5.02: Certificate Requirements.....	136
Policy 5.03: Variance To Program Requirements	137
Policy 5.04: Change of Major	138
Policy 5.05: Attendance and Performance	139
Policy 5.05A: Auditing a Class	140
Policy 5.07: Grading System.....	141
Policy 5.07A: Incomplete Grades.....	142
Policy 5.07B: Withdrawal Policy	143
Policy 5.07C: Repeating Courses.....	145
Policy 5.07D: Make-Up Examinations	146
Policy 5.07E: Holds Policy	147
Policy 5.07F: Satisfactory Academic Progress (SAP) for Academics	149
Policy 5.08: Dean’s List.....	152
Policy 5.09: Honors Convivium.....	153
Policy 5.10: Graduate With Honors	154
Policy 5.11: Add/Drop Policy.....	155
Policy 5.12: Course Selection	156
Policy 5.13: Independent Study	157
Policy 5.14: Final Grade Appeal Process	158
Policy 5.15: Academic Integrity Policy	162
Policy 5.16: Academic Amnesty	165
Policy 5.17: Academic Record Changes.....	166
Policy 5.18: Verification of Student Identity For Distance Education.....	167
STUDENT LIFE POLICIES.....	169
Policy 6.01: Orientation	170
Policy 6.02: Phi Theta Kappa Honor Society	171
Policy 6.03: Student Organizations	172
Policy 6.04 Parking Regulations	175
Policy 6.05: Security Policies	176
Policy 6.06: Veterans’ Benefits	178
Policy 6.07: Student Accessibility Services.....	180
Policy 6.08: Health Insurance.....	183
Policy 6.09: Lockers.....	184
Policy 6.10: Identification Card Policy.....	185
Policy 6.11: Student Participation in Governance	186
Policy 6.12: Hazing Policy.....	187
Policy 6.13: Search and Seizure.....	189
Policy 6.14: Student Grievance Procedure	190
Policy 6.14A: Online Student Grievance Policy.....	193
Policy 6.15: Student Records Policy	194
Policy 6.15A: Retention And Disposal Of Records.....	196
Policy 6.15 B Academic Recovery Team Procedures (Institutional Closure)	197
Policy 6.16: Student Code of Conduct Policy	199
Policy 6.17: Voter Registration.....	213
STUDENT ACCOUNTS POLICIES.....	214

Policy 7.01: Tuition and Fee Schedule.....	215
Policy 7.02: Tuition Deposits.....	216
Policy 7.03: Payment.....	217
Policy 7.04: Past Due Accounts.....	218
Policy 7.05: Withdrawal/Refund Schedule.....	219
Policy 7.06: Collections Policies and Procedures.....	220
Policy 7.07: Third Party Billing.....	221
STUDENT FINANCIAL AID POLICIES.....	222
Policy 8.01: Principles and Practices.....	223
Policy 8.01A: Financial Aid Process.....	224
Policy 8.02: Types Of Assistance.....	226
Policy 8.03A: Application Procedures.....	229
Policy 8.03B: Rules, Regulations, Rights, And Responsibility.....	230
Policy 8.03C: General Eligibility Requirements.....	231
Policy 8.03D: Verification.....	232
Policy 8.04: Awarding of Aid.....	233
Policy 8.05: Award Adjustments.....	234
Policy 8.06: Cost Of Attendance.....	236
Policy 8.07: Disbursement Of Financial Aid.....	237
Policy 8.08: Deferment Fee.....	238
Policy 8.09: Satisfactory Academic Progress.....	239
Policy 8.10: Return To Title IV Refund Policy.....	242
Policy 8.11: Emergency Loan Fund.....	244
COLLEGE BUSINESS POLICIES.....	245
Policy 9.01: Purchasing Policy.....	246
Policy 9.02: Tuition Remission.....	247
Policy 9.03: Employment Of Relatives.....	249
Policy 9.04: Travel/Professional Development Policy (Non-Foundation).....	250
Policy 9.04A: Recruitment Expenses.....	253
Policy 9.05: Community Use of Facilities.....	254
Policy 9.06: Employee Computer Use And Internet Policy.....	255
Policy 9.07: College Logo, Signage, Name and Trademark.....	258
Policy 9.08: Sales and Solicitations.....	259
Policy 9.09: Dissemination of Information.....	260
Policy 9.10: Acceptable Use of College Technology and Assets.....	262
Policy 9.10A: Email Acceptable Use Policy.....	266
Policy 9.10B: Data Access Policy.....	268
Policy 9.10C: Password Protection Policy.....	277
Policy 9.10D: Patch Management.....	278
Policy 9.10E. Firewall Management Policy.....	279
Policy 9.10F. Access Management Policy.....	280
Policy 9.10G. Data Management Policy for Quincy College.....	282
Policy 9.10H. Asset Management Policy for Quincy College.....	284
Policy 9.10I. Third Party Vendor Management System for Quincy College.....	286
Policy 9.10J. Information Security Policy for Quincy College.....	288
Policy 9.10K. Incident Management and Response.....	290

Policy 9.10L. Endpoint Protection Policy	293
Policy 9.10M. Security Awareness Training Policy.....	293
Policy 9.10N. Access Control Policy	293
Policy 9.10O. Network Segmentation Policy	294
Policy 9.10P. Remote Access Policy	294
Policy 9.10Q. Software Management Policy.....	294
Policy 9.11: Code of Ethics and Conflict of Interests.....	295
Policy 9.13: Policy Regarding Research On Human Subjects	297
Policy 9.14: Fraud Assessment Policy	300
Policy 9.15: Active Duty Military Students.....	301
Policy 9.16: College Fundraising Policy	302
PERSONNEL POLICIES.....	303
Policy 10.01: Reasonable Accommodations For Persons With Disabilities	304
Policy 10.02: Health Insurance Portability and Accountability Act (HIPAA) Policy and Notice of Privacy Practices	305
Policy 10.03: Code of Conduct and Professionalism	310
Policy 10.04: Criminal Offender Record Information (CORI) Checks	315
Policy 10.05: Work Attire/Dress Code Policy	316
Policy 10.06: Employment Verification and Public Information	317
Policy 10.07: Personnel Records	318
Policy 10.08: OSHA and The Right To Know.....	319
Policy 10.09: Workers Compensation Policy and Notice of Coverage	320
Policy 10.10: Annual Security Report.....	322
Policy 10.11: Nature of Employment	323
Policy 10.12: Attendance, Hours of Work and Punctuality.....	324
Policy 10.13: School and Class Cancellations	325
Policy 10.14: Employment Eligibility and Selection	327
Policy 10.15: Internal Posting Policy and Vacancy Announcements	330
Policy 10.16: Volunteers	331
Policy 10.17: Position Classification and Categories	332
Policy 10.18: Introductory Period and Provisional Employment	334
Policy 10.19: Personnel Changes	335
Policy 10.20: Employee Professional Development.....	336
Policy 10.21: Performance Appraisal Process	337
Policy 10.22: Progressive Discipline Process	339
Policy 10.23: Grievance Procedures.....	340
Policy 10.24: Employee Separation.....	343
Policy 10.25: Salary Administration	344
Policy 10.26: Payment of Wages Policy	346
Policy 10.27: Time Reporting	347
Policy 10.28: Benefits Summary.....	348
Policy 10.29: Insurance Coverage Plans.....	349
Policy 10.30: Notice of Continued Health Insurance Coverage (COBRA).....	351
Policy 10.31: Retirement and Annuity Plans.....	355
Policy 10.32: Paid Leave Benefits.....	356
Policy 10.33: Employee Assistant Program (EAP)	359
Policy 10.35: Leave of Absence Other Than Family and Medical Leave	360

Policy 10.36: Bereavement Leave	362
Policy 10.37: Other Leaves of Absence	363
Policy 10.38: Associated Faculty	364
Policy 10.43: Family and Medical Leave (FMLA)	365
CAMPUS SECURITY POLICIES	369
Policy 11.01: Timely Warning	370
Policy 11.02: Reporting the Annual Disclosure of Crime Statistics	371
Policy 11.03 Reporting of Incidents, Including Criminal Offenses	372
Policy 11.04: Campus Facilities: Security, Access and Maintenance.....	373
Policy 11.05: Law Enforcement Authority and Interagency Relationships	374
Policy 11.06: Procedures for Reporting a Crime or Emergency	375
Policy 11.07: Drug-Free and Alcohol-Free Workplace Policy.....	376
Policy 11.08: Security Awareness and Crime Prevention Programs	377
Policy 11.09: Addressing Off-Campus Criminal Activity	378
Policy 11.10: Sexual Assault Information	379
Policy 11.11: Emergency Notification	380
Policy 11.12: Emergency Response.....	381
Policy 11.13 Sex Offender Registration.....	382
Policy 11.14: Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses.....	383

GENERAL COLLEGE POLICIES

Policy 1.01: Mission

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

Original: October 1999

Revised: June 2006, July 2011; Fall 2019

Policy 1.02: Values

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

- Access
- Community
- Diversity
- Affordability
- Excellence
- Integrity
- Trust

Original: October 1999

Revised: August 2021

Policy 1.03: Promises

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

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

Original: October 1999

Policy 1.04: Goals

The goals of Quincy College are:

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

Original: October 1999

Policy 1.05: Accreditation Statement

Quincy College is accredited by the New England Commission of Higher Education (NECHE), which is a regional accreditation agency for colleges and universities in six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont, and which is also affiliated with institutions in Greece, Switzerland, Lebanon, Bulgaria, Bermuda, and Morocco.

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

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

Original: October 1999

Revised: October 2020

GOVERNANCE POLICIES

Policy 2.01: 1981 Statute Creating Special Account

Chapter
THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand, Nine Hundred Eighty-one

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

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

SECTION 1.

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

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

SECTION 2.

Said city treasurer, upon the written request of the President of Quincy Junior College with the approval of the of the Superintendent of the Quincy Public Schools and the approval of the school committee or upon the written request of the Superintendent of the Quincy Public Schools and with the approval of the school committee may advance funds from the General Fund of the city in any fiscal year in anticipation of the receipt of revenue of said

Quincy Junior College for that same fiscal year. Such advances outstanding at any one time in any fiscal year shall not exceed, in the aggregate, twenty-five per cent of the annual expenses of the then current fiscal year as certified by the said Superintendent, or such larger amount as may be approved by the mayor and the City Council. All such sums so advanced shall be deposited into said account established under section one and the said Superintendent shall, prior to the end of each fiscal year repay such advances to the General Fund together with an amount equal to the interest as determined by the treasurer of said city to be allocable to any debt incurred during that fiscal year by said city in anticipation of revenue in order to make such advances.

SECTION 3.

The Superintendent of the Quincy Public Schools shall jointly, with the president of Quincy Junior College, file with the mayor, the City Council, the school committee and the treasurer of said city and the bureau of accounts, a written report relative to such special account established in section one within one hundred and twenty days after the books are closed for each fiscal year. Such report shall include a financial statement relating to the operation, maintenance, capital equipment, and properties of said college. The City Council of said city may review and comment upon such report and may file such review with the state auditor.

SECTION 4.

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

Original: October 1999

Policy 2.02: 1994 Statute Establishing A New Board Of Governors

In the Year One Thousand, Nine Hundred Ninety-four

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

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

SECTION 1.

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

SECTION 2.

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

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

Nothing shall prevent any other elected or appointed official of the City of Quincy from serving on the board; provided, however, that no employee of Quincy College may serve as a governor. The initial governor's appointing council shall consist of two members of the school committee selected by the vice chair or the school committee, two city councilors selected by the council president and one member of the current Quincy College board of

trustees, chosen by the chair of said board. This governor's appointing council will appoint the remaining eleven governors who shall constitute the new governing Board of Governors of Quincy College and who shall commence their term on September first nineteen hundred ninety-four. After September first, nineteen hundred ninety-four, all governors will be appointed by a governor's appointing council made up to two member of the school committee selected by the chair of the school committee, two city councilors selected by the council president and two governors by the chair of the board of governors.

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

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

SECTION 3.

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

SECTION 4.

Annually, the President of the College and the Superintendent of

Schools for the City of Quincy shall negotiate an amount of compensation to be paid by the College to the City of Quincy for services rendered by the school department of the city.

SECTION 5.

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

SECTION 6.

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

SECTION 7.

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

SECTION 8.

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

SECTION 9.

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

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

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

SECTION 10.

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

SECTION 11.

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

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

SECTION 12.

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

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

Governors.

SECTION 13.

Section one of chapter 313 of the acts of 1981 is hereby amended by striking out, in line items four, five, and fourteen, each time it appears, the word “Junior”.

SECTION 14.

Said section one of chapter 313 is hereby further amended by striking out, in lines fourteen and fifteen, and in lines sixteen and seventeen, the words “Superintendent of the Quincy Public Schools” and inserting in place thereof, in each instance, the following words: “College President”.

SECTION 15.

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

SECTION 16.

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

SECTION 17.

Said section one of said chapter 313 is hereby further amended by striking out the third paragraph and inserting in place thereof the following paragraph:

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

SECTION 18.

Said section one of chapter 313 is hereby amended by adding the following paragraph: “Nothing in this act shall be construed to exempt Quincy College from the provisions of any general or special law applicable to any

other department of the City of Quincy with regard to fiscal management, except as specifically provided herein, including but not limited to the provisions of section thirty four of chapter seventy-one of the General Laws.”

SECTION 19.

Section two of said chapter 313 is hereby repealed.

SECTION 20.

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

SECTION 21.

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

SECTION 22.

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

SECTION 23.

This act shall take effect upon its passage. House of Representatives, June 21, 1994.

Original: October 1999

Policy 2.03: By Laws Of The Board Of Governors

ARTICLE I. ORGANIZATION AND OFFICERS OF THE BOARD OF GOVERNORS

Section 1. Composition and Functions of the Board.

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

Section 2. Officers of the Board

The elected officer of the Board of Governors shall be a Chair, Vice-Chair, Second Vice-Chair, and Secretary, who shall be the President. Each officer shall have the duties, functions, powers, and the responsibilities of his/her office as prescribed by the laws of Commonwealth, these Bylaws, and parliamentary custom.

The Board of Governors may appoint by a vote of a majority of the entire number of Governors at any meeting of the Board of Governors an Executive Secretary.

The terms of the Chair, Vice-Chair, and Second Vice-Chair shall be for two years. No member may serve as Chair for more than two consecutive full terms. However, any member elected to the office of Chair to fill an unexpired term, upon expiration of that term, shall be eligible for election to not more than two, consecutive full terms in that office.

In the event of a vacancy in any office prior to the expiration of its full term, the member elected to fill that vacancy shall serve only for the balance of that term unless, as set forth above, said member is elected to a new, full term in that office.

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

Section 3. The Chair of the Board of Governors

The Chair of the Board of Governors shall have the following powers and duties:

- a. To preside at all meetings of the Board of Governors at which he/she is present. In his/her absence, the Vice-Chair will preside, or in his/her absence, the Second Vice-Chair will preside, or any other member selected by motion and vote.

- b. To call special meetings of the Board of Governors.
- c. To establish special standing committees, with the approval of the Board.
- d. To, from time to time, appoint members of the Board of Governors to the Board Nominating Committee and to special standing committees of the Board of Governors.
- e. To serve, ex officio, on all committees of the Board of Governors, and as a voting member on any or all committees of the Board of Governors should the Chair elect to appoint him/herself as such.

Section 4. The Executive Secretary shall have the following Duties:

- a. The Executive Secretary shall sign all legal documents as authorized by the Board.
- b. The Executive Secretary shall keep record of all meetings, post all legal Notices, and perform such other duties as may be prescribed.
- c. Not later than ninety (90) days prior to the expiration of the term of service of a member of the Board, the Executive Secretary shall notify the member and the Chair of the approaching expiration date.

ARTICLE II: MEETINGS OF THE BOARD

Section 1. Annual and Regular Meetings

The annual meeting of the Board of Governors shall be held on the fourth Wednesday in September. Regular meetings shall be held at such times as may be determined by the Board, but no less than four times annually. All meetings shall be held within the Commonwealth.

Section 2. Special Meetings

Such meetings of the Board of Governors may be held at any time and place within the Commonwealth when called by the Chair of the Board of Governors in writing given to the Secretary, or Assistant Secretary, specifying the purpose(s) of the meeting. The time and place of such meeting shall be fixed by the Chair of the Board of Governors in consultation with the Secretary. Written notice of such meeting shall be sent to each Governor by mail, or by hand, at least five business days prior to the date fixed for said meeting, which notice shall state the time, place, and purpose(s) for which it has been called, except in the case of a special meeting called to address an emergency defined in General Laws, Chapter 30A, Section 18, in which case no minimum notice requirements shall apply.

Section 3. Notice of Regular Meetings

Written notice, or in hand, of each regular meeting of the Board of Governors shall be sent to each Governor by mail, or in hand, at least five business days prior to the date fixed for said meeting, which notice shall

state the time and place thereof.

Section 4. Agenda of Regular Board Meetings

A written agenda of matters, including minutes of prior meetings, to be considered at each regular meeting of the Board of Governors shall be sent to each Governor by mail, by electronic mail, or in hand, at least five business days prior to the date fixed for said meetings. Items to be included in the agenda for a regular meeting shall be submitted to the Secretary in writing by the Chair of the Board of Governors or by the President of the College. Matters not on the agenda may be considered by the Board at any regular meeting upon a unanimous vote of those members present for such consideration.

Unless otherwise determined by the Chair of the Board of Governors, the following shall be the order of business of the Board of Governors.

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

Section 5. Quorum

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

Section 6. Conduct of Meetings

Conduct of meetings of the Board of Governors shall be in accordance with the State Open Meeting Law (as governed by General Laws, Chapter 30A, Section 18 through 25.) By a majority vote of the Governors present, the Board may enter into Executive Session, as governed by said Chapter 30A, Section 21. (Unless otherwise specified, the latest edition of Robert's Rules of Order shall govern the Board insofar as the rules are compatible with the laws of the Commonwealth.)

Section 7. Citizen Participation

Citizens who wish to present any matter of concern to the College shall make a written request by mail, electronic mail, or in hand, to the Office of

the President, as Secretary of the Board of Governors, at least 48 hours prior to the meeting. The Chair shall allot a visitor, during Open Forum, not more than five minutes unless this time is increased or decreased by a majority vote of the Board.

ARTICLE III: COMMITTEES OF THE BOARD OF GOVERNORS

Section 1. Nominating Committee

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

ARTICLE IV. MISCELLANEOUS PROVISIONS

Section 1. Amendment, Revision or Repeal of Bylaws

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

The provisions of this article may be waived by a unanimous vote of the entire Board.

Section 2. Delegation of Authority

The Board of Governors may delegate, from time to time, by a vote of a majority of the entire number of Governors at any meeting of the Board of Governors, from time to time, to the President of the College, any of the powers and responsibilities necessary of the Board of Governors necessary for the operation of the College.

Section 3. The Board of Governors may appoint by a vote of a majority of the entire number of Governors at any meeting of the Board of Governors a Chief Financial Officer.

Section 4. The Board of Governors may formally or informally evaluate the President of the College. Such evaluations shall be conducted anytime each fiscal year with sixty (60) day notice to the President of the College but not less than once a year. These evaluations of the President of the College shall be conducted by an instrument and/or procedure to be determined by the Board of Governors.

Original: October 1999

Revised: June 2006; September 2020

Policy 2.04: Governance Process

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

Specifically the Board will:

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

Chairperson's Role –

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

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

Board Members Role-

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

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

Original: October 1999

Policy 2.05: Code Of Ethics

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

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

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

Responsibilities to Board Members:

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

Responsibilities to Administration, Faculty and Staff:

1. To encourage the highest standards of excellence in teaching and the advancement and application of knowledge.
2. To respect both the personal integrity and professionalism of administrators,

faculty and staff.

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

Responsibilities to Students:

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

Responsibilities to Other Educational Institutions:

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

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

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

Rights of Chief Executive Officers:

A CEO should have the right:

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

Original: October 1999

Revised: April 2006

Policy 2.06: Civility

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

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

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

Original: October 1999

Policy 2.07: Quincy College Senate By-Laws

ARTICLE I STATEMENT OF PURPOSE

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

ARTICLE II DEFINITIONS

Section 1 – Constituencies

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

1.1. “Faculty” are members of the Quincy Educational Association (QEA) - Unit D. Each faculty member is assigned to one of the following divisions:

- 1.1.1. Liberal Arts
- 1.1.2. Library Services
- 1.1.3. Natural and Health Sciences
- 1.1.4. Nursing
- 1.1.5. Professional Programs

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

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

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

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

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

Section 2 – Standing Committees

Standing Committees of the Senate Are:

- 2.1. Assessment Committee
- 2.2. Curriculum Development and Review Committee
- 2.3. Policies & Procedures Committee
- 2.4. Program Review Committee

Section 3 – Sub-Committees

“Sub-Committees” are sub-committees of the Senate or of Standing Committees.

- 3.1. Senate By-Laws Committee is a sub-committee of the Senate.

Section 4 – Ad Hoc Committees

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

Section 5 – Academic Year

The “academic year” begins September 1st and extends to August 31st of the following year.

Section 6 – DAPI Process

DAPI is a cyclical evaluation process that provides a systematic approach to decision-making. The process consists of four phases: Description, Appraisal, Projection, and Implementation.

- 6.1. The description phase describes a current issue at hand.
- 6.2. The appraisal phase fully assesses that issue.
- 6.3. The projection phase defines a goal, establishes a plan and details the changes needed to achieve the goal.
- 6.4. The implementation phase executes the plan.

Section 7 – Substantial Material

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

Section 8 – Academic Issues

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

Section 9 – Student Life Issues

Student life issues are student activities relating to admission, enrollment, financial aid, non academic and student support services as well as any extracurricular activities.

Section 10 – Institutional Issues

Institutional issues are those issues not strictly limited to academic or student life concerns.

ARTICLE III COMPOSITION OF THE SENATE

Section 1 - Vice President of Academic Affairs

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

Section 2 – Membership of the Senate

2.1. the Senate must maintain a majority of Faculty membership with a 60/40 percent ratio

2.1.1. The total Senate membership should be approximately 12 Faculty Senators and 8 other Senators. In calculating Faculty Senators, round to the nearest whole number.

2.1.2. The number of Senators from each faculty division is determined by the number of faculty in that division in proportion to the total number of faculty in all divisions (see Appendix A Senate Guiding Documents—Membership for Senate & Standing Committees)

2.1.3. All divisions shall have two Senators.

2.2. Adjunct faculty shall have two Senators.

2.3. Deans shall have one Senator.

2.4. Non-Unit Personnel shall have one Senator.

2.5. Staff shall have three Senators

2.6. Students shall have one Senator.

Section 3 - By-Laws Committee

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

ARTICLE IV COMPOSITION OF STANDING COMMITTEES

Section 1. Assessment Committee

1.1. Faculty - each division must be represented on this committee.

1.2. Adjunct Faculty shall have two members.

1.3. Deans shall have one member.

1.4. Non-Unit Personnel shall have one Senator

1.5. Staff shall have two members.

1.6. Students shall have one member.

Section 2. Curriculum Development and Review Committee

2.1. Faculty - each division must be represented on this committee.

2.2. Adjunct Faculty shall have two members.

2.3. Deans shall have one member.

2.4. Non-Unit Personnel shall have one Senator

2.5. Staff shall have two members.

2.6. Students shall have one member.

Section 3 - Policies & Procedures Committee

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

Section 4 - Program Review Committee

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

ARTICLE V SELECTION OF SENATE & STANDING COMMITTEE MEMBERS

Section 1 – Selection of Members

Senators and members of the Senate Standing Committees will be elected as follows:

- 1.1 The Senate Vice Chair shall serve as the Senate chair commencing in September of the odd-numbered year.
 - 1.1.1. The Senate Vice-Chair shall be elected from the Senate members during even numbered year.
 - 1.1.2. If a vacancy arises in either position during a time of appointment that cannot be resolved through an election of the senators (see Section 3 Vacancy), then the Vice President of Academic Affairs may hold a special election to have a Faculty member serve as Senate Chair.
- 1.2. The Vice-President of Academic Affairs will appoint a faculty member as Program Review Committee Chair.
- 1.3. Faculty within their departments shall self-nominate and be elected by consensus.
- 1.4. The Senate Chair will ask Adjunct faculty to self-nominate within the first month of the fall semester. In the event that there are more candidates than positions available, the Chair will facilitate an election.
- 1.5. Deans shall self-nominate and shall be elected by consensus.
- 1.6. The Senate Chair will ask Staff to self-nominate. In the event that there are more candidates than positions available, the Chair will facilitate an election.
- 1.7. The Senate Chair will ask Non-unit personnel to self-nominate. In the event that there are more candidates than positions available, the Chair will facilitate an election.
- 1.8. The Director of Student Affairs will ask Students to self-nominate. In the event that there are more candidates than positions available,

the Director of Student Affairs will facilitate an election.

Section 2 - Time Frame

The membership of the Senate and the Standing Committees shall be established as soon as possible prior to the fall semester and no later than the third week of the fall semester.

Section 3 - Vacancy

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

Section 4 - Constituency

No one person may belong to more than one constituency as defined in this Article.

Section 5 - Membership

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

ARTICLE VI MEETINGS

Section 1

The Senate and Standing Committees shall meet during the fall and spring semesters of each academic year. Every effort will be made to not meet during the first or last two weeks of the semester. However, due to available meeting days during the semester, meetings may be needed during the beginning and ending of the semester. The Senate Chair has the ability to call a special meeting any time as defined in Article VI Section 3.

Section 2

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

Section 3

The Chair may call a special meeting of the Senate upon:

- 3.1. Discretion of the Chair.
- 3.2. The written request of the College President
- 3.3. The written petition of one-third (1/3) of the standing members of the Senate.

Section 4

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

ARTICLE VII FUNCTIONAL RULES

Section 1 - Term Limits

- 1.1 The Chair of the Senate shall serve for a term of two years, commencing in September of each odd numbered year.
- 1.2 The Vice-Chair of the Senate shall serve for a term of one year then will serve the next two years as Chair of the Senate.
- 1.3 The number of terms the Program Review chair shall serve is at the discretion of the Vice President of Academic Affairs.
- 1.4 For all other members of the Senate and Standing Committees, the term of service is one year.

Section 2 - Agenda

- 2.1 Senate and Standing Committees shall have an agenda. (see Appendix A Senate Guidelines Documents—Quincy College Senate Agenda)
- 2.2 Proposed agenda items for any meeting must be submitted in writing to the Chair no later than ten days prior to the next meeting.
- 2.3 The agenda, including copies of all reports and proposals shall be distributed to all members of the committee no later than one week prior to the next meeting.
- 2.4 The agenda of all committees shall be regarded as public and shall be made available to any member of the college community with all agendas being uploaded to the College's internal system (currently referred to as Sharepoint) under the Senate Standing Committee tab).
- 2.5 The Senate Agenda shall include a report from the President and each Standing Committee.

Section 3 - Minutes

- 3.1 Senate and Standing Committees shall have minutes of each meeting in one of two formats. (See Appendix A Senate Guiding Documents—Senate and Senate Standing Committee Minutes: Graphic and Narrative Forms).
- 3.2 The minutes shall be submitted to the Chair for distribution to the members at least ten days prior to the next meeting.
- 3.3 The minutes of all committees are public and shall be made available to any member of the college with all minutes being uploaded to the College's internal system (currently referred to as SharePoint) under the Senate/Standing Committee tab.

Section 4 – Functional Rules for Chairs

- 4.1 The Chair of the Senate shall:
 - 4.1.1. Be a faculty member who was elected from the Senate as Senate Vice-Chair
 - 4.1.2. Have served at least one full year as Vice-Chair of the Senate prior to

- assuming the office of the Chair of the Senate.
- 4.1.3. Be confirmed at the final meeting of the Senate in the odd year's spring semester.
 - 4.1.4. By the end of the spring semester, will send a tentative Friday meeting schedule to the Senior Vice President of Academic Affairs, with the approved calendar distributed to the start of the Fall semester.
 - 4.1.5. Prior to the start of the Fall semester, will request a Unit D faculty list by division (including Library Services) from Human Resources. Then calculate the Senate Faculty membership for the appropriate proportion of members by division (see Appendix A Senate Guiding Documents—Membership for Senate & Standing Committees.)
 - 4.1.6. As soon as possible, contact non-Faculty constituencies for selection/election to all Senate and Standing Committees as defined in Article V.
 - 4.1.7. Set an agenda for each Senate meeting and email agenda with supporting document to college community no later than one week prior to the scheduled meeting.
 - 4.1.8. Publish the agenda for any special meetings prior to the meeting.
 - 4.1.9. Post the agenda to the college's internal system currently referred to as SharePoint
 - 4.1.10. Forward routine business to the Standing Committees and report these referrals to the Senate at the next meeting.
 - 4.1.11. Have authority over Standing Committee, keep a record of all matters that have been referred to each committee, and provide such support as necessary to facilitate the proper functioning of the committees,
 - 4.1.12. And following each Senate meeting, communicate the Senate actions to the President and forward all approved documents to the President's Office.
- 4.2. The Chairs of the Standing Committees shall:
- 4.2.1. Be elected during the first meeting of the academic year with exception of the Program Review Committee Chair that may be appointed by the Vice-President of Academic Affairs.
 - 4.2.2. Set the agenda of the Standing Committee meetings and forward the agenda with supporting documents to the members of the committee and the Chair of the Senate no later than one week prior to the scheduled meeting.
 - 4.2.3. Following each Standing Committee meeting, send an email to the Senate Chair summarizing the activities of the committee.
 - 4.2.4. Obtain the minutes from the recorder and present them to the Standing Committee for approval.
 - 4.2.5. Notify the Senate Chair of any business that must be placed on the Senate agenda.

- 4.2.6. Attend Senate meetings to inform the Senate of the Standing Committee's actions.
- 4.2.7. Email a digital copy of all proposals produced by that Standing Committee.
- 4.2.8. Submit digital signature on all official documents produced by that Standing Committee once approved by Senate.
- 4.2.9. And verify all finalized electronically signed documents once posted to college internal system currently referred to as SharePoint

Section 5 – Functional Rules for Vice-Chairs

The Senate Vice-Chair shall:

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

Section 6 - Functional Rules for Recording Clerks

The Recording Clerk of each standing committee shall:

- 6.1.1. Be elected by a majority vote of the committee at the first meeting of the academic year.
- 6.1.2. Serve for a term of one year.
- 6.1.3. Take the minutes of every meeting using one of the two formats. (see Appendix A Senate Guiding Documents—Senate and Senate Standing Committee Minutes
- 6.1.4. Submit the minutes to the Chair for distribution to the members at least ten days prior to the next meeting.
- 6.1.5. And post to the college's internal system (Sharepoint) approved minutes

Section 7 - Vacancy

In the event that any Officer can no longer serve, the committee will elect the replacement Officer from among its members. In the event a member can no longer serve, the constituency will elect the replacement unless a vacancy occurs for the Senate Chair when no committee exists (see Article V Section 1.1.2 Selection of Members).

Section 8 - Quorum

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

Section 9 - Voting Rights for Temporary Members

When augmented membership of a committee is required to complete a specific task, voting rights may be extended to temporary members after

approval by a 2/3 majority of the standing members of the committee.

Section 10 Proxy

When a member is unable to attend a Senate or a Standing Committee meeting a proxy may be appointed. The member shall complete the proxy form (see Appendix A) and send a hard copy of the form with the proxy. The proxy shall sign the form which signifies acceptance of this duty.

The proxy procedure shall be as follows:

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

Senate 11 Ad Hoc Committees

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

ARTICLE VIII STANDING COMMITTEES PURPOSE

Section 1 – Assessment Committee

The Assessment Committee serves multiple functions, including acting as a resource for information about assessment, as a repository for collected data and results, and, for AY Fall 2020-Spring 2023, to be the main body responsible for the first found of assessment of Core outcomes for the college (see Appendix B Assessment Committee—Guidelines and Report Form).

Section 2 – Curriculum Development and Review Committee

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

Section 3 - Policies and Procedures Committee

The purpose of the Policies and Procedures Committee is to advise the College with regard to the evaluation, review, and development of policies, procedures and standards related to college programs and policies, including, but not limited to, standards of academic achievement, activities, services, and support services. (See Appendix D Policies & Procedures Committee—Guidelines and Application)

Section 4 - Program Review Committee

The purpose of the Program Review Committee is to analyze, evaluate, and make recommendations to the Senate concerning existing academic programs. (See Appendix E Program Review Committee—Guidelines and Form).

Section 6 General Principles and Practices Governing Committees

- 6.1 Service on Senate, Standing Committees and ad-hoc committees is regarded as a privilege as well as a professional responsibility of all members of the Quincy College community.
- 6.2 The Standing Committees are established by the Senate to serve the needs of the college community. Hence, they are at all times responsible to the Senate and should keep the Senate and the College community informed of their activities.
- 6.3 Each Standing Committee is required to:
 - 6.3.1 Hold the first meeting during the month of September of each academic year, at which meeting the Chair shall be elected from among the members.
 - 6.3.2 Meet at least once each academic semester and as often as necessary to complete committee business as well as meet at least two weeks before Senate.
 - 6.3.3 And utilize the Standing Committee Guidelines and Applications/Forms (see appendices B-E) for reporting to the Senate as well using the DAPI process (see Article II Section 6) which has been adopted by the college to aid in the decision-making process.
- 6.4 When technologically practical, virtual meetings shall be an acceptable form of conducting committee business.
- 6.5 In case of a virtual meeting, a week's notice is required.

ARTICLE IX AMENDMENTS

Section 1

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

Section 2

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

Original: October 1999

Revised: March 2006, May 2009, September 2013, May 2021

Note: Information on specific committees available on Sharepoint.

COLLEGE ENVIRONMENT POLICIES

Policy 3.01: Student Rights and Responsibilities

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

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

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

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

A. Students have a right to:

1. Write, publish, and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
2. Assemble and voice their views peacefully on college property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves, and will not interfere with the operations of the College.
3. Enjoy privacy and confidentiality as members of the college community. No information in the student's record will be released to any source without the student's written consent, other than directory information, as required by law.
4. Review their college record with reasonable notice in the presence of a faculty member or administrator.
5. Belong to or refuse to belong to any organized group within the college.
6. Have representation and voice on all committees of the college having to do with academic standards, student life, and curriculum matters.

7. Obtain an education of the highest available quality.
 8. Participate in all financial aid programs available at the college, providing eligibility requirements are met.
 9. Receive fair and equal treatment by faculty, staff, and the administration in all college matters such as instruction, evaluation, and services.
 10. Receive due process in any grievance or disciplinary procedure.
- B. Students have the responsibility to:
1. Be knowledgeable of and comply with the policies and procedures of the College and the Student Government.
 2. Be knowledgeable of and comply with the regulations and laws of duly constituted civil agencies within the community of which the College is a part.
 3. Meet course requirements. Students are free to take reasoned exception to views expressed.
 4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
 5. Carry and be prepared to show official identification card at all times on college grounds.
 6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
 7. Obey lawful instructions of college personnel.

Original: October 1999

Policy 3.02: Equal Opportunity and Harassment Complaint Policy and Procedures

In accordance with Quincy College's commitment to equal opportunity in education and employment, and to promoting equal opportunity and ensuring that students, employees, applicants for admission and employment have equal opportunity, Quincy College prohibits discrimination against any individual on the basis of race, traits historically associated with race which shall include but not be limited to hair texture, hair type, hair length and protective hairstyles, color, religion, religious creed, sex, gender, age, national origin, ancestry, ethnicity, physical or mental disability, sexual orientation, gender identity and/or expression, genetic information, military service, veteran status, marital status, pregnancy or pregnancy-related condition which shall include but not be limited to lactation or the need to express milk for a nursing child, marital or parental status, marital or parental status and any other legally protected category (also referred to in this policy as protected class or protected characteristics).

The College prohibits discrimination against an individual based upon their relationship with someone in a protected class described above. The College prohibits discrimination against an individual for bringing a complaint of discrimination or participating in complaint-related activity such as cooperating and/or assisting in an investigation of any complaint of discrimination based upon protected status.

This policy extends to all rights, privileges, programs, and activities of the College.

The coordination and implementation of this policy is the responsibility of the Vice President of Student Success and Partnerships and Human Resources.

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

Students:

Meghan Giovannoni
504 Coordinator, EEO Coordinator and Student
Accessibilities
Vice President of Student Success and Partnerships
Phone: (617) 984-1724
mgiovannoni@quincycollege.edu

Staff:

Elizabeth M. LaForest, Human
Resources
EEO Coordinator Phone: (617) 984-
1610
elaforest@quincycollege.edu

Students and employees may also contact:
Jessica Cherry, Esq. Chief of

Staff

Phone: (617) 984-1774

jcherry@quincycollege.edu

I. General

a. Anti-Discrimination Commitment and Confidentiality

Quincy College is committed in spirit as well as in action, to not only meet, but also to exceed all federal, state and local statutes governing equal opportunity and inclusion. The College is an academic community dedicated to openness, tolerance and respect. Our doors are open to all students and employees, and it is our policy to guarantee equal employment and educational opportunities without regard to age, race, sex, gender, religious creed, color, religion, traits historically associated with race which shall include but not be limited to hair texture, hair type, hair length and protective hairstyles, marital or parental status, national origin, ancestry, ethnicity, veteran status, military service, sexual orientation, gender identity or expression, pregnancy and pregnancy-related medical conditions, genetic information, physical or mental disability and any other legally protected categories.

The College is committed to maintaining and promoting a policy of non-discrimination in all aspects of its educational programs and employment. The College does not discriminate, and does not permit discrimination in any aspect of the College existence, including but not limited to its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities and does not tolerate discrimination. As is discussed more in the below policy, all investigations of violations of this policy will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process.

b. Commitment to Providing Reasonable Accommodations - Accommodations of Individuals with Disabilities; Accommodation of Religious Beliefs, Pregnancy and Pregnancy Related Conditions

For additional information, please also see other College's Policies on Student Accessibility and Accommodations

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

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

The College is committed to and will provide reasonable accommodations in accordance with

all applicable laws for religious practices and beliefs.

The College is committed to and will provide reasonable accommodations in accordance with all applicable laws for pregnancy and pregnancy-related conditions.

c. Procedures

As discussed more below and in other policies, the College will investigate any complaints or concerns of violation of this policy. Investigations will be conducted in accordance with this or any other applicable policy and law, such as the College's Sex Discrimination Policy, Title IX, Title VI, Section 504, and the state and federal workplace anti-discrimination laws.

As noted above, all employee questions, concerns, or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 should be forwarded to Meghan Giovannoni, Vice President of Student Success and Partnerships at 617-984-1774. Please also see other College Policies addressing Accommodations.

d. Employee Responsibility

In accordance with laws and policies, all College employees (including student employees) have the responsibility to:

- Ensure that his/her conduct does not discriminate against other employees, students, applicants for employment, applicants for admission or any other individuals in the workplace;
- Confidentially and thoroughly cooperate in any investigation of alleged discrimination by providing any/all information they possess concerning the matter being investigated;
- Not retaliate against any individual who puts forth a claim of discrimination or cooperates with an investigation of an allegation of discrimination; and
- Actively participate in the College's efforts to prevent and eliminate discrimination in the workplace and learning environment.

e. Coordination with other Policies

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

This policy is in addition to other College policies addressing anti-discrimination and accommodations such as Title IX, College policy on Sex Discrimination, reasonable accommodations, and student accessibility. Please also see College Policies which further address accommodations to all individuals, including applicants, employees, students and guests, which allow them equal access to educational opportunities, the ability to perform the essential functions of a job, equal access to the application process (students and employees).

In the event of an inconsistency between this policy and the law, the law will govern.

II. Quincy College Policy and Campus Responsibility

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

Furthermore, it is the policy of Quincy College to promote a College community that is free of discriminatory harassment of any type, including sexual harassment. Harassment consists of conduct, whether verbal or physical, that is based on a characteristic or class protected by law, such as race, color, religion, religious creed, gender, sex gender identity or expression, age, sexual orientation, national origin, ancestry, ethnicity, disability, veteran status, military status, pregnancy or pregnancy-related medical condition, genetic information, traits historically associated with race which shall include but not be limited to hair texture, hair type, hair length and protective hairstyles, marital or parental status, and any other legally protected categories. Harassment includes conduct that is based upon an individual's relationship with someone in a protected class. Harassment includes conduct that is in retaliation toward an individual because they have provided information about, complained about, cooperated and/or assisted in an investigation of any complaint of discrimination, i.e. protected complaint-related activity.

Quincy College will not tolerate such 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.

As noted above, retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

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

Equal Opportunity - Definition

"Equal opportunity" means the right to enjoy equal opportunity in employment, admission to, and participation in Quincy College's programs and activities, the provision of College services, and the selection of vendors who provide services or products to Quincy College, without regard to an individual's race, color, religion, religious creed, sex, gender, age, sexual orientation, gender identity and expression, national origin, ancestry, ethnicity, pregnancy or pregnancy-related

medical condition, disability, military, veteran status, traits historically associated with race which shall include but not be limited to hair texture, hair type, hair length and protective hairstyles, marital or parental status, or any other legally protected category.

Discriminatory Harassment - Definition

Discriminatory harassment prohibited by the College includes any inappropriate verbal or physical conduct toward an individual(s) on the basis of race, color, religious creed, religion, national origin, sex, gender, sexual orientation, ancestry, ethnicity, age, disability, genetic information, veteran status, military status, gender identity or expression, pregnancy and pregnancy-related medical condition, traits historically associated with race which shall include but not be limited to hair texture, hair type, hair length and protective hairstyles, marital or parental status, or any other characteristic protected by law (also referred to as "Protected Class or Characteristic"). Discriminatory harassment can take any number of forms and may include, but is not limited to, the following:

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

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

Prohibited Retaliation - Definition

Retaliation against an individual who makes a report of harassment prohibited by this policy or cooperates in an investigation of a complaint regarding such harassment will not be tolerated. Retaliation is unlawful and is a serious violation of this policy and should be reported immediately. An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following:

1) opposing a practice made unlawful by one of the employment discrimination statutes or College policy; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute. Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with Human Resources, the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of these Equal Opportunity and Anti-Harassment Complaint Procedures. The complaint of retaliation will be treated as a new and separate complaint.

Confidentiality

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

Complaint Procedures

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

These complaint procedures are available to any member of the Quincy College community who believes that he or she has been discriminated against or harassed, and/or believes that s/he has facts or information indicating a potential violation of this policy. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in discrimination or harassment or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community includes, of students, faculty, and other full and part- time employees of Quincy College.

These procedures are available regardless of whether the person alleging discrimination or harassment or retaliation (the “complainant”) has filed a complaint with any outside agency or court.

The Provost/Chief Academic Officer will be notified whenever the person accused of discrimination or harassment or retaliation (the “respondent”) is a Quincy College student or faculty member.

The Director of Human Resources will be notified whenever the person accused of discrimination or harassment or retaliation (the “respondent”) is a Quincy College faculty or staff member.

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

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

Investigations which fall within the scope of certain laws or procedures will be conducted accordingly. This includes the College Sex Discrimination Policy and Procedures as well as

Federal Grievance Procedure Requirements under Title IX, Section 504, the Americans with Disabilities Act, Age Discrimination Act, and Title VI.

The primary responsibility for ensuring that a proper investigation and resolution of discrimination or harassment or retaliation complaints rests with individuals responsible for complaints in various areas.

Initiating Complaints

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

Meghan Giovannoni,
Title IX Coordinator, 504 Coordinator, EEO Coordinator and Student Accessibilities
Vice President of Student Success and Partnerships
Phone (617) 984- 1724
mgiovannoni@quincycollege.edu

Elizabeth M. LaForest, EEO Coordinator and Vice President of Human Resources
Phone (617) 984-1610
elaforest@quincycollege.edu

Students and employees may also contact: Jessica Cherry, Esq. Executive Vice President/General Counsel
Phone: (617) 984-1774, jcherry@quincycollege.edu

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

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

Complaint Investigation

All complaints will be promptly, thoroughly, and fairly investigated in accordance with appropriate procedures and applicable laws. Investigations which fall within the scope of certain laws or procedures will be conducted accordingly. This includes the College Sex Discrimination Policy and Procedures as well as Federal Grievance Procedure Requirements under Title IX, Section 504, the Americans with Disabilities Act, Age Discrimination Act, and Title VI. Subject to other policies and procedures, investigation of complaints shall generally include, but not necessarily be limited to, interviews with the individual alleging harassment or discrimination, the person alleged to have committed misconduct, and other individuals or parties as appropriate. The investigation will be conducted in such a manner as to maintain the confidentiality. Upon completing the investigation of a complaint, the College will communicate to the extent appropriate to the complainant and to the person alleged to have committed misconduct

regarding the results of the investigation. If the College finds that inappropriate conduct has occurred, the College will act promptly to eliminate the conduct and where it is appropriate, also impose disciplinary action, such as listed below.

State and Federal Remedies

In addition to the above, reporting parties who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days; and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident; The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

U.S. Equal Employment Opportunity Commission (EEOC)
<https://www.eeoc.gov>
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:
<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>
One Ashburton Place, Room 601 Boston, MA 02108
Phone 617-994-6000/ TTY 617-994-6196

Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education's Office for Civil Rights (OCR).

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

Approved by Quincy College Board of Governors: May 21, 2015

Revised: August 2020

Updated: August 2021, August 2022, August 2023, August 2024

Policy 3.02A: Racial Harassment Policy

- I. Policy:** Quincy College is dedicated not only to learning, but also to the development of ethnically sensitive and responsible programs and persons. Because the College prepares individuals for participation in an increasingly diverse world, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, racial, and religious differences. The College seeks to achieve these goals through sound educational programs and conduct policies that encourage effective collaborations, productive individual contributions and professional responsibility. Racial harassment, clearly in conflict with the general mission of this College, is strictly prohibited.
- II. Definition:** Racial harassment includes, but is not limited to, verbal, physical, or written abuse directed towards an individual or group on the basis of race or racial affiliation. While some examples of racial harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant or subtle graffiti and insensitive use of language, including epithets and humor, often go unacknowledged. Both types, however, can be equally damaging and, depending on the circumstances, can be considered by definition to be a form of discrimination.

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

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

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

Original: October 1999

Revised: March 2006

Updated: August 16, 2018

Updated for Gender Inclusivity: Spring 2023

Policy 3.03: Sexual Harassment Policy

Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual harassment undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, Quincy College will not tolerate nor condone any form of sexual harassment. Quincy College students are prohibited from engaging in sexual harassment, as defined below. No one shall be retaliated against for participating in the College's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity. The following sections detail the official policy of Quincy College in regard to acts of sexual harassment as set forth in Title IX of the Education Amendment Act of 1972, the Violence Against Women Act and its Reauthorization, the CampusSaVE Act, the Clery Act, and other related laws.

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

Violence Against Women Act (VAWA)

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

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

Reporting Obligations Under the Clery Act

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

- **Publish an Annual Security Report (ASR)** by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed complainants of sexual assault. The law requires Quincy College to make the report available to all current students and

employees, and prospective students and employees must be notified of its existence and given a copy upon request. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education. The Quincy College Annual Security Report is published by the Public Safety department. The report can be found at quincycollege.edu/publicsafety

- **To have a public crime log.** Quincy College is required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. The Quincy College crime log is maintained by Public Safety and is available upon request.
- **Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including remote classrooms.** The statistics must be gathered from campus security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" (See Policy 11.02 – Reporting the Annual Disclosure of Crime Statistics).
- **Issue timely warnings about Clery Act crimes (to include forcible and non-forcible sex crimes) which pose a serious or ongoing threat to students and employees.** Please reference the Quincy College Emergency Response Plan for information regarding timely warning notifications (See also Policy 11.01 - Timely Warning Policy).
- **Devise an emergency response, notification and testing policy.** The Quincy College Emergency Response Plan which details the details of emergency response, immediate notification, timely warnings and testing procedures (See Policy 11.11 – Issuing an Emergency Notification and Policy 11.12 – Emergency Response).

Dating Violence

Dating violence is defined by:

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

physical abuse or the threat of such abuse.

Domestic Violence

Domestic violence is defined by:

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

Effective Consent

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

- A voluntary and informed agreement to engage in sexual activity
- The agreement must be informed through mutually understandable words or actions
- Consent cannot be authorized by someone who is incapacitated
- Past consent does not imply future consent
- Silence or absence of resistance does not imply consent
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
- Consent can be withdrawn at any time
- Coercion, force, or threat at any time invalidates consent

Furthermore:

- Initiators of sexual activity are responsible for obtaining effective consent
- Consent is not effective if obtained from an individual who is incapable of giving consent due to the following or other reasons:
 - a mental, intellectual, or physical disability
 - is under the legal age to give consent
 - is asleep, unconscious, or physically helpless
 - is *incapacitated* by alcohol or other drugs
- Consent to one type of sexual activity does not imply consent to any other or all types of sexual activity

- A person can withdraw consent at any time
- Refusal, lack of consent, or non-consent may be expressed in many ways, verbally or physically
- Physical resistance is not necessary to communicate a lack of consent

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

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

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

Force

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

Nonconsensual Sexual Contact

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

Nonconsensual Sexual Penetration

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

Sexual Assault

Sexual assault has been committed when an individual engages in sexual

activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person. Sexual assault includes any forced act against one's will where sex is the weapon. This can include, but is not limited to:

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

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

It includes offenses classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual Harassment

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

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

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

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

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

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

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

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

Sexual Exploitation

Sexual exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person;

recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

Stalking

Stalking is defined by:

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

Actual knowledge

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

Administrative leave

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

Deliberate indifference

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

Emergency removal

Emergency removal means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes Quincy College from removing a respondent from Quincy College's education program or activity on an emergency basis,

provided that Quincy College follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Formal complaint

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

Complainant

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

Respondent

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

Supportive measures

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

Quincy College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Training for the College Community

The Provost/Chief Academic Officer, Vice Presidents and Associate Vice Presidents, working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning sexual harassment.

Quincy College will ensure that Title IX Coordinators, investigators, decision-

makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Quincy College will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Quincy College also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. In accordance with VAWA, investigators will receive harassment least annual training related to sexual crimes and the college's investigative procedures. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. These training materials will be posted on Quincy College's website.

Incoming Students and New Employees

Under VAWA, new students and new employees will be offered primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking. In accordance with VAWA, these programs will be:

- Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking;
- Culturally relevant, inclusive of diverse communities and identities, sustainable, responsible to community needs, and informed by research or assessed for value, effectiveness, or outcome;
- Consider environmental risk and protective factors as they occur on the individual, relationship institutional, community, and societal levels.

Training for new students will occur through material such as:

- Orientation training for new students
- Introductory email from President
- Reminders on television monitors throughout campus
- Flyers
- Policy handout
- Sexual harassment trainings—All new and returning students are required to receive Get Inclusive training.

Training for new employees will occur through material such as:

- Initial mandated online training sessions through Safe Colleges, Inc.
- Reminders on television monitors throughout campus

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

Ongoing Training for Students and Employees

Ongoing training for students will occur through material such as:

- At target events
- Introductory email from President
- Reminders on television monitors throughout campus
- On the Quincy College webpage
- Student Services department awareness workshops.

Ongoing training for employees will occur through material such as:

- Annual online retraining or updates through Safe Colleges, Inc.
- Reminders on television monitors throughout campus
- Student Services department awareness workshops.

Sexual Harassment Policy Applicability

The Quincy College sexual harassment policy shall apply to sexual harassment which is alleged to occur in the school’s programs and activities, including locations, events, and/or circumstances in which Quincy College exercises substantial control, in a way that is not deliberately indifferent.

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

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

Bystander Intervention

Quincy College expects all members of the College community to take reasonable actions to prevent or stop an act of sexual harassment.

Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, notifying public safety, or calling State or local law enforcement.

If you see an act of sexual harassment: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual harassment are occurring is the first step to intervening. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, contact public safety or local law enforcement. Do not be afraid to call on others for help.

If a complainant confides in you: It is important to let the complainant tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges.

Help the complainant identify others in their network who they can confide in. Ask the complainant what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a complainant talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this complainant in seeking the help they require to move forward.

Recognizing Signs of Abuse

Behavioral signs or changes may indicate sexual abuse and can include (Source: Darknesstolight.org - http://www.d2l.org/site/c.4dICIJOkGcI5E/b.7938027/k.6B67/Signs_of_Sexual_Abuse.htm):

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

Rights of the Complainant

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

Sexual Harassment Procedures

The following sections detail Quincy College's procedures for reporting, investigating, and enforcing disciplinary actions related to sexual harassment. These procedures may be modified, revised or amended at the discretion of Quincy College.

Quincy College will respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment in an education program or activity of against a person in the United States. An education program or activity" includes locations, events, or circumstances over which Quincy College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Quincy College.

Reporting Procedures

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

Meghan Giovannoni
Vice President of Student Success and Partnerships
mgiovannoni@quincycollege.edu | (617) 984-1724

Elizabeth LaForest
Vice President of Human Resources
elaforest@quincycollege.edu | (617) 984-1610

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

- Explain to the complainant the purpose of filing a formal complaint.

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

Although Quincy College will not investigate complaints of dating violence, domestic violence, sexual assault or stalking that occurred off-campus, the Title IX Coordinator will provide the complaints with information on supportive measures, the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, how and to whom the alleged offense should be reported options about the involvement of law enforcement and campus authorities, information about how Quincy College will protect the confidentiality of complainants and notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

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

Formal Complaint

- 1) There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, a complainant must be participating or attempting to participate in a program or activity of Quincy College. Additionally, Quincy College has discretion to dismiss a formal complaint where the passage of time would result in Quincy College's inability to gather evidence sufficient to reach a determination regarding responsibility, or when Quincy College loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by Quincy College).

- 2) If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in Quincy College's education program or activity, or did not occur against a person in the United States, then the Quincy College must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. Additionally, Quincy College may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by Quincy College; or specific circumstances prevent Quincy College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Quincy College will send written notice of any dismissal to both the respondent and complainant.
- 3) Quincy College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular include the plural, as applicable.
- 4) The Provost/Chief Academic Officer will be notified whenever the person accused of sexual harassment or retaliation through a formal complaint is a Quincy College student or faculty member.
- 5) The complainant should provide the following information for a formal complaint
 - a) all relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;
 - b) the specific nature of the sexual harassment, or retaliation involved in the complaint;
 - c) other individuals who might be aware of or have knowledge of the situation;
 - d) what actions, if any, the complainant has taken as a result of the

- incident(s); and
- e) what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).
- f) A statement affirming that the complainant desires to file a formal complaint and have Quincy College investigate the allegations.

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

Statement Against Retaliation

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

Any individual who believes they are the complainant of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with this policy. The complaint of retaliation will be treated as a new and separate complaint.

Investigative Process - Overview

The College will conduct a prompt, thorough, and fair investigation and will take appropriate measures to terminate the harassment, prevent its recurrence and address its effects after a formal complaint is filed.

Investigations to allegations of sexual harassment will be completed within a sixty day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language

assistance or accommodation of disabilities.

Written Notice

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

If additional allegations are added during the course of the investigation, additional written notice will be provided.

Informal Resolution

Where appropriate, after notice of the formal complaint has been issued, the Title IX Coordinator(s) should also consider offering the parties an option for informal resolution (e.g., mediation).

Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent and student complainant. Facilitators of informal resolution will be designated by the Title IX Coordinator(s) and must not be biased against any of the parties. Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution. If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

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

Investigation Procedures

If informal resolution is not accepted by the parties, the Title IX Coordinator(s) will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator(s) is free to cast himself/

herself in either role, where appropriate. The investigator and decision maker must not be biased against any of the parties at the outset of the investigation or have a conflict of interest.

The investigator will bear the burden of gathering evidence and be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. Both the complainant and the respondent have the right to present witnesses and evidence, including fact and expert witnesses and other inculpatory and exculpatory evidence. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

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

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

The investigator must avoid making any final determinations of responsibility for sexual harassment. The investigator will conduct an objective evaluation of all relevant evidence— including both inculpatory and exculpatory evidence. Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings, but the advisor should not intervene during the questioning of witnesses or ask witnesses questions during the investigation. Quincy College will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

There will be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

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

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

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

Hearings

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

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

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

responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Quincy College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

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

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

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

Exclusion

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

investigation.

Standard of Evidence

The standard of proof in all cases is “the preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination or harassment occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

Potential Disciplinary Outcomes

Those found to be in violation of Quincy College’ discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, suspensions, expulsion, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. It can also include no contact orders, disciplinary probation, restrictions from campus, educational activities or reflections, fines, restitution, counseling, and service to the community.

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

Remedial Measures

Quincy College, through the Title IX Coordinator(s), will provide remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent.

Remedies will be designed to restore or preserve equal access to Quincy College’s education program or activity. Such remedies may include supportive measures.

Appeal Process

Both a complainant and a respondent who is aggrieved by the hearing may, within ten (10) working days of the written decision file a written appeal to the President.

Quincy College will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have ten (10) days to submit a written statement in support of, or challenging, the outcome. The President or a designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the decision-maker(s), and issue written findings to both the complainant and respondent within thirty (30) working days of the appeal.

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

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

Records

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

Additional Options

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

Community Resources

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

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

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

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

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

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

- **Calling the police.** If you are in immediate danger, call 911.
- **Calling hotlines.** Learn more about different [help hotlines](#). Hotlines provide support and resources. They also can help you create a [safety plan](#) for leaving an abuser.
- **Reaching out to people you trust.** People who care want to help. You can start with family, friends, or community organizations.
- **Talking to a health care professional.** Doctors, nurses, and counselors can offer physical aid, emotional support, and resources. Go to a hospital emergency room if you need immediate help for injuries.
- **Contacting an advocate.** Advocates are people who are trained to help someone who has lived through domestic violence, dating violence, or sexual assault. You can talk to an advocate on the phone or in person, confidentially and for free. Advocates can explain options and programs in your community that may include legal support, counseling, emergency services, and other resources. You can learn more by calling [help hotlines](#) such as the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or the [National Teen Abuse Helpline](#) at 866-331-9794.

Abuse and Assault Hotlines

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

Counseling Services

Please be advised that Quincy College does not endorse any of the

organizations below. This guide serves merely as a resource to students, and the choice in providers and assistance is solely the responsibility of the student. Note: list last updated August 2021.

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

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

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

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

Volunteers of America Behavioral Health Services
1419 Hancock Street, Quincy
617-770-9690;
<https://www.voamass.org/>
Accepts most insurance plans including MassHealth and most Commonwealth Care programs

Wellspring Multi-Service Center 814
Nantasket Ave., Hull, MA 02045
781-925-3211;
<https://wellspringmultiservice.org/>
Provides free counseling services; specializes in domestic violence; free legal counsel available

State and Federal Reporting Remedies for Employees

Employees who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies.

Each agency has a specific time period for filing a claim: the EEOC allows 300 days (maybe longer in some circumstances); and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident.

U.S. Equal Employment Opportunity Commission (EEOC)

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

Massachusetts Commission Against Discrimination (MCAD)

Boston Office:

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

Springfield Office:

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

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

Office for Civil Rights (OCR)

U.S. Department of Education 8th Floor
5 Post Office Square Boston, MA 02109-
3921 Telephone: (617) 289-0111
Facsimile: (617) 289-0150 Email: OCR.Boston@ed.gov

Other Helpful Links

[Massachusetts State Law on Rape and Sexual Assault](#)

[Massachusetts State Law about Sex](#)

[Massachusetts State Law on Sexual Harassment](#)

[Massachusetts Domestic Violence Womenshealth.gov](#)

[Notalone.gov](#)

[Bestcolleges.com - The Realities of Sexual Assault on Campus](#)

Original: October 1999

Revised: August 2020; August 2021

Updated: August 2021; October 2022; Summer 2023 (Titles); August 2023

Updated: August 2023 (Get Inclusive); February 2025 (Revert to 2023)



Quincy College Complaint Form

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

When the form has been completed and signed, the formal complaint process would begin. We will provide you with a copy of this form as well as complete information about the complaint process.

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

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

QC ID (if assigned): _____

Name: _____
Last First M.I.

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number(s): _____

E-mail: _____

Who is your complaint against

Check one or more:

- | | | |
|---|---|--|
| <input type="checkbox"/> Faculty Member | <input type="checkbox"/> Staff | <input type="checkbox"/> Student |
| <input type="checkbox"/> College Department | <input type="checkbox"/> Quincy College | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Other (Please Explain) | | |

Complaint

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

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

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

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

Witnesses to Complaint

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

Name	Relationship	Telephone
------	--------------	-----------

Name	Relationship	Telephone
------	--------------	-----------

Name	Relationship	Telephone
------	--------------	-----------

I am interested in informal resolution. Yes No

I request that Quincy College investigate this formal complaint.

Signature of Complainant

Date

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

Signature of Title IX Coordinator:

Date:

For Staff Use Only:

Received by:

Name

Title

Administrative Follow-up (steps taken):

Final Results:

Complaint Intake Checklist

Student's Name: _____
Last First M.I.

Quincy College Student ID: _____

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

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

Initials of QC Official

Quincy College Sex Discrimination Policy and Procedures in Accordance with the Violence Against Women Act and the ability to file a complaint

Initials of QC Official

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

Initials of QC Official

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

Signature of College Official Receiving Complaint Date

Intentionally Left Blank

Intentionally Left Blank

Intentionally Left Blank

Intentionally Left Blank

Policy 3.04: Drug-Free Workplace Policy

Policy

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

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

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

Procedures

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

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

College Policies

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Drug abuse is also a potential health, safety, and security problem. Employees (including student employees) needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any of the health insurance plans offered through the Quincy College Group Insurance Plan should consult their plan booklets or service offices to determine which programs may be paid through their health insurance. The Human Resources Department can

provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence. All members of the College community are urged to carefully and seriously reflect on their personal responsibility to remain drug and alcohol free, and to demonstrate care and concern for others who may be experiencing a substance abuse problem through timely intervention and referral.

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

Original: October 2004

Revised: August 2020

Policy 3.05: Tobacco and Smoke-Free Policy

Quincy College (QC) is committed to providing and maintaining a safe and healthy environment for its students, employees and visitors. Smoking is not allowed on any Quincy College property. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is prohibited on all property that is owned, operated, leased, occupied, or controlled by QC. This includes: campus buildings, parking structure, parking lots, grounds areas, and in all QC owned, leased, or rented vehicles. Smoking, is prohibited during participation in QC online classrooms or during QC virtual educational. Use of tobacco products, smoking and/or e-cigarette is not permitted on QC at any event or activity (including social events) sponsored by Quincy College.

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

Each member of the QC community including but not limited to students, faculty, staff, student employees and volunteers is responsible for observing and adhering to the smoke and tobacco-free policy.

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

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

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

Tobacco Product: means a product containing or made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes, electronic

nicotine delivery systems or any other similar products that rely on vaporization or aerosolization regardless of nicotine content in the product; provided, however, that “tobacco product” shall also include any component, part or accessory of a tobacco product; and provided further, that “tobacco product” shall not include a product that has been approved by the United States Food and Drug Administration for the sale of or use as a tobacco cessation product or for other medical purposes and is marketed and sold or prescribed exclusively for the approved purpose.

Smoking (or Smoke): means the inhaling, exhaling, burning or carrying of a lighted or heated cigar, cigarette, cigarillos, mini-cigars, hookah, pipe or other tobacco product intended for inhalation in any manner or form, including the use of e-cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization. Use of tobacco products, smoking and/or e-cigarette use will not be permitted on Quincy College premises or at any event or social activity sponsored by Quincy College. This includes: campus buildings, parking structure, parking lots, grounds areas, and in all QC owned, leased, or rented vehicles.

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

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

Any employee who violates this policy will be subject to the appropriate disciplinary action up to and including termination. Any student who violates this policy would be subject to a disciplinary process according to Policy 6.16 (Student Code of Conduct Policy). For unit employees, this disciplinary action will be in accordance with the relevant provisions of the applicable collective bargaining agreement. Disciplinary action may include suspension from employment, mandatory conditions of continuing employment, or termination of employment.

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

It is the policy and intent of Quincy College to comply with enforce as policy all municipal, state and federal laws on College property and to initiate disciplinary where appropriate for policy violations.

Original: June 2007

Revised: March 2014, October 2022

Updated: July 2024; August 2024

Policy 3.05A: Marijuana Policy

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

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

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

Original: January 2016

Policy 3.06: Persona Non Grata

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

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

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

Original: October 1999

Revised: August 2020

Policy 3.07: Proper Attire in Science Laboratory Courses

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

It is ultimately the student’s responsibility to ensure that the student is dressed in proper attire, which includes closed-toed shoes, long pants or a long skirt, and shirts or blouses that do not allow excessive exposure of the skin. Students will not be admitted to the lab with open toe or backless shoes.

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

1. Shorts
 2. Short skirts or short dresses (above knee height)
 3. Sandals
 4. Open-toed or backless shoes
 5. Rubber clogs with holes (ex: Crocs™)
 6. Loose or baggy clothing
 7. Loose neckties
 8. Shirts or blouses that allow midriff or chest exposure
 9. Low-hanging jewelry such as long necklaces or long earrings
- II. Procedures: If a student attends a science laboratory course without wearing proper attire, the student will be asked to leave and may only return when the student has changed into proper attire. At the instructor’s discretion and per the guidelines set forth in the syllabus, a violation of this policy may carry an academic penalty not to exceed the penalty for missing one class meeting.
 - III. In addition to the aforementioned Quincy College lab safety rules for all on-campus Course labs accomplished on the premises of both Quincy College campuses, students are required to read, understand, and accept all affiliated QC vendors’ at home lab kit’s safety precautions, safety procedures, and safety guidelines when using those vendors’ lab kits both on campus and at home, Students have a responsibility to read these at

home lab kits' safety instructions and to follow their safety requirements without exception.

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

Original: September 2011

Updated: August 2020; July 2023

Updated for Gender Inclusivity: Spring 2023

Updated to Include Institute: August 2023

Policy 3.08: Service Animal Policy

In accordance with federal and state laws, regulations and guidances (including as applicable the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, MGL ch. 272, sec. 98A, the Department of Education Office for Civil Rights) the College allows the use of service animals under handler control on College property as a means of providing access to employment, educational programs, activities and services to individuals with disabilities. The College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. The College complies with applicable federal and state laws, regulations and guidances the American Disabilities Act (ADA) and state laws related to service animals.

In the event of a conflict between any applicable law or rule and this policy, the law and rule will apply.

Animals that fall outside the legal definitions of service animal, such as animals which fall within the ADA definition of emotional support animals that are not also trained to provide a specific service, are generally not permitted on the campus.¹ Should an individual wish to request an exception to this rule, they may bring their requests to the College who will College will address such requests as a request for reasonable accommodation under applicable laws and make exceptions and determinations in accordance with any legal requirements. (See the ADA regulations for more information.)

Students: For questions regarding or assistance with service animals or any other accommodation, please speak with Quincy College's Student Accessibility Associate at (617) 984-1682.

Employees: For questions regarding or assistance with service animals or any other accommodation, please speak with Office at Human Resources EEO Coordinator Phone (617) 984-1610

Service Animals

The Americans with Disabilities Act (ADA) regulations defines "service animal" as any dog¹ that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directed related to the person's disability.

Examples of the types of Work a Service Animal May Provide

The work performed by a service animal must be directly related to its handler's disability. Examples of work performed by service animals include, but are not limited to:

¹ The College does not have residences.

¹ Under reasonable circumstances, a miniature horse that is trained to do work or perform tasks for the benefit of an individual with a disability may also be permitted as a service animal. The miniature horse must be under the owner's control, housebroken, ne of a's type, size, and weight that can be accommodated., and meet other requirements as described in the ADA in terms of safety and maintenance..

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

For questions regarding or assistance with service animals or any other accommodation, please speak with Quincy College's Student Accessibility Associate at (617) 984-1682.

Employees should contact the Office of Human Resources EEO Coordinator Phone (617) 984-1610.

Service Animal Documentation

Consistent with Massachusetts law, all service animals on campus shall possess a valid animal license. Where required by law, all service animals should be properly vaccinated and wear a current license and rabies vaccination tag.

A service animal may, but is not required, to wear some type of recognizable symbol identifying it as a service animal. There is no requirement for documentation to prove that the animal has had particular training or is a certified service animal.

Where Service Animals are Allowed

Under the ADA and state regulations, service animals are allowed to accompany people with disabilities in all areas of the college where students, faculty or members of the public are normally allowed to go. People who use service animals will not be segregated from or treated less favorably than other students. Consistent with federal and state law, a service animal may be prohibited from a facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. However, it may be appropriate to exclude a service animal from certain sterile environments where the presence of a service animal may compromise the environment. For example, a service animal would be allowed in classrooms, administrative buildings, and dining areas. There may be instances where a service dog may be excluded from research areas, labs, mechanical room/custodian closets, or here the animal's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. In such circumstances, the person with the disability would be considered for all reasonable accommodations. Access to restricted areas may be granted on a case by case basis by contacting the Student

Accessibility Services Coordinator at the designated campus.

This policy applies to facilities owned by the College or under its control. Please be aware that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical locations, where students may be required to participate in a clinical program at a different work location. Such restrictions are established by the individual facilities according to their own policies and procedures. While the College will work with students to identify programs, facilities and situations in their clinical areas where there are not facility restrictions or where accommodations can be made so as to ensure the student has full access to the clinical part of a program, the College does not control the restrictions set by other facilities in accordance with the laws.

Supervision and Management of the Service Animal

The owner has responsibility for the supervision and management of the service dog. The owner of the animal must abide by all state and local requirements regarding vaccination, licensure, leash control, and all other requirements for animals. The owner is responsible for the care and well-being of the animal, and is responsible for to clean up after and properly dispose of the animal's waste in a safe and sanitary manner.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the college.

Etiquette Rules

If it is not apparent what your service animal does, you may be asked:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

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

Members of the public should avoid:

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

Control of a Service Animal

The College is not responsible for the care or supervision of a service animal. A service animal must be under the control of its handlers at all times. A service animal

shall have a leash or tether, unless the handler is unable because of a disability to use a leash or tether, or the use of such would interfere with the service animal's safe, effective performance of its work or tasks. Under those circumstances, where a service animal is not tethered, the service animal must be otherwise under the handler's control (i.e., voice control, signals, or other effective means).

Exclusion and Removal of a Service Animal from College Property

The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- If the service animal poses a direct threat to health and safety.
- Is out of control, such as aggressively barking or snapping, and its handler does not take effective action to control the animal (including if/when the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process)
- Is not housebroken, is ill
- Is not properly licensed and/or vaccinated.

If the College removes a service animal from its premises, it will work with the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises or with the service dog or another service dog where impediments to presence have been addressed.

Questions

For questions regarding service animals, please speak with Quincy College's Student Accessibility Associate at (617) 984-1682. Employees should contact the Office at Human Resources EEO Coordinator Phone (617) 984-1610.

Complaints

Any person who believes that their right to use a service animal on College property has been violated may file a complaint with the Vice President of Student Success and Partnerships, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1724; or by emailing mgiovannani@quincycollege.edu. Employees should contact the Office of Human Resources EEO Coordinator Phone (617) 984-1610.

Original: March 2019

Updated: August 2020; August 2024

Updated Title Changes: July 2023; July 2024

ADMISSIONS POLICIES

Policy 4.01: Open Enrollment

As an open enrollment institution, Quincy College admits students to its certificate and associate degree programs who have completed high school or the equivalent. A General Education Diploma (G.E.D.) or HiSET may be substituted for a traditional high school diploma in all cases. Quincy College also provides opportunities for high school students through Dual Enrollment and Early College High School.

New incoming matriculating students who have already earned an associate or bachelor's degree from an accredited college or university may submit an official transcript along with the proof of graduation in lieu of an official high school transcript.

Some programs of study have additional prerequisites that must be satisfied to be considered for admission. Nursing, Practical Nursing, Physical Therapist Assistant, Medical Laboratory Technician, Radiologic Technology, Surgical Technology, Phlebotomy, and Paramedic Education, are selective programs.

In addition, to enter into the third year of the Bachelor of Science in Business Management, Computer Science, or Psychology from another institution of higher education, a student must have a college GPA of 2.0 or above. To enter into the Bachelor of Science in Business Management, Computer Science, or Psychology from high school, a student must have a high school GPA of 2.0 or above.

Original: October 1999

Revised: August 2020; June 2022; October 2022; July 2023; July 2024

Policy 4.02: General Studies Admission

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

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

Original: October 1999

Revised: March 2006

Policy 4.03: Nursing and Allied Health Admission Policy

Admission to Associate Degree Program in Nursing

Application must be submitted within the published application period as listed on the program website.

Note: While the program starts in the fall, applications should be submitted as soon as possible.

Applications for Early Action may be considered as early as January for fall admission. Please see the admissions website for more information.

1. Student calls, goes online, attends a Nursing Information Session, or comes into the Office of Admissions to review the application process for the Associate of Science Degree in Nursing Program
2. Student must complete the following prerequisites courses with a “C” or better to be eligible to apply for admissions:

Prerequisite Requirements – 17 credits total	Credits
ENG 101 English Composition I	3 credits
Math Elective (MAT 103 College Algebra or MAT 107 Statistics)	3 credits
BIO 111 General Biology w/ Lab	4 credits
BIO 131 Anatomy & Physiology I	4 credits
BIO 132 Anatomy & Physiology II	4 credits

3. NOTE: HESI A2 RN Admission Exam with critical thinking will be required for applications to the ASN program. For more information, visit the nursing web page.
4. Applicant must attend a Nursing Information Session prior to submitting an application.
5. Incomplete applications will not be accepted. Completed application includes the following:
 - Official high school transcript or GED
 - Official college transcript(s) if prerequisites not taken at Quincy College
 - \$50 Application Fee (Non Refundable)
 - Qualifying scores on the HESI A2 Admission Exam
 - Evidence of attendance at Nursing Information Session
 - Submitted writing exercise
6. Applications are reviewed and ranked using a rubric for the following components:
 - HESI A2 RN Admission Exam with critical thinking performance level
 - Prerequisite course grades
 - Prior certification or work in a healthcare setting (optional)
 - Writing exercise content
7. Applicants will receive an admissions decision via email 2-4 weeks after the scheduled deadline for submission of applications.

8. All admitted students are required to:
 - Pay a seat deposit and matriculation fee
 - Register for an account in Viewpoint (Compliance Vendor for Confidential Documents)
 - Submit to a state and federal CORI check
 - Complete the required drug testing via Viewpoint protocol
 - Complete and submit to required health and immunizations requirements
 - Submit proof of current Basic Life Support for the Healthcare Provider via AHA certification
 - Attend a scheduled Nursing Program Orientation
 - Meet with the Dean’s Assistant to register for courses.

Admission Process to the Certificate of Practical Nursing Program

Application must be submitted within the published application period as listed on the program website.

Note: While the program starts in the fall, applications should be submitted as soon as possible.

Applications for Early Action may be considered as early as January for fall admission. Please see the admissions website for more information.

1. Student calls, goes online, attends a Nursing Information Session, or comes into the Office of Admissions to review the application process for the Certificate of Practical Nursing program.
2. Student must complete the following prerequisites courses with a “C” or better to be eligible to apply for admissions:

Prerequisite Requirements – 7 credits total (See Additional Information below)	Credits
HSC 149 Applied Anatomy & Physiology for Health Care Professions (see below)	4 credits
MAT 103 College Algebra (No Substitutions)	3 credits

Note: *A **3 credit course** of the same topic and content of a **1 credit course**, may be considered for transfer/or replacement to meet the requirement of a 1 credit course.

Note: BIO 131 Anatomy & Physiology I w/Lab and BIO 132 Anatomy & Physiology II w/lab will be accepted in lieu of HSC 149

Student schedules the TEAS test at the ATI website (www.atitesting.com). Assessment Technologies Institute of Essential Academic Skills (ATI TEAS®) is a requirement for application to the program. The following ATI TEAS® standards must be achieved for consideration to the PN Program: Math: 50% or higher, English 55% or higher, Reading Comprehension 65% or higher, and Science 35% or higher.

Note: **the ATI TEAS test is required to be taken on campus** at Quincy College. Remote TEAS test results will not be accepted.

3. Applications are reviewed for completeness and applicants are notified of incomplete applications. A completed application includes the following:

- Official high school transcript or GED
 - Official college transcript(s) if prerequisites not taken at Quincy College
 - \$50 Application Fee (Non Refundable)
 - Qualifying scores on the TEAS test
 - Attendance at a Nursing Information Session
 - Submitted writing exercise
4. Applications are reviewed using a rubric for the following components:
 - TEAS performance
 - Pre-requisite course grades
 - Prior Work History or certification in healthcare field
 - Writing exercise content
 5. Applicants will receive an admissions decision via email 2-4 weeks after the scheduled deadline for submission of applications.
 6. All admitted students are required to:
 - Pay a Seat Deposit and Matriculation Fee
 - Register for an account in Viewpoint (Compliance Vendor for Confidential Documents)
 - a. Submit to a state and federal CORI check
 - b. Complete the required drug testing via Viewpoint protocol
 - c. Complete and submit all required health and immunizations requirements
 - d. Submit proof of current Basic Life Support for the Healthcare Provider via AHA certification
 - Attend a scheduled Nursing Program Orientation
 - Meet with the Dean's Assistant to register for courses.

ADMISSION TO MEDICAL LABORATORY TECHNICIAN PROGRAM

Application must be submitted within the published application period as listed on the program website. Note: While the program starts in the fall, applications should be submitted as soon as possible. Applications for Early Action may be considered as early as January for fall admission. Please see the admissions website for more information.

Admission Process:

1. The application packet requests the following information from the student:
 - A. College Placement Scores (or equivalent):
 - Minimum scores needed for admission to the Medical Laboratory Technician Program:
 - Reading Comprehension: 253 (OR ENG 101 with a C or Better)
 - Sentence Skills: 250 (OR ENG 101 with a C or Better)
 - Arithmetic: 260 (OR college level math with a C or Better)
 - B. Transcript of prerequisite course work
 - C. Written personal statement *
 - D. Summary of work history in healthcare field.
 - *No more than 500 words.
2. After successful completion of the College placement test and completion of the program pre-

requisites the student completes an application packet and submits it to the Admissions Office by the deadline dates and pays an application fee.

3. Incomplete applications are not accepted. Completed applications include the following:
 - Official high school transcript
 - Official college transcript (if applicable and if pre-requisites were not taken at Quincy College)
 - \$50.00 Application Fee (non-refundable)
 - Qualifying scores on College Placement test or evidence of successful completion* of ENG 101 (or equivalent) and college level math (MAT 103 or higher) with a “C” or better.
4. Once the cohort is filled a wait list is generated.
5. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year.
6. If a student is not admitted one year and wants to be considered for the next year, the student must reapply for the next year.
7. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.
8. Students admitted into the MLT Program are required to attend a mandatory orientation.
9. All admitted students are required to complete a 1) NHS Student Health Records form, 2) Create an account in CastleBranch and upload NHS Student Health Records form and accompanying documentation into Castle Branch, 3) CORI check, and 4) course registration forms. These must be completed by the stated deadline date or students will lose their seat in the program.
 - Complete Health Forms through CastleBranch- Admitted students must have a health form completed by their physician one month prior to the start of the program. A complete health form includes the following documentation:
 - Medical history
 - Complete physical
 - A negative Mantoux within two months of the first MLT class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
 - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
 - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
 - Varicella (Chicken Pox) documentation of positive titer or two live doses
 - Hepatitis B – documentation of positive titer or three doses of vaccine.
 - Flu - documentation of one dose of flu vaccine every flu season.
 - Covid19 vaccination or medical exemption.
 - CORI/National Background Check - Since the MLT Program includes a

clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law at the time of admission to the Program and again within three months of clinical placement. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. In addition, enrolled students are required to submit a National Background Check via CastleBranch, no earlier than three months but prior to clinical placement. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College MLT Program is specifically conditional on a satisfactory CORI check. Admission into the MLT Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College MLT program. For more information on the CORI process, please see the CORI policy 4.03a.

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

NOTE: No student will be assigned a clinical practicum placement until they have successfully completed all required MLT coursework, all required college core and other program courses, and completed all health and immunization records in CastleBranch, CORI and National Background Checks.

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

Documents and activities that must be submitted and completed by a specific deadline date include:

- Application
- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form

13. Transfer Students: To transfer into the MLT program at Quincy College students must:

- Follow all policies for transfer detailed in the college’s transfer policy,
- Submit an official academic transcript to the Office of Admissions as part of the application process.
- Have at least a ‘C’ in prerequisite academic courses.
- MLT courses from another MLT program will not be accepted for credit towards the Quincy College MLT Program. Transfer students will be required to complete all MLT course at Quincy College.
- Meet with the chairperson before acceptance in the program is complete.

14. Clinical Failure

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

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

ADMISSION TO PHLEBOTOMY AND PHLEBOTOMY TECHNICIAN PROGRAMS

Applications: Applications are accepted on a rolling basis.

Admission Process:

1. The application packet requests the following information from the student:
 - A. College Placement Scores:
 - Minimum scores needed for admission to the Phlebotomy Program:
 - Reading Comprehension: 253
 - Sentence Skills: 250
 - or** successful completion of ENG 101 with a “C” or better.
 - B. Summary of work history in the healthcare field. If no work history, then a personal statement regarding desire to work in the healthcare field.

- C. Transcript of any Quincy College credits completed with a minimum grade of a "C".
 - D. Official high school transcript.
 - E. \$50 application fee.
2. After successful completion of the College placement test as needed and completion of the program pre-requisites the student completes an application packet and submits it to the Admissions Office by the deadline dates and pays an application fee.
 3. Incomplete applications will not be accepted.
 4. Applicants are notified of acceptance, rejection, or wait-list enrollment via Admissions by the end of August for fall semester and end of December for spring semester.
 5. Once the cohort is filled a wait list is generated. The wait list is only maintained until the start date of the program.
 6. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program.
 7. If a student is not admitted and wants to be considered for the next cycle, the student must reapply.
 8. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a nonrefundable matriculation fee.
 9. Students admitted into the PHB Program are required to attend a mandatory orientation.
 10. All admitted students are required to complete a 1) NHS Student Health Records form 2) Create an account in Castle Branch and upload NHS Student Health Records form and accompanying documentation into Castle Branch, 3) CORI check, and 4) course registration forms. These actions must be completed by the stated deadline date or students will lose their seat in the program.
 - Complete Health Forms through CastleBranch- Admitted students must have a health form completed by their physician one month prior to the start of the program. A complete health form includes the following documentation:
 - Medical history
 - Complete physical
 - A negative Mantoux within two months of the first Phlebotomy class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
 - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
 - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
 - Varicella (Chicken Pox) documentation of positive titer or two live doses

- Hepatitis B – documentation of positive titer or three doses of vaccine.
- Flu - documentation of one dose of flu vaccine every flu season.
- Covid 19 vaccine as required.

- CORI/National Background Check - Since the Phlebotomy Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law at the time of admission to the Program and again within three months of clinical placement. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. In addition, enrolled students are required to submit a National Background Check via CastleBranch, no earlier than three months, but prior, to clinical placement. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI/ National Background Check guidelines. Please be advised that admission to the Quincy College Phlebotomy Program is specifically conditional on a satisfactory CORI check. Admission into the Phlebotomy Program, which requires a clinical practicum, does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College Phlebotomy Program. For more information on the CORI process, please see the CORI policy in this catalog.
- Course Registration Forms - Students admitted into the Phlebotomy Program must have their course registration forms signed by the appropriate program Chair. Registrar’s Office does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

Note: No student will be assigned a clinical practicum placement until they have successfully completed all required Phlebotomy coursework, all required college core and other program courses, and completed all health and immunization records in CastleBranch, CORI and National Background Checks

11. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.
12. Clinical partners reserve the right to deny clinical placement to students lacking complete clinical immunization or health records. Students unable to participate in the clinical portion of the program may not meet the necessary program requirements for graduation.
13. In order to maintain a reserved seat in the PHB Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, the student will be notified of removal from the list of

accepted students. The next student on the wait list will be notified of acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:

- Application
- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form

Note: Clinical Failure

If a student is applying to the PHB Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:

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

ADMISSION TO PHYSICAL THERAPIST ASSISTANT PROGRAM

Application must be submitted within the published application period as listed on the program website. Note: While the program starts in the fall, applications should be submitted as soon as possible. Applications for Early Action may be considered as early as January for fall admission. Please see the admissions website for more information.

1. Student must complete the following prerequisites courses to be eligible to apply for admissions:
 - College level General Biology w/ lab or Anatomy & Physiology I w/ lab and a grade of "C" or better equaling 4 Credits. (For high school applicants, a high school biology course with a "B" (80%) or better equaling 4 Credits will satisfy the prerequisite requirements). All science courses must have been completed

within the past five (5) years at the college level and a grade of “C” (73%) or better awarded.

- Demonstrated competency of placing into English 101 through the standardized college placement test* or completion of English 090 with a “C” or better or equivalent
 - Demonstrated competency of placing into Math 107 through the standardized college placement test* or completion of MAT 097 with a “C” or better
 - Completion of the ATI TEAS exam with a minimum TEAS score of 55%.
 - Official high school transcript or HiSET/GED records or original diploma (if completed outside the United States, high school transcripts/diplomas must be evaluated by CED)
2. Student schedules the ATI TEAS exam at the ATI website (www.atitesting.com). The test must be taken onsite with no online testing accepted.
 3. Completed application includes the following:
 - Official Proof of High School Completion due to High School Diploma, GED/HISET, or CED evaluation.
 - Official college transcript(s) if prerequisites not taken at Quincy College
 - \$50 Application Fee (Non-Refundable)
 - Scores on the ATI TEAS Exam
 - Work History validation, if applicable
 - Evidence of certification or licensure as a healthcare provider / previous experience in healthcare (if applicable)
 - 20 observation hours in a physical therapy clinical setting
 4. Applications are reviewed and ranked on a point-based system:
 - Overall GPA
 - ATI TEAS performance level
 - Prerequisite course grades
 - Observation hours in physical therapy
 - Accuracy and completion of application
 - Previous College Degree
 - Certification / Licensure as a HealthCare Provider and/or previous healthcare experience if applicable
 5. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.
 6. All admitted students are required to:
 - Complete Health Forms through CastleBranch
 - Submit to a CORI check
 - Attend PTA Orientation
 - Present CPR Certification
 - Pay a seat deposit and matriculation fee

- Complete all program sign off sheets

ADMISSION TO RADIOLOGIC TECHNOLOGY PROGRAM

The latest information is available online at [Radiologic Technology | Quincy College](#).

Applications: Admission to the program is competitive, and the number of students accepted is limited by the number of faculty and clinical space available. Meeting the minimum requirements does not guarantee acceptance.

Admissions Process

1. Submit online application by midnight October 1st.
2. Attend a Radiologic Technology Program Information session.
3. Submit official high school transcript or HISET/GED records or original diploma.*
4. Submit official transcripts from all colleges attended.*
5. Submit TEAS test score. The TEAS must be taken in-person. On-line testing scores will not be accepted. There is no minimum overall score for Radiologic Technology applicants.
6. The following courses are prerequisites and must be completed by the application deadline of October 1st.

ENG 101: English Composition I (3 credits)

IDS 167: First Year Seminar (3 credits)**

MAT 103: College Algebra (3 credits)

BIO 111: General Biology (4 credits)

BIO 131: Anatomy and Physiology (4 credits)***

7. All required general education courses must be completed with a “C” or higher.
8. Meet the Fit for Duty requirements for Radiologic Technology students.
[This document](#) is available for review on the program website.
9. Payment of a non-refundable \$50 application fee (credit, debit, or e-check only). A link will be provided after submission of the application. A [Ranking Sheet](#) will be used to determine program acceptance.

Transcripts and test scores must be submitted to the Admissions Office, 1st Floor, 1250 Hancock Street, Quincy, MA 02169, by midnight October 1st.

Once accepted into the program the following will be required. (Additional information will be provided during New Student Orientation.)

1. Pass a criminal background check
2. Submit a completed physical form and immunization records.
3. Demonstrate proof of health insurance. Students who do not show proof of insurance will not be allowed to attend clinicals.
4. Drug testing may be required by the clinical site. This will be at the student’s expense.
5. Background checks and health information will be tracked by Castle Branch. This will be at the student’s expense.

*If completed outside the United States, transcripts/diplomas must be evaluated by the Center for Educational Documentation (CED).

The Admissions Office will send additional information about this after submission of the application.

**If you are transferring in 12 or more credit hours, please contact the Admissions Office for further information.

***A&P I & II must be completed within the previous 5 years.

ADMISSION TO SURGICAL TECHNOLOGY PROGRAM

Application must be submitted within the published application period as listed on the program website.

Note: While the program starts in the fall, applications should be submitted as soon as possible.

Applications for Early Action may be considered as early as January for fall admission. Please see the admissions website for more information.

Admissions Process

1. Student schedules the College Placement test.

Minimum scores needed for admission to the Surgical Technology Program:

-Reading Comprehension: 253

-Sentence Skills: 250

-Arithmetic: 260

or successful completion of ENG 101 with a “C” or better, and MAT 103 (or higher) with a grade of “C” or better.

After successful completion of the College placement test or successful completion of ENG 101 and MAT 103 with a “C” or better, and completion of prerequisite course work, the student submits an application packet by the deadline dates and pays an application fee.

2. Incomplete applications are not accepted. Completed applications include the following:
 - Official high school transcript
 - Official college transcript (if applicable, and if prerequisites were not taken at QC)
 - \$50.00 Application Fee (non-refundable)
 - Qualifying scores on Admissions Exam
3. Once the cohort is filled a wait list is generated.
4. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st full time program).
5. If a student is not admitted one year and wants to be considered for the next year, the student must reapply for the next year.
6. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.
7. Students admitted into the SUR Program are required to attend a mandatory orientation.

8. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
- Health Forms - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program's mandatory orientation. A complete health form includes the following documentation:
 - Medical history
 - Complete physical
 - A negative Mantoux within two months of the first SUR class. This documentation must include date and results. If Mantoux is positive, then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
 - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
 - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
 - Varicella (Chicken Pox) documentation of positive titer or two live doses
 - Hepatitis B – documentation of positive titer or three doses of vaccine within the past 10 years.
 - Flu - documentation of one dose of flu vaccine every flu season.
 - Covid19 vaccination as required.
9. Clinical partners reserve the right to refuse and/or reject students with incomplete vaccination records. Students unable to receive or provide immunization records must meet with the Program Director. Students unable to participate in the clinical portion of the program may not meet necessary program requirements for graduation.
- *CORI* - Since the SUR Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College SUR Program is specifically conditional on a satisfactory CORI check. Admission into the SUR Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College SUR program. For more information on the CORI process, please see the CORI policy 4.03a in this catalog.

- *Course Registration Forms* - Students admitted into the SUR Program must have their course registration forms signed by the appropriate program Chair. Registrar's Office does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.
10. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.
 11. In order to maintain a reserved seat in the SUR Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, the student will be notified of removal from the list of accepted students. The next student on the wait list will be accepted into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:

- Application
 - Mandatory Orientation
 - Seat Deposit
 - Matriculation Fee
 - Health Form
 - CORI
 - Registration Form
12. **Note:** Clinical Failure
If a student is applying to the SUR Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:
 - The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
 - If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
 - If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Dean.
 - A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.
 13. Transfer Students
 - Surgical Technology credits from other institutions are not accepted for credit towards the Quincy College Surgical Technology Program.

- Transfer students will be required to complete all SUR courses at Quincy College.

Original: October 1999

Revised: March 2006, May 2008, February 2012, August 2020, August 2021, September 2022, August 2023, February 2024 (Nursing)

Updated for Gender Inclusivity: Spring 2023.

Policy 4.03A: Criminal Offender Record (CORI) Policy

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

1. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (“DCJIS”) and M.G.L. c. 6 § 172, and only after a CORI acknowledgement form has been completed. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy. Regardless of whether an applicant requests a copy of the CORI policy, as referenced below in this policy, if the College is inclined to make an adverse decision based on the results of a criminal history background check the applicant will be provided a copy of the College’s CORI Policy along with other information (see below).
2. All CORI obtained from the DCJIS is confidential, and access to the information will be limited to those individuals who have a “need to know”. This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Quincy College must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI at Quincy College will review, and will be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS. Additionally, since Quincy College is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the CORI Policy.
4. CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be consistent with this policy and any applicable law or regulations.
5. If a criminal record is received from the DCJIS, the authorized individual will closely compare the record provided by the DCJIS with the information on the CORI acknowledgement form and any other identifying information provided by the applicant, to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.
6. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified in accordance with DCJIS regulations 803 CMR 2.18. The applicant shall be provided with a copy of the criminal record and the College’s CORI policy. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided with a copy of DCJIS’ Information Concerning the Process for Correcting a Criminal Record.
7. If Quincy College reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in Section 4 of this policy, then the

determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but may not be limited to, the following: • Relevance of the crime to the position sought; • The nature of the work to be performed; • Time since conviction; • Age of the candidate at the time of the offense; • Seriousness and specific circumstances of the offense; • The number of offenses; • Whether the applicant has pending charges; • Any relevant evidence of rehabilitation or lack thereof; and • Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

8. Quincy College will notify the applicant of the decision and the basis of the decision in a timely manner.
9. All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

Policy History:

- Original: June 2007
- Revised: March 2014
- Updated: July 2024; August 2024

Policy 4.04: International Student Admission

The procedure for admitting international students into associate degree programs or certificates is as follows:

1. The student requests an international student application packet by e-mail, phone, mail, walk-in or downloads from our website at quincycollege.edu/student-services/international-student-services/.
2. Student sends completed application and application fee to the International Student Services Office. If the student is outside the US at the time of application, the student must provide TOEFL, or IELTS test scores for proof of English proficiency.
3. The application is reviewed, and the checklist is completed to confirm that all necessary documents are included. The checklist consists of the following:
 - Original or certified copy of secondary school or college diploma with English translation
 - Original financial statement that is no more than 6 months old (certified letter from bank or bank statements conversion to US dollars)
 - Completed Affidavit of Support Form (if applicable)
 - Proof of birth date and country of citizenship as indicated on passport or birth certificate
 - English Proficiency:
 - a) TOEFL score sent directly from ETS (code 3713), minimum scores: 423 (written), 113 (computer), 38 (IBT); OR
 - b) IELTS score of 4.5 and above, OR
 - c) Duolingo Score of 60 and above, OR
 - d) If in the US, score of 69 and above on the Quincy College Placement test or completion of English Composition I at a US College or University. If a student has not met the English proficiency on the LOEPS exam, the student is advised to attend English language classes and acceptance to Quincy College remains conditional until the proficiency level is met.
 - e) Waiver: The proof of language proficiency is waived for English speaking applicants from Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada, Grenada, (British) Guyana, Jamaica, Kenya, New Zealand, Nigeria, United Kingdom, St. Kitts & Nevis, South Africa, Trinidad and Tobago, and Zimbabwe.
 - Physicians Immunization Verification Form

For transfer students only:

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

4. If an application is incomplete, an email is sent to the student listing what documents are missing. Please note the email used is the email that the student provided on the application.

5. Once a student has been accepted, an acceptance letter is emailed to the student. Please note the email used is the email that the student provided on the application. Included in the email are instructions on setting up express mail or authorization to pick up the I-20 packet. All I-20s must be given directly to the student via mail or in person pick up.

6. Once a student has received an acceptance letter one of these steps is taken:

- a. If the student is overseas, the International Office mails a packet with an acceptance letter, Initial Form SEVIS Form I-20, SEVIS I-901 fee information, health insurance information and visa interview document.
- b. If the student is transferring in from another college in the US, additional materials are provided with his/her application, a completed transfer form from the previous school is returned to the International Office and the immigration record is transferred to Quincy College where a new SEVIS Form I-20 is issued to the student.

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

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

9. New international students must attend the International Student Orientation prior to class start. During this orientation new international

students receive information regarding immigration regulations, school policies and procedures and other necessary information.

10. Returning international students are eligible for institutional scholarships.

(a) Institutional Scholarships-a selection committee from the college community reads and selects finalists. The scholarships are offered during the spring semester and the awards are for the following fall semester. These scholarships are available for use at Quincy College and cannot be transferred to another school. (Please see International Office for criteria and eligibility)

For international students applying to any baccalaureate program, the following are required:

1. Completed International Student Admissions Application Packet.
2. Official high school diploma or foreign equivalent, submitted as originals or certified copies. If documents are not in English, an official English translation must be submitted along with your documents. Students must submit an evaluation by CED or WES upon request. For transfer credits, all overseas transcripts must be evaluated through CED or WES.
3. All international applicants are required to provide proof of your English Proficiency:
 - i. If you are overseas, you must provide one of the following:
TOEFL score sent directly from ETS (code: 371), Minimum score, 60 (IBT); OR
Provide proof of an I.E.L.T.S. score of 5 or above; OR
Provide proof of Duolingo score of 85 or above.
 - ii. If you are in the United States, you are not required to submit a TOEFL, I.E.L.T.S, or Duolingo score, but you must Score 95 or above on the Quincy College Placement test; OR
Have completed an English Composition I course at a U.S. college or university;
4. Copy of your passport, current I-20, as well as any previous I-20s you have been issued.
5. Copy of your current visa and I-94 card, as well as any extensions or previous changes of visa status since your last entry into the United States.
6. An original financial statement showing sufficient funds in a bank account to cover total educational and living expenses for one year, dated within six months. The amount must be a minimum of \$29,000.
7. If student receives financial support from a sponsor, a notarized Affidavit of Support Form must be completed and submitted stating that the sponsor will be responsible for your educational and living expenses for the duration of your studies at Quincy College. Your sponsor's official bank statement, dated within 6

months, will also need to be submitted.

8. Completed Physicians Immunization Verification Form, you are required to have the following vaccinations: DPT/DT, TD, MMR, Meningococcal, Hepatitis B, Varicella, and Influenza.
9. Completed international student transfer report, if you are transferring from another institution to Quincy College.

All deferred students must submit new and up-to-date documentation for 7 and 8.

How to apply for a student visa in your country:

1. After you are accepted, Quincy College will provide you with an I-20 form that indicates that you are eligible for a student visa.
2. Pay SEVIS fee.
3. Schedule an appointment with the U.S. Embassy.
4. Go to the United States Embassy or Consulate to apply for a student (F-1) visa.
5. Make sure you have all the required documentation for your visa interview, including your *Affidavit of Support Form*, your sponsor's financial statement, the I-20 and acceptance letter from Quincy College, and your valid passport.

For more information on obtaining your student visa, review the Study in the States website: studyinthestates.dhs.gov

Application deadlines for international students:

	Fall	Spring	Summer
Students outside the U.S.	August 1	December 1	May 1
Students within the U.S.	August 25	January 6	May 22

For international admissions language training application:

1. Completed International Student Admissions Application Packet.
2. Copy of your passport, current I-20, as well as any previous I-20s you have been issued.
3. Copy of your current visa and I-94 card, as well as any extensions or previous changes of visa status since your last entry into the United States.
4. An original financial statement showing sufficient funds in a bank account to cover total educational and living expenses for one year, dated within six months. The amount must be a minimum of \$29,000.
5. If student receives financial support from a sponsor, a notarized Affidavit of Support Form must be completed and submitted stating that the sponsor will be responsible for your educational

and living expenses for the duration of your studies at Quincy College. Your sponsor's official bank statement, dated within 6 months, will also need to be submitted.

6. Completed Physicians Immunization Verification Form, you are required to have the following vaccinations: DPT/DT, TD, MMR, Meningococcal, Hepatitis B, Varicella, and Influenza.
7. Completed international student transfer report, if you are transferring from another institution to Quincy College.

All deferred students must submit new and up-to-date documentation for 4 and 5.

How to apply for a student visa in your country:

1. After you are accepted, Quincy College will provide you with an I-20 form that indicates that you are eligible for a student visa.
2. Pay SEVIS fee.
3. Schedule an appointment with the U.S. Embassy.
4. Go to the United States Embassy or Consulate to apply for a student (F-1) visa.
5. Make sure you have all the required documentation for your visa interview, including your Affidavit of Support Form, your sponsor's financial statement, the I-20 and acceptance letter from Quincy College, and your valid passport.

For more information on obtaining your student visa, review the Study in the States website: studyinthestates.dhs.gov

Application deadlines for international students are as listed the table above.

Original: October 1999

Revised: March 2006; August 2020; August 2021; August 2022; July 2023

Policy 4.05: Transfer Credit Policy

Quincy College embraces transfer students and those with advanced knowledge in specific areas. Credits from other accredited institutions can be applied toward degrees or certificates at Quincy College.

Procedures:

1. Submission of Transcripts:

- Students should request official transcripts from previous institutions and send them via U.S. mail, an electronic transcript vendor, or a secure online exchange. or in person.
- Students can provide transcripts in one of the following methods:
 - Electronically: admissions@quincycollege.edu
 - By mail: Office of Admissions, Quincy College, 1250 Hancock Street, Quincy, MA 02169
 - In-Person: President Place Welcome Center, 1250 Hancock Street. All official transcripts must be received by Quincy College staff members in their original, unopened, sealed envelope.
 - Electronic transcript vendors may include Parchment or National Student Loan Clearinghouse

2. Credit Evaluation:

- If you have been accepted to a certificate or degree program and submitted your official college transcripts, your transcripts will be evaluated in the order they are received, typically within 3-4 weeks.
- You will receive an email to your email address on file informing you that transfer credit has been awarded.
- If you have been waiting over 4 weeks and have not received transfer credit, please email transferservices@quincycollege.edu. Include your Quincy College student ID number in your email.
- Remember, you do not need to wait for your credits to be transferred to get started at Quincy College. Your advisor can review your unofficial transcripts to assist you with planning and registering for classes while you wait for your evaluation to be completed.

Maximum Transfer Credits Allowed:

- Up to 75% of certificate program credits.
- Up to 45 credits for an associate degree.
- Up to 90 credits for a baccalaureate degree.

CLEP and ACT.PEP Examinations:

- Students can earn credits through the College Level Examination Program (CLEP) or ACT.PEP exams, based on American Council on Education recommendations.
- Contact the Admissions Office for information on accepted exams and evaluation procedures. A per-credit fee applies for awarded credits.

Principles of Transfer:

3. Institutions:

- Courses must be from regionally accredited institutions. Transcripts from non-regionally accredited institutions require a course syllabus for each transferred course. Foreign transcripts must be evaluated by an Educational Credential Evaluator and sent directly to Quincy College.
- Students are responsible for any evaluation fees.

4. Grades and Courses:

- Courses must have a grade of "C" or better. Certain exceptions apply to baccalaureate programs.
- Non-academic, pre-college level, and certain vocational courses are not transferable.

5. Subject Matter Equivalency:

- Courses must have content similar to Quincy College offerings. Course outlines may be required for verification.

6. Quarter-Semester Credit Conversion:

- Credits are converted to semester hours, with one-quarter credit equaling two-thirds of a semester credit.

7. Transfer Course Expiration:

- Non-selective program courses do not expire. Selective programs may have specific requirements.

Alternative Means of Earning Credits:

- Credits for College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted if the student scores at or above the American Council on Education's (ACE) recommended score.
- Quincy College awards credits for AP exam scores of 3 or higher.
- Military training may be accepted as credits based upon proper documentation of the student's military education. Credit is awarded based upon the American Council on Education's recommendations and the needs of the student's program.
- Library credits are based on committee approval.
- Prior Learning Assessment (PLA) credits are accepted based on portfolio approval (See Policy 4.05b) as approved by the PLA Review Committee.

Residency Requirement: To earn a Quincy College degree or certificate, students must complete:

- At least 30 credits at Quincy College for a baccalaureate degree.
- 15 credits for an associate degree.
- 25% of the required credits for a certificate program.
- Their final semester at Quincy College.
- All program requirements.

GPA Calculations:

- Transfer credits do not affect GPA calculations.

Appeal Process:

- Appeals on transfer credit decisions can be submitted in writing to

transferservices@quincycollege.edu. Appeals are reviewed by the academic dean.

Questions:

- For more information on transfer procedures or policies, contact the Admissions Office at admissions@quincycollege.edu.

Original: January 2006

Revised: October 2021; July 2023; August 2023; October 2024

Policy 4.05A: Transfer Credits

Original: October 2004

Revised: January 2006

Updated August 2020

Revised (deleted): October 2021

Policy 4.05A (i): Advanced Placement

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

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

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

Original: April 2006

Policy 4.05B: Prior Learning Assessment Credits

PLA credits may be awarded for already acquired college-level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College coursework. All credit earned must be approved by the PLA Review Committee. As part of the consideration for these credits, faculty will evaluate and map learning outcomes and achievement in alignment with New England Commission of Higher Education (NECHE) accreditation requirements.

This opportunity applies only to specific courses in QC's Bachelor of Science programs.

PLA credits should be considered and discussed as part of a student's transfer credits at the time of enrollment. Interested students should contact their career and academic advisor for more information.

To cover administrative and evaluation costs, students are charged a non-refundable Portfolio Evaluation Fee of \$250 per course as part of the PLA application. If the course is approved, a transcription fee of \$100 per accepted credit will be charged.

Eligibility Requirement

Students must:

- Be admitted or enrolled as a third-year student (60 or more earned credits) as part of a Bachelor of Science degree program.
- Be in good academic standing (Cannot be on probation and must have a cumulative GPA of at least 2.0)
- Provide a resume that demonstrates the type of experience appropriate for academic college-level credit assessment to be evaluated as part of the portfolio.

How to Apply

Students interested in applying for PLA credits should take the following steps:

- Prepare a resume of relevant experience and meet with the Dean of Liberal Arts and Professional Programs to identify the courses for which PLA credit might be earned based on your experience.
- Obtain from the Dean the relevant course outline(s) and the document "Information and Instructions Regarding applying for PLA credits".
- Submit the Portfolio Evaluation Fee of \$250 along with your application, resume, portfolio, and other required documents to the Enrollment Office.
- If your portfolio is determined to be satisfactory, you will be informed.
- A transcription fee of \$100 per credit must be paid for the approved PLA credits to appear on your transcript.
- If your portfolio is determined not to be satisfactory, you will be informed of the denial, and you may meet with the Dean to identify omissions or issues with your portfolio presentation.

Maximum Credits

Students can transfer up to 90 credits to Quincy College for a bachelor's degree program. A maximum of 12 of these credits may be earned through the PLA portfolio review process.

Original: January 2006

Updated: July 2023

Policy 4.06: Early Admission

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

1. Students with above average ability and maturity may be accepted by Quincy College at the end of their sophomore year in high school. With the high school's approval, Quincy College credits can be transferred to the high school to complete high school diploma requirements and a year's college credit is earned at the same time.
2. Seniors who do not have enough credits to graduate from high school may enroll as special students in college courses and, with their high schools' permission, transfer the credits back to their high school to complete graduation requirements. The credits earned will also count toward a college degree should the student decide to continue his or her education and be accepted into Quincy College.

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

Original: October 1999

Revised: June 2006; July 2024

Reviewed: December 2020

Policy 4.07: Readmission to Quincy College

I. Policy

Students who leave Quincy College in good academic standing and with no outstanding financial obligations to the College will be automatically readmitted for future semesters upon their application to the Admissions Office except in Nursing, Practical Nursing, Medical Laboratory Technician, Radiologic Technology, Surgical Technology and Physical Therapist Assistant programs. Readmitted students, who have been out of school for more than two consecutive semesters, must fulfill current program requirements for graduation. Those taking up to two semesters off may re-enroll under current program requirements or their original program requirements provided their original required courses are still offered by Quincy College and have not substantially changed.

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

Students in the Associate Degree in Nursing Program must complete all program requirements within four years of their first Nursing course. Students in the Certificate of Practical Nursing Program must complete all program requirements within four years of their first Nursing course. More information on readmission into Nursing or Practical Nursing can be found at www.quincycollege.edu/program/nursing/

Students in the Physical Therapist Assistant program must complete all program requirements within three years of their first PTA course.

Students in the Radiologic Technology program must complete all program requirements within three years of their first RAD course.

Original: October 1999

Revised: January 2006, October 2020, June 2023,

Updated: July 2023; July 2024

Policy 4.08: Academic Placement Policy

Policy

All new matriculating (degree/certificate seeking) students are required to take a placement test (Accuplacer, LOEPS, or other appropriate tests) to measure proficiency in English, Mathematics, and overall college readiness. Students are then advised to register for the appropriate courses based on their placement test results. Students should note that developmental courses do carry college credit, but do not fulfill requirements for graduation.

Procedure

The placement tests are administered several times a week and can be scheduled by calling the Welcome Center at 617-984-1722 or Plymouth at 508-747-0400. In order to take a placement test, students are required to have a picture ID , which can include a valid high school or college ID, driver's license, passport, green card, or state ID#. Scores and placement will be provided to students at the conclusion of the exam along with the placement rubric. Scores are only available to the student and to certified Accuplacer proctors/administrators.

Original: October 1999

Revised: June 2005, June 2006, July 2020, July 2024

ACADEMIC POLICIES

Policy 5.00: Matriculation Policy

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

Original: May 2009;

Revised: October 2020

Policy 5.01: Degree Requirements

I. Overview. This policy outlines the requirements that students must meet to qualify for an Associate or Bachelor's degree at Quincy College.

II. Degree Requirements

A. Associate Degree Requirements

- **Academic Credit:**
 - Minimum of 60 semester hours required.
 - At least 30 semester hours must be completed at Quincy College, including the final semester.
- **Academic Performance:**
 - Cumulative GPA of 2.0 or higher.
- **Curriculum:**
 - Fulfill all specific course requirements for the chosen degree program.
- **Administrative Requirements:**
 - Maintain a satisfactory college citizenship record.
 - Settle all financial obligations to the college.
 - Participate in College-wide or program-specific assessment activities.
 - Complete an exit interview if receiving financial aid.

B. Bachelor's Degree Requirements

- **Academic Credit:**
 - Minimum of 120 semester hours required.
 - Remaining requirements mirror those of the Associate degree.

III. Policy Enforcement

- The Registrar's Office is responsible for ensuring that all degree candidates meet the requirements specified in this policy before conferring degrees.

Original: October 1999

Revised: January 2006, June 2006, February 2009, May 2009, June 2022, July 2024

Updated for Gender Inclusivity: Spring 2023

Policy 5.02: Certificate Requirements

I. **Overview.** This policy establishes the criteria for earning a certificate at Quincy College.

II. Certificate Requirements

- **Academic Credit:**
 - Complete the required number of semester hours, with at least half earned at Quincy College, including the final semester.
- **Academic Performance:**
 - Cumulative GPA of 2.0 or higher.
- **Curriculum:**
 - Fulfill all specific course requirements for the chosen certificate program.
- **Administrative Requirements:**
 - Maintain a satisfactory record of college citizenship.
 - Settle all financial obligations to the college.
 - Participate in College-wide or program-specific assessment activities.
 - Complete an exit interview if receiving financial aid.

III. Policy Enforcement

- The Registrar's Office will verify the completion of all requirements and is authorized to issue certificates to qualifying students.

IV. Amendments

- These policies are subject to review and modification as needed to align with educational standards and institutional goals.

Original: October 1999

Revised: January 2006, June 2006, July 2024

Updated for Gender Inclusivity: Spring 2023

Policy 5.03: Variance To Program Requirements

I. Policy

Academic programs are planned to ensure that students receive broad-based exposure to the kind of learning that deepens understanding, sharpens analytical thinking, and enhances their ability to communicate with others, as well as to provide students with firm groundwork in their chosen field of study. Variance requests seek to substitute or waive courses specific in the program requirements and are considered in special circumstances in the sole discretion of the appropriate academic dean.

II. Definitions

Special circumstances include, but are not limited to:

- A change of program requirements
- Course not being offered in student's final semester
- 12 or more transferable credits from a previous accredited institution for First Year Seminar
- Other special circumstances as approved by the appropriate college Dean

III. Procedure

Students desiring a variance must work with an academic advisor, the Registrar's Office, or the appropriate college dean to secure the completion and approval of the variance. Variances are submitted electronically on the behalf of the student, approved by the appropriate college Dean, and student's record changed by the Registrar's Office upon approval.

Original: October 1999

Revised: June 2006, July 2012, October 2020

Policy 5.04: Change of Major

Policy: Students may request to change their major once per semester. The deadline for fall is October 1st and the deadline for spring is February 15th; no changes are permitted during the summer.

Students are encouraged to meet with an advisor before changing their major. Students need to be aware that changing a major can have implications for time-to-degree completion as well as financial aid or veterans benefits. It is also strongly recommended that financial aid recipients discuss program changes with the Financial Aid Office to better understand the impact on their financial aid. Students who receive Veterans benefits should also meet with a Veterans Certifying Official.

Procedure: Students who are interested in changing their major* should first contact an academic advisor to discuss career and educational goals, and other relevant offices (financial aid or veterans) to learn how a change of major may impact benefits. To change a program of study, students must submit a completed and signed Declaration/Change of Major form available at the Welcome Center or on the QC portal.

*Students interested in changing to a selective program (Nursing, Practical Nursing, Surgical Technology, Physical Therapist Assistant, Medical Laboratory Technician, or Radiological Technology) should contact the Admissions Office to learn more about the admissions requirements and the application process. Please note selective programs have specific application requirements and deadlines.

Original: August 2024

Policy 5.05: Attendance and Performance

I. Overview. This policy establishes the requirements for student attendance and performance in all courses offered at Quincy College to ensure academic success and integrity.

II. Policy Details

A. Attendance Requirements

- **General Attendance:**

- All students are expected to attend classes regularly to achieve a successful academic performance level.
- Instructors will collect attendance records from the beginning of the semester, including during the add/drop week, to ensure all students are actively participating.

- **Course-Specific Requirements:**

- Specific attendance, grading, and performance criteria will be provided at the start of each semester and detailed in the course syllabus.

B. Record Keeping

- Instructors are required to maintain accurate and up-to-date attendance records to provide necessary verification for academic assessments and administrative needs.

C. Withdrawal for Non-Attendance

- The college reserves the right to administratively withdraw students from their courses due to lack of attendance. This action will be taken to preserve the academic standards of the college and ensure that enrolled students are actively participating in their education.

III. Responsibilities

- **Students:** Must adhere to the attendance requirements specified in their course syllabi and attend classes regularly.
- **Instructors:** Responsible for recording attendance, informing students of their course-specific attendance policies, and reporting prolonged absences to the administration.
- **Administration:** Monitors compliance with this policy and processes administrative withdrawals, as necessary.

IV. Important Reminders

- Students should regularly consult their course syllabi and communicate any attendance-related issues to their instructors promptly.
- Failure to attend classes may impact a student's academic performance, financial aid status, and program completion timeline.

Original: October 1999

Revised: October 2020; July 2024

Policy 5.05A: Auditing a Class

I. Purpose This policy provides guidelines for students who choose to audit courses at Quincy College, enabling participation in courses without earning academic credit.

II. Applicability This policy applies to all students at Quincy College, subject to the specific exceptions outlined below.

III. Policy Details

A. Eligibility and Exceptions

- **General Eligibility:** Students may audit courses to acquire knowledge without the pressure of exams or grades, except in courses listed as exceptions.
- **Exceptions:**
 - **Nursing Courses:** Auditing is not permitted in any Nursing program courses.
 - **Science Labs:** Laboratory components of science courses are excluded from auditing.
 - **Education Courses:** Courses requiring pre-practicum observations or student teaching cannot be audited.
 - **Natural Science Courses:** Auditing requires prior approval from the division Dean.

B. Registration and Tuition

- **Registration Process:**
 - **Students** must register for courses as audits during the initial registration process. This should be indicated in the MyQC portal by selecting the audit option for the desired course.
- **Tuition Fees:**
 - Tuition for auditing a course is set at half the standard rate for a credit course, reflecting the non-credit engagement in the course activities.

C. Modification of Enrollment Status

- Changes from credit to audit status must be completed before the course withdrawal deadline. Such changes are facilitated through the MyQC portal under the "Add/Drop" section.
- **Refunds:** No refunds will be issued for changes from credit to audit status after the commencement of the course.

IV. Responsibilities

- **Students** are responsible for understanding the implications of auditing a course, including the lack of academic credit and the potential impact on financial aid and full-time status.
- **Instructors** may be asked to provide access to course materials and participation in class activities, excluding graded assignments and exams.
- **The Registrar's Office** manages the registration changes and ensures compliance with this policy.

V. Review and Amendments. This policy is subject to periodic review and possible amendments to ensure it meets the educational and administrative needs of Quincy College.

Original: October 1999

Revised: February 2013, January 2021, July 2024

Policy 5.07: Grading System

I. *Policy*

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

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

Original: October 1999

Reviewed: December 2020

Policy 5.07A: Incomplete Grades

Faculty members may assign an “Incomplete” grade when a student has completed a substantial portion of the expected coursework (typically 80%-90% of the work) but fails to complete a final assignment or examination just prior to the end of the course. Incomplete grades should only be given when there is a reasonable cause for why the student was unable to complete the work. Selective Admissions programs have their own standards that must be upheld in respect to incomplete grades.

Please note the following steps:

1. The “Incomplete” status request will be initiated by the student by the date of the last class session through the Incomplete Grade Request Form on the portal. Through the Incomplete Grade Request Form, the student will provide information on the amount of time needed, describe why the Incomplete is necessary, and list all the work that will be completed by the specified date. Please note that the student must complete unfinished work as soon as practicable.
2. After receiving the Incomplete request, the instructor may approve or amend the student’s proposed plan and deadline.
3. On the form, the faculty must provide a provisional grade that represents what the student will earn as a final grade if the work is not completed (zeros for incomplete work) by the stated deadline.
4. If an emergency circumstance prevents the student from responding or communicating at the end of the semester, the instructor may choose to initiate the incomplete process, but the student must provide a written request as soon as they are able. In such a circumstance, the instructor should contact the Registrar, and notify the student in writing with a list of all the work that must be completed in order to obtain a final grade in the course.*
5. After receiving the remaining work from the student (by the stated deadline specified on the Incomplete Grade Request Form), the instructor will calculate a new grade. To change the grade from an “I” (incomplete), the instructor should initiate a grade change through the Grade Change Form.
6. Grades of “I” (Incomplete) will be reviewed three times each year by the Registrar: April 1stth for fall and winter “I” grades; September 1st for spring “I” grades; and November 1st for summer “I”. On these dates, the Registrar will update remaining “I” grades to the provisional grade provided by the instructor on the form (Step 3)

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

Original: January 2006

Revised: July 2019

Updated: August 2021; August 2023

Policy 5.07B: Withdrawal Policy

I. Purpose This policy outlines the procedures for officially withdrawing from courses or from Quincy College, ensuring students understand the necessary steps and the implications of withdrawal.

II. Policy Details

A. Official Withdrawal Process

- **Withdrawal Form:**
 - Students wishing to withdraw from a course or from the College must complete an official withdrawal form.
 - This must be done online via the MyQC portal. The form is available on the MyQC portal and must be submitted online.
- **Notification:**
 - Merely notifying an instructor or ceasing to attend classes does not constitute an official withdrawal.
- **Effective Date:**
 - The effective date of the withdrawal, with no tuition refunds, will be the date the official withdrawal form is received online by the Registrar's Office.
- **Approval Requirement:**
 - The Registrar's Office may require students to obtain approval from an academic advisor before processing the withdrawal.
- **Transcript Notation:**
 - Upon official withdrawal, a "W" (Withdrawn) classification will be recorded on the student's transcript.
- **Withdrawal Deadline:**
 - No withdrawals are permitted after the last day to withdraw, as specified in the Academic Calendar.

B. Dropping vs. Withdrawing

- Dropping a class is different from withdrawing. Dropping a class typically occurs during the add/drop period at the beginning of the semester and may have different academic and financial implications than withdrawing from a course after this period.

C. Implications of Withdrawal

- **Academic Records:**
 - A "W" on the transcript does not affect the student's GPA but indicates that the student withdrew from the course.
- **Financial Aid:**
 - Students receiving financial aid should consult the Financial Aid Office to understand the impact of withdrawal on their aid package.
 - Stress on Financial Aid: Withdrawal may significantly affect financial aid status, eligibility for future aid, and satisfactory academic progress.
- **Future Enrollment:**
 - Proper withdrawal is crucial to avoid difficulties with future enrollment, satisfactory academic progress, and financial aid eligibility.
- **Refund Policy:**
 - Students withdrawing and receiving a "W" grade will not be eligible for a tuition refund.

III. Responsibilities

- **Students:** Responsible for initiating the withdrawal process by completing and submitting the official withdrawal form and consulting with relevant offices (e.g., Financial Aid, Academic Advising).
- **Registrar's Office:** Ensures proper processing and recording of withdrawals and provides necessary forms and guidance to students.
- **Advisors:** Provide consultation and approval where required to ensure students understand the academic and financial implications of withdrawal.

IV. Review and Amendments This policy is subject to periodic review and amendments to reflect changes in institutional requirements, academic regulations, or student needs.

V. Important Reminders

- Students must check their Quincy College email regularly for any communications regarding their withdrawal status.
- Adhering to the proper withdrawal process helps maintain good academic standing and financial stability.

Original: January 2006

Updated: August 2021

Updated for Gender Inclusivity: Spring 2023; July 2024

Policy 5.07C: Repeating Courses

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

For courses where students have earned a passing grade, credit is awarded for one course only. Courses with the higher grade will be indicated as a “repeat” on the student’s official transcript. Students using Federal Financial Aid may only repeat a course they previously passed for a higher grade one additional time.

Repeating courses taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships and social security benefits, in addition to athletic eligibility and veteran’s benefits. The Veterans Administration will not pay for a repeated course in which a passing grade has been previously earned.

Original: January 2006;
Reviewed: August 2021

Policy 5.07D: Make-Up Examinations

Make-up of final examinations must be arranged with the instructor involved. No charges will be made to students who present a doctor's certificate of illness or in the case of two exams scheduled for the same time. In other cases, a make-up fee may be assessed.

Original: January 2006

Policy 5.07E: Holds Policy

I. Purpose This policy outlines the conditions under which holds are placed on student accounts at Quincy College and the procedures for resolving these holds to ensure uninterrupted access to college services.

II. Policy Details

A. Reasons for Holds. Holds may be placed on a student's record for various reasons, including but not limited to:

- **Non-Compliance with Admission or Academic Provisions:** Failure to meet specified admission or academic requirements.
- **Financial Obligations:** Outstanding balances, overdue payments, or other financial liabilities to the college.
- **Failure to Respond to Official Notices:** Ignoring or not responding to communications from the college.
- **Disciplinary Actions:** Pending disciplinary actions or sanctions.
- **Academic Warning, Probation, Suspension:** Students may be placed on academic warning, probation, or suspension based on their academic performance. These statuses can also lead to holds on their accounts, affecting their ability to register for classes and access services.

B. Impact of Holds. Holds on a student's record can affect their ability to:

- Register for or enroll in classes.
- Access financial aid or other campus services.
- Receive academic transcripts or diplomas.

C. Resolving Holds

- **Initiating Office:** Holds must be resolved by the office that placed them. The student must contact the relevant office to address and clear the hold.
- **Payment of Financial Obligations:** Students must pay any outstanding tuition, fees, or other charges to lift financial holds.
 - If a student is 15 or more days past due on one or more invoices, a Student Account/Financial Hold will be placed.
 - Students under financial holds will:
 - Be able to complete their current course.
 - Not be registered for future courses until all outstanding invoices are paid.
 - Not be able to receive transcripts or diplomas.
 - **Payment Methods:** Payments can be made via the MyQC portal or by visiting Student Accounts.
- **Notifications:** Students will receive reminders about due payments and notifications if a hold is placed on their account.
- **Hold Removal:** Once the student resolves the issue (e.g., pays overdue invoices), the hold will be lifted, and the student will be able to proceed with course registration and other services.

D. Information Access. Students can obtain information about holds through the MyQC portal and are expected to regularly check their accounts for any notifications or holds.

III. Responsibilities

- **Students:** Responsible for ensuring all requirements are met and obligations are settled to avoid holds on their records.

- **Initiating Offices:** Must notify students of any holds placed and the steps required for resolution.
- **Registrar's Office:** Facilitates the management and removal of holds in coordination with other offices.

IV. Review and Amendments. This policy is subject to periodic review and amendments to reflect changes in institutional requirements or procedures.

V. Important Reminders

- Regularly check your Quincy College email and MyQC portal for any notifications regarding holds.
- Address any issues promptly to avoid disruptions in your academic progress and access to college services.

Original: October 2004;

Revised: January 2021, July 2024

Updated for Gender Inclusivity: Spring 2023

Policy 5.07F: Satisfactory Academic Progress (SAP) for Academics

Good Academic Standing

Quincy College considers students to be in good academic standing when they have achieved academic progress by maintaining a cumulative grade-point average (GPA) above those set for academic warning and academic probation. The cumulative GPA, to be in good standing, is a minimum 2.00.

Academic Warning

A student will be placed on academic warning, one time, for the first semester they fall out of good-standing by failing to achieve the minimum GPA of 2.00.

Academic Probation

A student will be placed on academic probation for the semester following the warning semester, if they still remain below the cumulative GPA standards of SAP. Students on Academic Probation are required to complete a Probation Contract with an academic advisor.

Academic Suspension

Any student having not shown improvement by SAP standards while on Academic Probation will be suspended from the college with the right to appeal. Students on Academic Suspension will receive notice of their suspension, in a timely manner, from when their cumulative GPA is updated, to reflect their most recent final grades at the end of the fall or spring semester. This notice will inform the student that the student is prohibited from attending Quincy College for the following semester. A student may enroll in courses at another accredited institution to show satisfactory academic progress for a full semester before returning to Quincy College. The grades earned at the other institution will be considered in determining if the student may return to Quincy College. Upon the student's return to Quincy College, the student will remain on Academic Probation during the semester of the student's return, and the student will be required to follow the protocol of the institution's Academic Probation procedure.

Academic Suspension Appeal

Students placed on Academic Suspension have the right to appeal their suspension. Students wishing to appeal must submit a written letter of appeal to the Chief Academic Officer (CAO) within fifteen (15) business days of receiving the notice of their suspension. The student will also be required to meet with an Academic Advisor to discuss a plan for improvement.

Academic Probation Contract

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

Quincy College establishes, publishes, and applies reasonable standards for measuring students' satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student's enrollment as well as periods of enrollment for which the student did not receive financial aid.

Quincy College assesses the following quantitative information for all students at the end of each fall and spring term:

1. Cumulative GPA (Minimum GPA of 2.0).
2. Number of credits attempted (Maximum allowable is 150% of program requirements).
3. Rate of completion (2/3 credits attempted must be completed successfully with a C or above).

Note: Failure to meet the Quincy College Satisfactory Academic Progress (SAP) may result in the loss of financial aid eligibility.

The first semester the student has not achieved the necessary GPA and completion rate; the student will be given one semester of academic warning. After the one time warning period, if the student has not shown any progress in their cumulative GPA and completion rate, the student will be placed on Academic Probation. The student can receive federal aid while on probation. Students on probation will be required to meet with their academic advisor and Financial Aid to fill out an Academic Probation contract to ensure that they are aware of what will be expected for that semester's outcomes. If the student shows positive progress while on Academic Probation, but is still below SAP standards, they will remain on Academic Probation.

If the student does not show improvements after any probation semester, the student will then be placed on Academic Suspension with the option to submit a written appeal to the College's Chief Academic Officer (CAO) within fifteen (15) days of receiving the notice of their suspension. Upon receiving the letter of appeal, the College's CAO, with assistance from the Office of Academic Advising, will review all materials and make the final decision regarding student's Academic Suspension Appeal. The student may also need to consult Financial Aid about their eligibility for aid.

Below is a breakdown of outcomes from a SAP Suspension Appeal

- If the appeal is approved by the Chief Academic Officer the student would then have one more semester to work on improving their GPA and Completion rate. If the student shows improvements at the end of the semester, the student would remain on Academic Probation. However, if at any point the student begins to decline again, they could be academically suspended.
- If the student is not approved for the Financial Aid Appeal, but approved for the Academic Suspension Appeal, they would be allowed to take an additional semester of courses but would be required to pay out of pocket since financial aid is suspended. If the student shows improvement at the end of the semester, the student would return to Academic Probation. However, if at any point the student begins to decline again, they could be academically suspended.
- If the Academic Suspension Appeal is denied the student would be academically dismissed for one semester. In this semester away, students may take courses at a different college to show academic improvement, but are not required to. Transfer credit may be considered if the student chooses to return to the college. If the student chose to return to the college after the semester away, they would have to complete an application for reinstatement which would be reviewed by academic advising and approved by the Chief Academic Officer. When the student

returns after being reinstated, they will return to the college on Academic Probation as long as they are not meeting SAP standards.

Note: When a student returns from an academic suspension from SAP, they may be eligible to return to the college but does not mean they would be eligible for federal aid. Students who are not eligible for federal aid would be required to pay out of pocket.

For Financial Aid eligibility, refer to Financial Aid Process (Policy 8.01a) and Satisfactory Academic Progress (Policy 8.09)

Original: April 2006

Revised: May 2015; February 2020

Revised: November 2021

Update for Gender Inclusivity: Spring 2023

Updated: August 2024

Policy 5.08: Dean's List

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

Original: October 1999

Revised: October 2005

Policy 5.09: Honors Convivium

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

Original: October 1999

Revised: April 2006; July 2023

Updated for Gender Inclusivity: Spring 2023

Policy 5.10: Graduate With Honors

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

Original: October 1999

Revised: January 2006

Reviewed: December 2020

Policy 5.11: Add/Drop Policy

I. Overview This policy outlines the procedures and implications for students wishing to add or drop courses within the designated timeframe at Quincy College.

II. Policy Details

A. Add/Drop Deadline

- The add/drop deadline is specified on the academic calendar.
- Adherence to this deadline is crucial to avoid financial and academic penalties.

B. Financial Implications

- Before the Deadline:
 - Students officially dropping classes before the add/drop deadline will not be charged tuition or fees for those classes.
 - Applicable to all students, including those receiving financial aid and/or any type of sponsorship.
- After the Deadline:
 - Dropping classes after the deadline may result in partial or full tuition charges, depending on the specific drop date and institutional policies.

C. Procedure

- Students must follow the official procedures to drop a class, which can typically be found on the institution's website or obtained from the registrar's office.
- All required forms must be completed and submitted before the deadline.

D. Financial Aid and Sponsorship

- Students receiving financial aid, or any type of sponsorship should consult the financial aid office to understand the impact of dropping classes on their aid package.
- Maintaining a minimum credit load is essential to retain financial aid eligibility.

E. Academic Calendar

- Contains all relevant deadlines and important dates.
- Accessible through the institution's website or the registrar's office.

F. Exceptions and Appeals

- Exceptions to this policy may be considered under certain circumstances.
- Students seeking an exception must submit a formal appeal to the registrar's office, including supporting documentation.

III. Important Reminders

- Regularly review the academic calendar to stay informed about deadlines.
- Consult with academic advisors before dropping any classes to understand the academic and financial implications.
- Keep copies of all correspondence and forms related to dropping classes for your records.

Original: October 1999

Revised: July 2018

Updated: Spring 2023; July 2024

Policy 5.12: Course Selection

I. Purpose. This policy outlines the guidelines and procedures for course selection at Quincy College to ensure students make informed decisions that align with their academic and career goals.

II. Policy Details

A. Course Enrollment Restrictions

- **General Restrictions:** Once a student has successfully completed a course, re-enrollment in a lower-level course within the same subject area for academic credit is not permitted.
- **Exceptions:**
 - Exceptions to this rule may be granted under specific circumstances, such as updated course content or different focus areas that justify repetition at a lower level.
 - All exceptions require formal approval in writing from the Provost/Chief Academic Officer.

B. Course Selection Process

- **Planning and Advising:**
 - Students are encouraged to plan their courses with the help of academic advisors to ensure alignment with their educational objectives.
 - Academic advisors are available to assist students in understanding prerequisites, course content, and the potential impact on academic progression.
- **Registration:**
 - Students must register for courses through the MyQC portal.
 - Registration should be completed within the designated registration period as outlined in the academic calendar.

C. Changing Course Enrollment

- Students may adjust their course selections during the add/drop period via the MyQC portal.
- Changes made after the add/drop period are subject to the college's withdrawal and tuition refund policies.

III. Responsibilities

- **Students** are responsible for ensuring their course selections meet program requirements and are advised to consult with academic advisors regularly.
- **Faculty and Advisors** should provide guidance to students about course selection based on the student's academic performance and career aspirations.
- **The Registrar's Office** processes all course registrations and ensures compliance with this policy, including handling exceptions as approved by the Provost/Chief Academic Officer.

IV. Review and Amendments This policy is subject to review and amendment as necessary to reflect changes in educational standards, course offerings, and academic regulations. Updates will be communicated through official college publications.

Original: October 1999

Updated: August 2021 (titles); July 2024

Policy 5.13: Independent Study

Quincy College recognizes that scholars have unique interests and provides for those who would like to pursue special research projects under the guidance of a faculty member. Independent study is not intended to be a substitute for a regular course, but rather an opportunity for students to work in a special area related to their field of endeavor in depth and with specific objectives. To qualify for Independent Study, students with 30 earned credits from Quincy College must have a 3.0 average in their area of specialty and at least a cumulative 2.7 average overall. No student may pursue more than three credits per semester to a total of six independent study credits while earning an Associate Degree. The acceptance of an independent study is optional on the part of the instructor. Approval for an Independent Study is initiated with the academic dean and finalized upon the signature of the Chief Academic Officer. The fee for independent study credits will be the same as that of a regular course and the grade issued will be in accordance with the college's grading system. Under unusual circumstances, students may be permitted to take a college credit-bearing course for which an independent study format is used. Ordinarily, an independent study may not be taken if the course is a laboratory science or skill course (Biology, Paramedic Education, etc.), is offered during the semester in which the request is made, lacks a detailed outline and/or individualized instruction material.

Original: October 1999;

Revised: December 2020

Policy 5.14: Final Grade Appeal Process

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

Basic Assumption

Each faculty member's grading policy is clearly stated on the course syllabus. Grading is at the discretion of the individual faculty member in accordance with the faculty member's grading policy and applicable College policies.

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

Academic Review Committee

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

In addition to presiding at meetings of the Committee, the Chair also shall be responsible for the Committee's administrative functions, such as being designated as the person to initially receive all applications/requests for final grade appeals, and distributing to the Committee's members documents pertaining to final grade appeals. The Chair shall be a non-voting

member of the Committee except in the case of a tie vote of the other members of the Committee present. At its first meeting of the Academic Year, the Committee shall elect a Vice Chair.

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

Procedure

It is recommended that the student attempt to resolve the final grade dispute with the faculty member with whom the dispute exists, and the appropriate Dean before requesting a hearing by the Academic Review Committee. If the dispute is not resolved at the Dean level, a request for a hearing must be submitted to the Chair of the Committee within thirty (30) days of the last day of the class session. However, in extraordinary circumstances and at its sole discretion, the Committee or the Chair may waive the above-referenced thirty (30) day deadline.

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

- e. copies of any papers submitted during the course that affected the final grade (term papers, research papers, care plans, etc.).
2. The Chair of the Academic Review Committee will request that the faculty member submit the following documents:
 - a. a copy of the course syllabus outlining the grading and attendance policies;
 - b. class, clinical and/or laboratory attendance record;
 - c. record of all grades earned by the student while enrolled in the class;
 - d. copies of any graded assignments, papers, tests, quizzes, or other assessments in the possession of the faculty member that the student completed while enrolled in the course.
3. The inability of the student to provide documents, and/or of the faculty member to provide documents, shall not serve as a bar to the Committee hearing the student's appeal and rendering a decision on the student's appeal.
4. Following the receipt of all available documents identified in steps 1 and 2 above, the Chair of the Academic Review Committee will place the student's grade dispute on the agenda of the next regularly scheduled Academic Review Committee meeting. In the event that waiting for the next, regularly scheduled Committee meeting may jeopardize the student's continued education at Quincy College, opportunities for transfer to a four-year institution, or employment opportunities, the Chair may schedule a meeting sufficiently prior to the next scheduled meeting to adequately accommodate those student issues. The faculty member and the student will be invited to attend and provide points of clarification. The inability of the student and/or faculty member to attend the meeting of the Academic Review Committee at which the student's appeal is scheduled to be heard shall not serve as a bar to the Committee hearing the student's appeal and rendering a decision on the student's appeal.
5. The Academic Review Committee will forward a written recommendation, including the basis for the decision, the names and titles of those present, a list of documents presented, and a numerical record of the Committee's vote, to the Provost/Chief Academic Officer within five (5) business days following the Committee's recommendation. Those Committee members who disagree with the decision of the majority of the Committee, and who vote in the minority, may submit to the Provost/Chief Academic Officer a written report indicating the basis for their disagreement.

6. The Provost/Chief Academic Officer having received the recommendation of the Academic Review Committee, will review the recommendation of the Academic Review Committee and may accept, modify, or decline to accept the recommendation so presented. If the Provost/Chief Academic Officer modifies or declines to accept the recommendation of the Academic Review Committee, the Chair of the Academic Review Committee will be notified with the reason.
7. The Provost/Chief Academic Officer will notify the student, affected faculty member, Chair, and the Registrar of the decision. The decision of the Provost/Chief Academic Officer is final and binding, and not subject to further appeal.

Original: October 2004

Revised: July 2018

Updated: August 2021 (titles)

Updated for Gender Inclusivity: July 2023

Updated for Procedure: July 2023

Policy 5.15: Academic Integrity Policy

I. *Policy*

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

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

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

II. *Definitions*

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

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

2. **Cheating** is using or attempting to use unauthorized materials, information, or studyaids in any graded assignment. Examples include but are not limited to: copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other electronic devices during exams or other assignments.
3. **Fabrication** is the falsification of any information or citation in any academicassignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.
4. **Facilitation** is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.
5. **Misrepresentation** is engaging in acts of deception or forgery in an academic context. Examples include but are not limited to: misrepresenting one’s own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student’s skill level.

III. ***Disciplinary Procedures Involving Students***

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

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

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

Severe, flagrant, or multiple violations that have import beyond a

specific course may lead to disciplinary action that could result in dismissal from the College and/or denial of readmission to the College. The following factors will be considered in all determinations of penalty:

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

IV. Disciplinary Action-Hearing and Appealing Process Involving Students

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

Step 1: Within five business days of the date of notification, the student must request a hearing with the appropriate academic dean. Within five business days of the hearing, the dean shall, in writing, notify the student of the 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, the student may forward a written appeal to the Provost/Chief Academic Officer. Within five business days of the receipt of the appeal, the Provost/Chief Academic Officer shall, in writing, notify the student, and the individual who files the report, of the outcome of the appeal.

Original: October 2004

Updated Titles: October 2022

Updated for Gender Inclusivity: June 2023

Policy 5.16: Academic Amnesty

I. Policy

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

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

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

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

II. Procedure

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

Original: May 2009

Revised: September 2011

Reviewed: December 2020

Policy 5.17: Academic Record Changes

I. Purpose This policy outlines the procedure for students to address errors in their academic records to ensure accuracy and integrity.

II. Policy Details

A. Reporting Errors

1. **Initial Action:** Any student who suspects an error in the recording of information on their official academic record must file a written notice of the error immediately to the Registrar.
2. **Timeframe:** Records are assumed to be correct if a student does not report the error to the Registrar within one academic year of the completion of the course. After this period, the record becomes permanent and cannot be changed.
3. **Notification:** Students should notify the Registrar by providing detailed information regarding the suspected error and any supporting documentation.

B. Permanent Records

- Once the one-year period has elapsed without an error being reported, the academic record will be considered permanent, and no further changes will be permitted.

C. Grade Contests

- Note: Students contesting a grade should refer to the Final Grade Appeal Process (Policy 5.14).

III. Responsibilities

- **Students:** Responsible for regularly reviewing their academic records and promptly reporting any discrepancies to the Registrar within the specified timeframe.
- **Registrar's Office:** Responsible for receiving reports of errors, verifying the information, and making necessary corrections to the academic records within the one-year timeframe.

IV. Review and Amendments This policy is subject to periodic review and amendments to ensure it remains current with institutional requirements and best practices.

V. Important Reminders

- Students should keep copies of all correspondence and documentation related to reported errors in their records.

Original: May 2009

Reviewed: January 2021

Updated: August 2023 (title); July 2024

Policy 5.18: Verification of Student Identity For Distance Education

Scope

This policy applies to all credit-bearing online courses (fully online and blended online) taken by students between application and graduation.

Introduction

In accordance with the Higher Education Opportunity Act (HEOA) (Public Law 110-315), Federal Requirement 34 CFR §602.17(g), and HLC Policy Number FDCR.A.10.050, institutions offering distance or online education must have processes to establish that the student who registers in such courses is the same student who participates in and receives academic credit. Quincy College offers online courses, therefore, must verify that the student who registers for an online course or program is the same student who participates in and completes the course or program and receives academic credit.

HEOA/HLC regulations require the use of one of the following three methods:

1. A secure login and passcode
2. Proctored examinations
3. New or other technologies and practices that are effective in verifying student identification

As such, Quincy College practices the following aforementioned HEOA/HLC regulations as acceptable practices for verifying student identity:

10. Quincy College issues students a secure username and password to log in to the College's online portal and learning management system (currently Canvas).

All users of the College's online portal and learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited. It is against Policy 9.10C: Password Protection Policy, as listed in the Quincy College Policy Manual, for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

11. Quincy College utilizes online proctored technology for assessments On demand proctoring technology for online assessment is available for faculty to use in their courses.

Proctoring technology includes:

A LockDown Browser

Assessments taken within the learning management system require the use of lockdown browser technology. Such technology ensures the device used for taking an online assessment prohibits use of programs and features outside of the testing environment.

An Assessment Monitor

Assessments administered within the learning management system require the use of monitoring technology, which facilitates visual identification of the student, presentation of ID cards, inspection of local testing environment, video recording of exam session, and automatic flagging of

suspicious behavior during the exam.

12. In addition to the measures stated thus far, other technologies, practices, and policies aid in the verification of student identity.

Data Information Systems

College systems that facilitate user access to course registration, the learning management system, internet communication, financial aid, billing, and other services are populated directly and automatically by the data system.

Accessing these systems requires a student to authenticate using their Quincy College login username and password.

Procedures:

The College ensures compliance with the HEOA/HLC regulations as follows.

A. Confirmation of student identification within Quincy College's Student Registration System

1. Students are required have a photo taken by the College for their QC Identification card prior to the start of their first class.
2. A student identification photo is included in the class roster within the student registration system.

B. Required faculty confirmation of student identity within individual courses utilizing one of the following options

Option 1: Faculty confirm student identity via live visual capabilities (i.e. Zoom) and the image on the class roster.

Option 2: Faculty confirm student identity via an externally proctored activity provided by an external, third party proctoring service and the image on the class roster.

Student Privacy

All methods of verifying student identity in online learning protects the privacy of student information under the Family Educational Rights and Privacy Act (6.15).

Fees

At this time there are no additional student fees associated with student verification. In the event any verification fee is needed, it will be posted on the course registration site to provide an advance alert to students.

Original: November 2009

Updated: March 2022

STUDENT LIFE POLICIES

Policy 6.01: Orientation

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

For Information on Student Orientation, call (617) 984-1724 or email mgiovannoni@quincycollege.edu. For information on the International New Student Orientation, students may email, call, or stop by the International Student Office.

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

Original: October 1999

Revised: January 2021; July 2023

Policy 6.02: Phi Theta Kappa Honor Society

DELETED

New Policy on Student Organization approved in January 2006

Policy 6.03: Student Organizations

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

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

Types of Organizations

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

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

Cultural: membership centered on a particular cultural interest.

Service: membership geared towards volunteer/service projects.

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

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

The following nationally recognized organizations are in existence on campus and are being subsidized:

- Phi Theta Kappa Honor Society

Requirements for Student Organizations

1. New organizations are required to complete a Club Formation Packet and submit it to Student Life for club recognition. Existing clubs must complete a Club Activation Form each year in order to keep their club recognition.
2. Organizations must identify a faculty or staff member who will act as an advisor, and ask that individual to submit, in writing, notice that the staff member agrees to oversee the organization.
3. Membership is limited to Quincy College students only. Clubs may have affiliate members such as faculty or staff; however, affiliate members do not count towards the number of students required to form a club.
4. Organizations must have a minimum of five students.

5. Only degree or certificate seeking students in good judicial, academic, and financial standing with Quincy College are eligible for leadership roles within the organization.
6. Organizations and their members have a responsibility to adhere to Quincy College policies while on campus or at any college/club sponsored event.
7. All meetings are to be arranged at a time and place that least disturbs the academic environment. Organizations must make those events and meetings open to the Quincy College community.
8. Organizations must disclose any external affiliation (e.g. National Honor Societies) and provide their constitution and bylaws to the Vice President for Student Success and Partnerships.
9. Dues may be required only for organizations that are affiliated with a national, international, state or regional chapter that require dues as part of chapter recognition. All record of dues must be maintained by the organization and a copy must be given to Student Life for the club file. If the chapter must have a bank account for dues, the Club Advisor must be on the account as the signature authority.
10. Organizations may not enter into agreements to use the Quincy College seal, name, or official reference without first obtaining written permission from the appropriate College authority.

Starting a Club/Organization

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

A club/organization can apply for recognition by completing a "Club Formation Packet" which can be obtained from the Student Life Office. This paperwork will require the club's purpose, membership roster, advisor contract and a constitution. Please submit completed paperwork to studentlife@quincycollege.edu.

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

Honor Societies

Phi Theta Kappa Honor Society (All Disciplines)

Phi Theta Kappa is an international honor society that recognizes and encourages the academic achievement of students at two- year colleges. Alpha Pi Psi Chapter of Phi Theta Kappa is the Quincy College chapter. To be eligible for membership, a student must have completed a minimum of 12 hours of coursework with an overall grade point average of 3.5 or higher, and maintain a 3.5 GPA throughout their enrollment at Quincy College. More information is found on ptk.org.

Clubs/Organizations

For the current list of clubs and organizations please go to [Clubs & Organizations](#).

Original: January 2006

Revised: January 2012; August 2020; 2022; July 2023

Updated for Title Change and Gender Inclusivity: Spring 2023

Updated: August 2023 (per MG)

Policy 6.04 Parking Regulations

Policy Statement:

Quincy College provides parking facilities for students, staff, and faculty with specific guidelines for usage.

Procedures:

- Parking permits are required for designated lots and are available on a first-come, first-served basis.
- Violations of parking rules may result in towing at the owner's expense.

Policy History

- **Original:** June 2007
- **Revised:** March 2014, October 2022
- **Updated:** July 2024

Policy 6.05: Security Policies

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

1. Reporting criminal actions or other emergencies occurring on campus.
 - a. All criminal actions or other emergencies occurring on campus must be reported to the Security Office, even if they are resolved through other offices.
 - b. All criminal actions or other emergencies occurring on camps must be reported to the Security Office in writing via the Quincy College Incident Report Form, even if first reported verbally.
 - c. 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.
 - a. 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.
 - b. 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.
 - c. No solicitation is allowed on campus.
 - d. 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.
 - e. Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms will be locked at all times when not in use.
 - f. Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms are not open to students unless there is a teacher or lab monitor present.
 - g. Parking lots may only be used by those with current college parking permits. Other vehicles will be ticketed or towed as per the parking policy. Visitors may park in the designated spaces next to the Alumni Hall.
3. The Quincy College security force works closely with the Quincy Police Department as needed. It is the College's policy to report all serious crimes to the Quincy Police Department and to cooperate in the prosecution of those involved regardless of their student status. The Security Office is located in the Student Lounge of Presidents Place.
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. Rape
 - c. Robbery
 - d. Aggravated assault
 - e. Burglary
 - f. Motor vehicle theft
 - g. Harassment

6. The Office of Security will maintain statistics concerning the occurrence on campus during the most recent calendar year of arrest for the following crimes occurring on campus:
 - a. liquor law violations
 - b. drug abuse violations
 - c. weapons violations

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

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

Original: October 1999

Revised: November 2005

Policy 6.06: Veterans' Benefits

Quincy College is approved for the training of veterans and their dependents under post 9/11 G.I. Bill®, the Montgomery G.I. Bill, Veterans Educational Assistance, Dependents Educational Assistance or other V.A. Programs.

Veterans Benefits and Transitions Act Of 2018 Section 103

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

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

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

Quincy College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

*A covered individual is any individual who is entitled to educational assistance under the Post 9/11 GI Bill ® (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Veterans Access, Choice and Accountability Act Of 2014 (Amended by PL 116-315 § 1005)

- For courses, semesters, or terms beginning after August 1, 2021, public institutions of higher education must charge qualifying veterans, dependents, and eligible individuals tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by the U.S. Department of Veterans Affairs (VA) for the Post-9/11 G.I. Bill and the Montgomery G.I. Bill.
- As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the in-state resident rate:
 - A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G Bill), of 38 U.S.C. who lives in the state in which the institution is located (regardless of formal state of residence).
 - Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of formal state of residence).
 - Anyone described above above while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31 or Chapter 33 of 38 U.S.C.
 - Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of formal state of residence).

Military/Veteran Credit Evaluation

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

Veteran Tuition Discount

Any veteran or spouse of veteran who is not covered 100% by a VA education benefit can receive a veteran tuition rate of \$152.00* per credit. In order to receive the discount, the veteran or spouse must provide the Military and Veteran Services Office with a copy of their signed DD214, and if applicable proof of spouse's service (DD214) and copy of marriage license.

*Does not include Computer Science, Science labs or Nursing, Surgical Technology, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, Biotechnology Courses or Natural and Health Sciences classes.

Original: October 1999

Revised: November 2005; August 2020; August 2021; August 2022; July 2023

Updated for Gender Inclusivity: July 2023

Policy 6.07: Student Accessibility Services

Policy

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

Procedure

Requesting Accommodations

To receive accommodations, a student must first register with Student Accessibility Services. Registration includes completing a Student Accessibility Services intake form, providing documentation of the disability (see below), and scheduling a meeting with Student Accessibility Services to discuss accommodations and/or services relative to the student's disability as each student's needs are unique and must be addressed individually. If a student is offered services and accommodations through Student Accessibility Services, the Student Accessibility Services Coordinator will review the proposed services and accommodations with the student to ensure that the student has a clear understanding of services and accommodations offered. Moreover, the Student Accessibility Services Coordinator will review the proposed services and accommodations with each of the student's instructors to ensure their understanding of the proposed services and accommodations, and to address any potential concerns, including but not limited to whether the requested services and accommodations may fundamentally alter the course. Thereafter, the Student Accessibility Services Coordinator will generate a letter of accommodations that explain the granted services and/or accommodations. If the College denies a request for accommodations, the College must clearly communicate the reason for its decision to the student and allow the student a reasonable opportunity to respond and provide additional documentation that may address the College's objection.

Every semester thereafter, in circumstances when a student is assigned a new instructor and/or new course, and/or when a student believes their academics needs have changed, the student must notify Student Accessibility Services of his or her academic needs to initiate the College's process described above.

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

The College reserves the right to make the final decisions regarding accommodations.

Requirements for Documentation

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

Accommodations for Students with Disabilities

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

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

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

Accommodation Letter

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

Student Responsibilities

The student's responsibilities are to register with Student Accessibility Services by completing a Student Accessibility Services intake form and submitting the appropriate documentation, as described above. Each semester thereafter, the student must submit a new request for accommodation form in a timely manner to allow a reasonable amount of time to process the request. In addition, the student is responsible to maintain reasonable contact with Student Accessibility Services regarding granted services and/or accommodations. In the event that the approved accommodations are not implemented in a satisfactory manner, the student is required to contact and report issues to the

Student Accessibility Services Coordinator

Instructor Responsibilities

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

A statement regarding who students contact to request accessibility services should be included on the instructor's syllabus. For example:

If a student has a disability that qualifies and under the Americans with Disability Act (ADA) or Section 504 of the Rehabilitation Act and requires accommodations, he/she should contact Student Accessibility Services at: sas@quincycollege.edu

Original: October 1999

Revised: January 2006

Updated: August 2018, November 2022, July 2023

Policy 6.08: Health Insurance

Since September 1, 1989, the Massachusetts Mandatory Health Insurance Law requires that students enrolled in 9 credits or more must be covered by a health insurance policy before they begin classes at any college in the Commonwealth of Massachusetts. Quincy College offers enrolled students a student accident and sickness insurance plan at a special rate. Students not covered by another health insurance policy before the start of classes are required to purchase this policy in order to attend classes. Students with another insurance policy must complete a [Health Insurance Waiver](#).

If you have any questions, please contact the Quincy College Business Office at 617-984-1630.

Original: October 1999

Updated: August 2021; 2022

Policy 6.09: Lockers

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

Original: January 2006

Updated: July 2023

Policy 6.10: Identification Card Policy

I. Purpose This policy outlines the requirements and procedures for obtaining, using, and replacing Quincy College photo identification cards, ensuring security and access to college facilities.

II. Policy Details

A. Issuance of ID Cards

1. **Requirement:** All students must have a Quincy College photo ID card.
2. **Photo Sessions:** Dates and times for taking pictures for an ID will be posted on the college website, campus portal, and bulletin boards on campus.
3. **Payment:** Payment for photo IDs can be made at:
 - Student Accounts/Registrar's Office in the Welcome Center in Quincy.
 - Main Entrance Reception Desk in Plymouth.
 - Online via the Campus Portal.
4. **Collection:** A valid ID is required to receive your Student Photo ID from the Office of Campus Services.

B. Usage of ID Cards

1. **Proof of Identification:** The ID card serves as proof of identification on campus.
2. **Access:** Required to gain access to Quincy College Libraries and computer labs.
3. **Carrying the ID:** Students are expected to always carry their Quincy College photo identification card while on campus.
4. **Validation for Returning Students:** Returning students may have their old identification card validated by receiving a current semester sticker. These stickers are available through the Office of Campus Services.

C. Replacement of ID Cards

1. **Lost ID Cards:** If you have lost your ID card, you must purchase a replacement card.
2. **Damaged or Defective ID Cards:** These will be replaced at no charge at the Public Safety Office in Quincy and the Main Entrance Reception Desk in Plymouth.
3. **Replacement Fee:** There is a fee for the replacement of Quincy College issued identification cards.

D. Security and Questions

1. **Public Safety Office Contact:** Students may contact the Public Safety Office at 857-225-1934 if they have any questions regarding identification cards.

III. Responsibilities

1. **Students:** Must obtain, carry, and maintain their Quincy College ID card.
2. **Public Safety Office and Office of Campus Services:** Responsible for the issuance, validation, and replacement of ID cards as per the policy.

IV. Review and Amendments This policy is subject to periodic review and amendments to reflect changes in institutional requirements or procedures.

V. Important Reminders

1. Students must always carry their Quincy College ID card on campus.
2. Adhering to this policy ensures access to essential college facilities and services.

- **Original:** October 1999
- **Updated/Revised:** October 2004, January 2016, August 2021, July 2023 (Remove Office of Student Records), July 2024

Policy 6.11: Student Participation in Governance

The Senate and committees of the college are an integral part of the administrative process. Students are encouraged to exercise their right to representation and to express their views on all committees of the college having to do with academics, student life, college policies and curriculum. Each committee is composed of appointed administrators, faculty, staff, and one either elected or volunteer student, whose purpose is to consult on decisions concerning functions of the college and to facilitate communications between faculty and students.

Original: October 1999

Revised: October 2004, January 2006; December 2020

Policy 6.12: Hazing Policy

Hazing is prohibited at Quincy College.

Massachusetts General Laws, chapter 269, Section 17, makes it a crime to organize or participate in hazing.

Chapter 269: Section 17. "Whoever is a principal organizer in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing", as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section."

Massachusetts General Laws, Chapter 269, Section 18, makes it a crime to fail to report hazing.

Chapter 269: Section 18. "Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.

Chapter 269: Section 19. "Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of

the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.”

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

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

As required by Massachusetts General Laws Chapter 269, section 19, the College shall annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student a copy of Massachusetts General Laws Chapter 269, sections 17 – 19.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall file, at least annually, a report with the Massachusetts Board of Higher Education certifying that the College has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of Massachusetts General Laws policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the College’s policies to its students.

Original: October 1999

Revised: October 2004; August 2024

Policy 6.13: Search and Seizure

Lockers and student desks are the property of the College and are subject to periodic inspection under the authorization of the President or his/her designee any time health, safety, or compliance with the College rules by students is in question. The following rules shall apply to the specific search of College property assigned to a student and the seizure of any illegal items found therein:

1. There should be reasonable grounds for any search and/or seizure of property.
2. Search of an area assigned to a student should be made in the presence of a witness, and when reasonably possible, in the presence of a student.
3. Illegal items (weapons, illegal drugs, drug paraphernalia, alcoholic beverages, stolen property, etc.) or other items reasonably determined to be a threat to the health, safety, or security of the student and/or others may be seized by College authorities.

When reasonable cause exists, a search of the student may be conducted under the authorization of the President or his/her designee. A search of a student is reasonable if:

1. There are reasonable grounds for suspecting that the student has violated or violating either the law or rules of the College.
2. The search itself is conducted in a manner reasonably related to its objectives, and limited to areas and objects that reasonably could be expected to contain the items being sought and the nature of the infraction; and if the age and sex of the student are considered.

A student search, including desks and lockers, may be done by police or other law enforcement officials if there is a valid search warrant or, in certain cases, if there is a valid arrest. Such searches must be carried out in the presence of a College official, unless waiting to do so would impede the normal duty of law enforcement officials.

Original: October 1999

Policy 6.14: Student Grievance Procedure

The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights within the College. For complaints involving any form of sexual harassment, sexual misconduct, discriminatory conduct (including discriminatory harassment), and accommodations for disabilities, please refer to our policies protecting against these conducts and setting out complaint procedures. **These other policies do not have timelines and complaints may be brought at any time. The College will investigate and respond to complaints in accordance with those policies and all applicable laws.**

This grievance procedure has specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

Note: The number of days in each step refers to class days not calendar days during fall and spring semesters only. Intersession and summer sessions are not considered class days for this purpose. During intersession and summer sessions, the term "days" shall mean business days (Monday through Friday, excluding holidays).

2. Informal Resolution Process

- a. The student may first discuss the grievance with the individual against whom the grievance exists.
- b. If the grievance is not resolved between the individuals involved, or the student does not wish to first discuss the grievance with the individual about whom it exists, the student may begin step two. This action must be taken within thirty days of the original incident giving rise to the grievance.

3. Initiation of Formal Academic or Social Grievance

Step One: If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean. The Student should also file an incident report using the College's Incident Reporting System.

- a. If the grievance is directed against a Dean, the grievance shall be presented to the Provost/Chief Academic Officer.
- b. If the grievance is directed against a Vice President, the grievance shall be presented directly to the President.
- c. If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
- d. The student will receive a response to the grievance at Step One within seven days.

Step Two: If the grievance is not resolved by the Dean (or other level when applicable) within seven days, the grievant shall formally and in writing present it to the Provost/Chief Academic Officer. The Provost/Chief Academic Officer must respond in writing within seven days with the decision to the grievant.

Step Three: If the grievant is not satisfied with the resolution at Step Two, the student may request formally and in writing to the President to convene a grievance appeal committee. The selection of the committee to hear a student grievance will be as needed. The College President will appoint neutral and objective individuals from the following representative groups:

- Administrators 1 (acting as Director)
- Faculty members 1
- Students 1

Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its decision and the reasons for the decision, in writing. The Director will inform both parties of the committee's decision in writing.

Step Four: Within seven days of the grievance committee's decision at Step Three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of all subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

Note: The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

Confidentiality Policy

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

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request under policy and any applicable law in determining its obligations and responsibilities.

Statement Against Retaliation

An individual who has engaged in a protected activity, such as bringing forth in good faith a grievance under this policy, is protected against retaliation. The College supports students' use of this grievance process and bringing forward complaints. As discussed in our other policies as well, protected activity also consists of the following: 1) opposing a practice made unlawful by one of statute; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under any applicable statute.

Any individual who believes that they are the victim of retaliation as described above, may file an oral or written complaint of retaliation under any of the applicable policies, including a grievance under this policy with the Title IX Coordinator(s) or designee, or with individuals responsible for enforcing College anti-discrimination, disability discrimination policies.

Original: October 1999

Revised: May 2015

Updated: January 2020; August 2021 (titles); October 2022

Updated for Gender Inclusivity: Spring 2023

Policy 6.14A: Online Student Grievance Policy

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

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

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

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

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

Original: January 2020

Policy 6.15: Student Records Policy

I. Purpose. This policy outlines the procedures and guidelines for maintaining the confidentiality, security, and proper handling of student records at Quincy College, ensuring compliance with federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

II. Policy Details

A. Confidentiality and Access

- **FERPA Compliance:** Quincy College adheres to the Family Educational Rights and Privacy Act (FERPA), ensuring the privacy and security of student education records.
- **Student Rights:** Students aged 18 or older have the right to view their own records in the presence of a College employee. An appointment, scheduled within 48 hours of the request, may be required.
- **Third-Party Access:** Information will not be released to individuals outside the College without the student's written permission, except in cases of legal requirements or parental requests for students under 18.

B. Directory Information

- **Public Notice:** Quincy College may disclose directory information upon request, including:
 - Student's name, address, and telephone listing
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities and sports
 - Weight and height of athletic team members
 - Dates of attendance
 - Degrees and awards received
 - Most recent educational institution attended
- **Opt-Out:** Students can opt-out of directory information disclosure by notifying the Registrar's Office by emailing registrar@quincycollege.edu from their Quincy College email by October 1 for the fall semester or February 1 for the spring semester.

C. Maintenance and Security of Records

- **Record Types:** Quincy College maintains records on all current and former students. These records are necessary to support educational requirements and goals.
- **Access Limitation:** Access is restricted to appropriate Quincy College employees, personnel working on behalf of the College, and the student in question unless specific permission is granted by the student or allowed under the law.
- **Cybersecurity Measures:** Quincy College implements robust cybersecurity measures to protect student records from unauthorized access, breaches, and other cyber threats.

D. Releasing Information to Third Parties

- Quincy College may release personally identifiable information without student consent to:
 - U.S. Citizenship and Immigration Services
 - Immigration and Customs Enforcement for SEVIS purposes

- Military recruiters
- Accreditation organizations
- Parents of dependent students for tax purposes
- Persons with written permission from the student
- Organizations providing financial aid
- Parents regarding students' violations of laws or policies related to alcohol or controlled substances (if under 21)
- State and local officials as required
- Other institutions where the student seeks admission
- Persons complying with judicial orders or subpoenas
- Persons in health or safety emergencies
- Victims of crimes of violence or non-forcible sex offenses
- Authorized federal or state educational program representatives
- Representatives of Veteran's Affairs for student assistance

E. Complaints

- Students who believe their FERPA rights have been violated can file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

III. Responsibilities

- **Students:** Responsible for understanding their rights under FERPA and following procedures to view or restrict access to their records.
- **Registrar's Office:** Manages the maintenance, security, and authorized disclosure of student records.
- **IT Department:** Ensures the implementation and maintenance of cybersecurity measures to protect student records.

IV. Review and Amendments This policy is subject to periodic review and amendments to ensure compliance with federal and state laws, cybersecurity standards, and institutional requirements.

V. Important Reminders

- Students must notify the Registrar's Office if they wish to restrict the disclosure of their directory information.
- Proper maintenance and confidentiality of student records are critical to ensuring students' privacy and compliance with legal standards.
- Quincy College employs advanced cybersecurity practices to safeguard the integrity and confidentiality of student records.

Original: October 1999

Reviewed: August 2020

Updated: July 2023 (change to Registrar); July 2024

Policy 6.15A: Retention And Disposal Of Records

I. Purpose This policy outlines the procedures for the retention and disposal of student records at Quincy College, ensuring compliance with state and federal guidelines.

II. Policy Details

A. Record Retention

- **Location:** All information and records are maintained on the Student Information System.
- **Compliance:** Records are retained according to state and federal guidelines to ensure proper handling and storage.

B. Disposal of Records

- Records that have met their required retention period will be disposed of in a manner that ensures confidentiality and security, in compliance with state and federal regulations.

III. Responsibilities

1. **Registrar's Office:** Responsible for managing the retention and disposal of records in accordance with this policy and ensuring compliance with applicable guidelines.
2. **IT Department / Hosted Provider:** Supports the Student Information System to ensure records are securely maintained and accessible as required.

IV. Review and Amendments This policy is subject to periodic review and amendments to reflect changes in legal requirements and institutional needs.

V. Important Reminders

- Proper retention and disposal of records are critical to maintaining compliance with legal standards and ensuring the confidentiality and security of student information.

Original: April 2003

Updated: July 2024

Policy 6.15 B Academic Recovery Team Procedures (Institutional Closure)

Regulatory Procedure

In the event of a permanent institutional closure of Quincy College, the College will, at a minimum, observe the procedures stated in the New England Commission of Higher Education (“NECHE”) document entitled, “Considerations When Closing an Institution of Higher Education” dated as of April 2010 as revised from time to time by NECHE and available at https://www.neche.org/wp-content/uploads/2018/12/Pp13-Considerations_When_Closing_an_Institution_of_Higher_Education.pdf procedures as well as the closure guidelines of the Massachusetts Department of Higher Education for Independent Institutions available at <http://www.mass.edu/foradmin/closures/home.asp>, including the identification of a back-up or other entity to safeguard student records in such a case. Quincy College has identified the following procedures that would be followed in the event of institutional closure with regard to the safeguarding of student records.

Safeguarding Student Records

Quincy College students, graduates, and alumni will be duly informed of the institutional closure via email, the College’s website, and public advertisements. Quincy College’s current, former students, and alumni will be duly informed that they are able to request their academic records from Parchment, a digital credential service, permitting students, employers and college/universities to request, verify, and deliver credentials in a secure way.

Quincy College incorporates this institutional closure policy and procedure into its Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) in which both form an integral part of the College’s BCP (defined below) in the event of an institutional closure and/or significant disruption to the continuing business of the College and/or its Data Center.

Access to Student Records Upon Closure

Quincy College, selects Parchment, for the filing and maintenance of academic records. The College will take reasonable steps to notify current and former students about the arrangements for the filing and maintenance of academic records. In addition, the College’s accreditor, the New England Commission on Higher Education (“NECHE”), will be notified about the filing and maintenance of academic records in the event the College discontinues operations. Both the Massachusetts Department of Higher Education (DHE) and NECHE will be expected to post information about obtaining access to Quincy College records from Parchment on their respective websites.

Teach Out Policy and Procedure

In the event Quincy College decides to cease operations and/or discontinue an academic program before all enrolled students have completed their program of study, the College will implement a teach-out plan in accordance with the requirements of its accreditor, NECHE, and may also consider refunds to students as appropriate in accordance with NECHE's Policy on Teach-Out Plans and Teach-Out Agreements also available at <https://www.necche.org/wp-content/uploads/2018/12/PP13a-Teach-Out-Plans-and-Agreements.pdf>

Notwithstanding the aforementioned, Quincy College affirms that it will, as an alternative work with DHE and NECHE to comply with their respective requirements regarding safeguarding of student records in the event of institutional closure. Quincy College further affirms that the College will follow the New England Commission on Higher Education's (NECHE) "Considerations When Closing an Institution of Higher Education" and the Massachusetts DHE's "Notice of Closure Guidelines for Massachusetts Independent Institutions."

Original: February 2021

Revised: March 2021

Updated With Revised Links: July 2023

Policy 6.16: Student Code of Conduct Policy

Quincy College ('the College') strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct ('the Code of Conduct') fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

This Student Code of Conduct reasonably limits some activities and prohibits certain behavior that could interfere with the classroom setting, the orderly operation of the college and the pursuit of its goals and values. Each student shall be responsible for reading and complying with the Student Code of Conduct, which shall be developed, maintained and implemented by the President or designee. The Student Code of Conduct shall be published as a College procedure and made available to students through the College Catalog and the College website.

Student Code of Conduct Procedure

I. Introduction

The College strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The Code of Conduct is intended as a framework of acceptable student behavior and prohibited conduct. It should not be regarded as an exhaustive list of prohibited conduct, nor should it be construed as a contract between the student and the College. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

II. Definitions

1. The term **Accused Student** means a student who is alleged to have violated a college policy or the Code of Conduct.
2. An **Administrative Disposition** is a resolution of the complaint mutually agreed upon by the Code of Conduct Officer (CCO) and the Accused Student in an Administrative Hearing. By agreeing to the Administrative Disposition, the accused student waives the 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 harm 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 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 designee.
17. A **Student** is any person enrolled in or accepted for any course or academic program at the college, full or part time, credit or non-credit.

III. Code of Conduct Violations

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

1. Endangering the health and/or safety of the college community by:
 - a) Intentionally or negligently causing physical/bodily harm or the threat of physical/bodily harm to any person or to the college community in general.
 - b) Harassing, intimidating, stalking, bullying or coercing, either verbally, physically, in writing or by electronic means (i.e., email, social media, etc.) any person.
 - c) Engaging in behavior that infringes or is intended to infringe upon the rights of others.
 - d) Engaging in lewd, indecent and/or obscene behavior, including possession of pornographic/obscene materials on campus and/or downloading or uploading pornographic material on college computers and/or college social media sites; or engaging in consensual sexual or inappropriately intimate behavior on campus or at a college activity or event.
 - e) Possessing firearm(s), explosives, dangerous chemical(s), or other dangerous and/or illegal weapon(s) or instruments on the college premises or at a college activity or event with the exception of law enforcement officers carrying service weapons.
 - f) Tampering with fire and/or safety equipment or activating a false fire alarm or bomb threat.

2. Obstructing or disrupting the normal operations of the college or college sponsored activities by conduct, including but not limited to:
 - a) Hindering the free flow of pedestrian or vehicular traffic, blocking entrance, exit or access to any college premise or college partnership facilities, stairway or hallway.
 - b) Acting in a manner that interferes with or disrupts classroom, laboratory, library, or clinical experiences or that is in violation of the faculty member's syllabus or otherwise disrupts academic or administrative activities.
 - c) Dressing in a manner that inappropriately exposes body parts or otherwise disrupts the academic environment causes undue attention to an individual student.
 - d) Inciting or otherwise causing others to disrupt the normal operations of the college or college sponsored activities.
3. Using or being under the influence of alcohol while on college premises or at college sponsored events and activities except as authorized in accordance with official college policy; possessing or distributing alcoholic beverages while on campus or college sponsored events.
4. Using or being under the influence of, possessing, manufacturing, distributing any illegal drug, marijuana, narcotic, hallucinogen or similar chemical agent, including the inappropriate or unlawful use, distribution or possession of prescription drugs, in any quantity, that is prohibited by law.
5. Any unauthorized use of electronic or other devices to make an audio recording of any person while on College property or at a College event or activity without the express consent of the person; any violation of the College's acceptable use policies.
6. Engaging in unauthorized or illegal gambling on campus or at college sponsored events, either in person or by computer.
7. Failing to comply with the directions of a college official, faculty member or law enforcement officer acting in accordance with their duties, including but not limited to failing to, when requested to do so, present a valid, current Quincy College identification.
8. Forging, altering or misusing any college document, record or means of identification including student identification card, user name, pin code or password, college portal and email access.

9. Defacing, damaging or destroying college property, including but not limited to graffiti or tagging; attempted or actual theft or unauthorized removal of college property or the property of another person; member of the college community / college partnership, or other personal or public property.
10. Possessing or duplicating keys, mechanical or electronic, to college premises without authorization; or entering college premises outside of normal business hours without authorization.
11. Engaging in acts of Hazing as outlined in [Massachusetts General Laws, Chapter 269, section 17](#)
12. Engaging in Hate Crimes as defined and prohibited by the laws of the Commonwealth of Massachusetts and United States codes.
13. Abusing the disciplinary process by:
 - a) Falsifying, distorting, or misrepresenting information to a conduct officer or judicial body and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a conduct officer or a judicial body.
 - b) Disrupting or interfering with the orderly conduct of a disciplinary/judicial procedure.
 - c) Attempting to discourage an individual's participation in or use of the disciplinary/judicial system.
 - d) Attempting to influence the impartiality of a member of the disciplinary/judicial system before or during the disciplinary/judicial process.
 - e) Harassing, or intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a conduct officer or judicial body and/or harassing or intimidating or attempting to harass or intimidate a conduct officer or a member of the disciplinary/judicial system.
 - f) Influencing or attempting to influence another person to commit an abuse of the disciplinary/judicial procedure.
 - g) Failing to comply with sanctions imposed under the Code of Conduct.
14. Violating published college policies, rules or regulations as outlined in the college policy manual, college catalog, student handbook, or on the college website not otherwise enumerated herein.
15. Violating any local, state or federal laws on college premises or at any

college sponsored activity not otherwise enumerated herein.

Additional Considerations:

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

Complaints Alleging Sexual Misconduct: Complaints regarding sexual misconduct will be addressed following the process and procedures laid out in the Sexual Harassment Policy 3.03.

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

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 the student;
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 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 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 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 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 their 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 their 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 their discretion, may accept complaints after the five (5) day time period if the CCO 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 the CCO 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 the 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 their right to a Judicial Board Hearing and any right of appeal. If the student chooses the Administrative Hearing, the student has the right not consent to the Administrative Disposition if the student does not agree with the violation or sanction. Under such circumstances, the student may request a Judicial Board Hearing.
 - ii. **Judicial Board Hearing** – If the accused student does not agree to an Administrative Hearing or administrative disposition cannot be agreed upon, the accused student can request a hearing with the College Judicial Board.
- g) In the event that the accused student does not contact the CCO regarding the Statement of Charges letter, the default

disciplinary process will be a Judicial Board Hearing.

3. The Judicial Committee and the Judicial Board
 - a) The college shall have a Judicial Committee comprised of faculty and staff trained by the Judicial Appeals Officer to serve on the Judicial Board. The Judicial Board shall be comprised of two (2) faculty members and one (1) staff member and a Chair. The Chair will not participate in the deliberations. The President shall appoint the Judicial Board members for each hearing as well as a Chair for that proceeding from among the Judicial Board Committee.
 - b) A hearing with the Judicial Board shall be scheduled by the CCO not later than five (5) days following an accused student's request for a hearing or in the case of the student not responding to the Statement of Charges letter. The CCO shall notify the student of the Judicial Board Hearing date by an email sent to the student's Quincy College e-mail account or in writing via letter to the student's last known address.
 - c) The accused student shall have the right to:
 - i. Be provided with a copy of the Statement of Charges letter outlining the alleged violation of policy or the code of conduct.
 - ii. Be provided with a copy of the original Incident Report.
 - iii. Present witnesses and to question other witnesses who participate in the hearing as outlined in the Hearing Procedures.
 - iv. Present relevant information and evidence.
 - v. Be assisted by one advisor, including legal counsel, of the accused student 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, the student 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 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 selected advisor. Witnesses will not be present during the entire hearing. Each witness will be called in during the hearing to give their statement and to be questioned regarding their statement and then be excused.
 - b) There shall be an audio or video recording created of all hearings. The record shall be the property of the College.
 - c) The Chair shall preside over the hearing. All procedural questions are subject to the final decision of the Chair. All testimony and questioning shall be at the direction of the Chair. The Chair may limit or exclude testimony to the extent that such testimony is repetitive or not relevant to the matter before the Judicial Board.
 - d) A hearing shall proceed as follows:
 - i. The Chair will have the CCO present the Statement of Charges on behalf of the college and complainant. The CCO will submit a copy of the original incident report and any other evidence, documents, materials and/or witnesses in support of the Statement of Charges.
 - ii. The accused student can then respond to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
 - iii. The Judicial Board may question each party, their witnesses and/or review all evidence presented. The Judicial Board has the discretion to request additional evidence, documents, materials or information from either party.
 - iv. Neither party is allowed to question witnesses directly. After each witness has been questioned by the Judicial Board, the parties will be given the opportunity to ask questions by presenting the questions through the Chair. The other party will be asked to respond unless the Chair determines that the question is not relevant.
 - v. The Chair will give the CCO and the accused student the opportunity to make final statements prior to dismissal from the hearing.
 - e) Deliberations shall be conducted in a closed session of the Judicial Board immediately after the hearing. The Judicial Board shall determine by a majority vote whether the accused

student has violated the policy or the Code of Conduct based upon the evidence presented and the preponderance of evidence.

- f) If the determination that the accused student is responsible for violating policy or the Code of Conduct, the Judicial Board shall recommend an appropriate sanction to the Chair. At this point, The Judicial Board may consider any previous violations and sanctions to determine the current sanction.
 - g) Within two (2) days of the conclusion of a hearing, the Chair shall issue a written decision outlining the Judicial Board's findings and sanction, if any, to the accused student and the CCO.
 - h) All records related to the disciplinary proceedings shall be maintained in accordance with the Family Education Rights and Privacy Act (FERPA) and housed in the office of the CCO.
5. Sanctions
- a) A student found in violation of the college's Code of Conduct or College policy shall be subject to one or more of the following sanctions (none of these sanctions is intended to take the place of or limit the use of legal proceedings that may be available to the parties):
 - i. **Verbal Warning** - Student is given a verbal warning and a notation is made in the student's disciplinary file.
 - ii. **Written Warning** - Student is given a letter stating that the student has violated college policy or the Code of Conduct and the letter is placed in the student's disciplinary file.
 - iii. **Restrictions/Loss of Privileges** – Student is denied certain privileges or restricted from using college services for a specified length of time.
 - iv. **Community/Educational Service** – Student is required to complete a specified number of hours of community or college service.
 - v. **Restitution** - Student is required to provide compensation for loss, damage or injury. Restitution can be monetary, replacement materials or in the performances of services.
 - vi. **Probation** – Probation is for a designated period of time and student is informed that any violations of college policy or Code of Conduct while on probation will result in more severe disciplinary sanctions.
 - vii. **Suspension** – Student is separated from the college for a specified period of time after which the student is eligible

to return. The student will not be entitled to a refund or to have academic accommodations made to complete work missed during a suspension. Students are not allowed to attend classes, attend college activities or be on campus during their suspension. Student must apply to the CCO for re-admittance.

- viii. **Revocation of Admission to Specific Degree Program** – Student’s acceptance to a specific degree program(s) can be revoked or denied. Student would still be allowed to attend the college, but not for obtaining specific degrees.
- ix. **Expulsion** – Student is permanently terminated from the college and will not be allowed to enroll at the college at any future time. The student will not be eligible for any refund from the college. The Expulsion will be placed on the student’s transcript.

6. Appeal

- a) Within five (5) days of receiving the Judicial Board’s decision, the student may appeal the decision to the College’s Judicial Appeals Officer.
- b) An appeal must be in writing and be based upon a credible claim that:
 - i. The hearing was not conducted in conformity with the prescribed procedures.
 - ii. New information that was reasonably unknown to the accused student at the time of the hearing, and which is sufficiently relevant such that it could alter the Judicial Board’s decision has been discovered.
 - iii. There existed a demonstrable bias by a member of the Judicial Board.
 - iv. The sanction imposed is disproportionate to the severity of the violation.
- c) The college Judicial Appeals Officer shall issue a written decision within five (5) days of receiving the appeal. The Judicial Appeals Officer may accept, reject or modify the Judicial Board’s decision or sanction.
- d) Judicial Appeals Officer’s decision shall be final

The Code of Conduct Officer is listed below:

Michael Ryan, Director of Public Safety	mryan@quincycollege.edu	617-984-1798
--	--------------------------------	---------------------

Original: October 1999

Revised: January 2006, September 2013, 2021

Updated for Gender Inclusivity: Spring 2023;

Added Staff Responsibility: August 2023

Policy 6.17: Voter Registration

In accordance to Massachusetts General Law, chapter 51, Section 42E, Quincy College provides affidavits of voter registration to students who would like to register to vote for local, state and national election. Forms are available through the Enrollment Service Office at the Quincy Campus and through the information desk at the Plymouth Campus. Students who would like to register to vote in a state other than Massachusetts must use the Federal mail-in affidavit of voter registration or mail in a form supplied by the state in which they plan to vote.

Original: October 1999

STUDENT ACCOUNTS POLICIES

Policy 7.01: Tuition and Fee Schedule

Tuition and fees are established on an annual basis by the Board of Governors. This fee schedule is available on the web, in the bulletin, and the catalog.

Original: October 1999

Revised: January 2006

Reviewed: September 2021

Policy 7.02: Tuition Deposits

Allied Health

This non-refundable deposit applies to students not registered in the previous semester and is deducted from student bills when tuition is paid. A non-refundable matriculation fee is charged as an administrative cost to Allied Health students.

Original: October 1999

Revised: January 2006; September 2021

Policy 7.03: Payment

I. *Policy*

Students are expected to pay their entire tuition and fee bill before classes begin. Students with anticipated Financial Aid office may use this to register for classes paying only the balance not covered by financial aid for a particular semester. In circumstances where the student is unable to pay the tuition bill at the time of registration but can demonstrate an ability to pay it in future, Quincy College may grant a payment plan to the student. A non-refundable fee will be charged for this service.

II. *Procedure*

Students interested in making use of this plan must complete the process with a Business Office administrator. Plans consist of a downpayment and remaining balances spread over a number of payments to be completed by the end of the semester

If the balance of the tuition is not paid on time, the student may be withdrawn from the college, not be allowed to attend classes, take examinations and receive course grades and credits. An International student when taken out of classes, will fall “out of status” and may be deported to their home country. Quincy College reserves the right to collect the balance due by any legal means and the student will be responsible for this collection cost. The College retains the right to withhold transcripts, future registrations, diplomas, certificates and to refer past due balances to collection agencies.

Original: October 1999

Revised: January 2006; September 2021

Policy 7.04: Past Due Accounts

Once a student has ceased to attend school, their balance is reviewed and the following process followed:

- A. For balances under \$50.00, place students account on hold, write off balance. Do not send to collections, balance is too small.
- B. For balances over \$50.00 send one final demand notice. Send final demand letter as certified mail. Give 30 days to respond.
- C. For balances over \$50.00 and less than \$250, only payment in full is allowed
- D. If a student DOES NOT respond to final demand letter, send to collections.
- E. CODE STUDENTS as “collection” so they can be identified on our ageing.
- F. For balance over \$250, payment can be made in installments.
- G. Run a “past due” report three times a year (fall, spring & summer), November, April and August, and send to collection based on no response.

Once a student has been sent to collections, the account now becomes the responsibility of the company, and any inquiries from students regarding their account, should be referred to the collection company. The company will interact with Business Office administrators on any account issues and decisions will be made by the VP of Finance.

Original: October 1999

Revised: September 2011; September 2021

Policy 7.05: Withdrawal/Refund Schedule

I. Policy

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

Please note the following refund policies:

10 -15 Week Semester Courses:

- **100% 7 working days since the start of class***

Special Sessions (5 and 7 week classes) Schedule:

- **100% 3 working days since the start of class**

Non-credit Courses:

- **100% prior to the second class meeting**

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

Original: October 1999

Revised: January 2006, March 2011, August 2021, August 2023 by MA

Policy 7.06: Collections Policies and Procedures

I. Policy

The College Business Office shall collect all amounts due resulting from items that have been credited to students' accounts but returned because of insufficient funds, rejection, or errors of commission or omission.

The Business Office shall collect amounts due from Financial Aid to students before applying refunds to students' accounts.

II. Definitions

In its collection of returned items the College follows Massachusetts General Laws, Chapter 266 Section 37, which reads:

Whoever, with intent to defraud, makes, draws, utters or delivers any check, draft or order for the payment of money upon any bank or other depository, with knowledge that the maker or drawer has not sufficient funds or credit at such bank or other depository for the payment of such instrument, although no express representation is made in reference thereto, shall be guilty of larceny. As against the maker or drawer thereof, the making, drawing, uttering or delivery of such a check, draft or order, payment of which is refused by the drawee shall be prima facie credit with such bank or other depository, unless the maker or drawer shall have paid the holder thereof the amount due thereon, together with all costs and protest fees, within two days after receiving notice that such check, draft or order has not been paid by the drawee. The word "credit" as used herein, shall be construed to mean an arrangement or understanding with the bank of depository for the payment of such check, draft or money order.

III. Procedure

Bad Check Procedure

The student's account is credited with initial payment. The account is charged with a non-refundable fee to cover bank charges incurred. The student is notified to settle their account immediately.

Financial Aid Procedure

The Financial Aid Office transfers aid to student's account. The Business Office is given a listing of Financial Aid recipients. The Business Office checks the student's charges and makes certain the student is correctly billed. Accounts that have an excess of payments over charges and fees, are refunded.

Original: October 1999

Updated: September 2021

Policy 7.07: Third Party Billing

I. Policy

Some students may receive financial assistance for tuition, fees and books from third Parties, including federal and state agencies, foreign sources and private enterprise. The Business Office shall bill and collect in a timely manner from third parties on the basis of accurate information contained in applicable students' accounts.

The student is ultimately responsible for tuition, should the third party not pay. The College retains the right to withhold transcripts, future registrations, diplomas, and to refer past due balances to collection agencies, as outlined in Policy 7.06.

II. Procedure

The Business Officer receives the third party contract and makes sure the contract is signed, reviews the dates, and checks the amount approved for books, fees, tuition.

If the contract covers all of the above, registration takes place. The Business Officer enters the information on the screen and gets a vendor number. Real charges have to be generated for third party; the Business Officer cannot bill on preliminary charges.

Original: October 1999

Revised: May 2009

Reviewed: September 2021

STUDENT FINANCIAL AID POLICIES

Policy 8.01: Principles and Practices

I. **Policy**

The Quincy College Financial Aid Office assists students in gaining access to available financial assistance to support their educational pursuits. Sources of financial assistance available to students include grants, loans, and work programs from federal, state, private, and institutional sources. Financial Aid is intended to supplement the student and parent's contribution to college costs and is based on need.

II. **Definitions**

There are three types of financial aid: grants and scholarships that do not need to be repaid, low interest loans that must be repaid, and part-time employment. Most students receive an aid package that combines several different types of assistance.

Financial Aid eligibility is based on financial need. When a student and their family complete the Free Application for Federal Student Aid (FAFSA), the Department of Education calculates a student aid index (SAI). The Financial Aid Office develops a cost of attendance for each student based on his or her program of study, enrollment status and housing status. The SAI is then subtracted from the cost of education to determine the student's financial need.

Financial aid is awarded for the full academic year. Returning students must reapply each spring for the following year. New students entering in September should ideally apply by April 1st for aid and new students entering in January should ideally apply by August 1st for spring semester aid. Students must complete Admissions applications first to be considered for financial aid for the school year.

Students must maintain satisfactory academic progress in order to receive financial aid.

Upon completion of a student's financial aid file, Financial Aid awards will be deducted directly from current charges. Students should apply for financial aid early, and respond to all requests for additional information in a timely fashion.

Students who need help in completing the financial aid forms or need other types of financial aid counseling should contact the College's Financial Aid Office.

Original: October 1999

Revised: December 2005; July 2023; August 2024

Policy 8.01A: Financial Aid Process

Quincy College encourages all students to apply for financial aid. The College realizes that higher education is significant investment for families. Financial aid is awarded on the basis of demonstrated financial need and the student's status at Quincy College. We are happy to assist every student who applies for financial aid.

Application Procedures

Students should visit Quincy College website at <https://www.quincycollege.edu/tuition/financial-aid/> for the most up-to-date information on applying for Financial Aid. We understand that the Financial Aid process can be complex, so please contact us with questions at financialaid@quincycollege.edu or 617-984-1620. We are here to help you.

Verification

The Department of Education may require certain students to submit additional documentation. For those students selected for verification, the College is required to complete the process of verification before it makes a disbursement of financial aid. Students failing to provide the required documentation within the specific time period may lose their financial aid for the semester and/or the academic year. Financial Aid regulations require the Financial Aid Office to review and request documents from students and parents (if required). Documents that may be requested include but are not restricted to the following:

- Federal Tax Return Transcript(s): a signed copy of income tax return and applicable schedule; IRS W-2 form(s)
- IRS Verification of non-tax filing
- Verification Worksheet Form

Verification may result in a recalculation of a student's Student Aid Index (SAI). If this occurs the student will receive a new student aid report from the Department of Education. A recalculation may also result in a change of financial aid eligibility.

Once the verification of a student aid report is completed, a student will receive an award letter. This is the offering of financial aid and outlines what type of financial aid a student is eligible to receive for the current school year.

Awarding of Aid

1. All financial aid is awarded on the basis of demonstrated financial need based on information reported on a properly completed Free Application for Federal Student Aid (FAFSA).
2. Pell Grant and MASS Grant eligibility are based on the criteria established by those financial aid programs.
3. Massachusetts has its own deadline for receipt of completed FAFSA results. If the Commonwealth of Massachusetts does not receive FAFSA results by May 1st, a student may not be eligible to receive a

MASS Grant.

4. Financial Aid amounts received in one year may not always be awarded in future years. Eligibility is always re-determined each year. Students must reapply for financial aid each year they plan to attend.

Cost of Attendance

1. Students may receive financial aid to cover the cost of tuition, fees and other expenses related to their education such as books and supplies. The total of all these expenses is called the Cost of Attendance. A student's combined financial aid from all sources may not exceed the Cost of Attendance for his/her program.
2. Students do not always receive enough aid to cover costs. In the event this occurs, students should seek alternative loan options to cover the remaining balance. There is no guarantee that a student will be eligible for one of these loans. Alternative loans are usually credit-based loans. Students may also contact the Business/Student Accounts Office to determine if they are eligible for a payment plan.

Disbursement of Financial Aid

1. If a student is awarded a PELL Grant and does not enroll for 12 credits (full-time) for a semester, then the Pell Grant is reduced according to the actual number of credits enrolled.
2. Students who complete late applications are required to pay for their classes. When aid is credited to their account, a refund may be issued, if one is due to the student, in the amount of aid posted.
3. MASS Grants are credited toward tuition when the Financial Aid Office receives a payment roster from OSFA.
4. Students who pay their tuition and later complete the award process will be issued refunds in the amount of their awards later in the semester.

Original: October 2004

Revised: August 2021; August 2022; July 2023; July 2024

Updated for Gender Inclusivity: Spring 2023; July 2024

Policy 8.02: Types Of Assistance

Federal Pell Grant

The Federal Pell Grant is a need-based program that is available to undergraduate students who have not obtained a Bachelor's Degree. Federal Pell Grants do not need to be repaid. Pell Grant amounts are determined by a student's enrollment status and Student Aid Index (SAI). The actual amount that a student receives will be determined after the add/drop period of each semester.

Federal Supplemental Opportunity Grant (FSEOG)

FSEOG is a need-based program and is awarded to students showing the greatest need based on their SAI. Those with a -1500 through zero SAI and enrolled in 12 credits or more will receive these funds first. FSEOG is a grant that does not need to be repaid. Funds are limited and are awarded on a first-come, first-served basis.

MassGrant

MassGrant is a need-based program that is awarded to eligible students by the Office of Student Financial Assistance via roster to Massachusetts residents who had their Free Application for Federal Student Aid (FAFSA) processed by May 1. Students must be enrolled full-time (at least 12 credits throughout the entire semester) to receive the MassGrant, as well as meet other eligibility requirements.

Massachusetts Part Time Grant

The Mass Part Time Grant is a need-based program awarded to Massachusetts residents enrolled in at least six, but not more than 11 credit hours. These students must also be Pell eligible. Funds are limited and are awarded on a first-come, first-served basis.

MA State Free College

Free College is a grant program that is awarded to eligible Massachusetts residents 25 years of age and older which has not yet completed a college degree prior to starting their enrolled semester and had their Free Application for Federal student Aid (FAFSA) processed. Eligibility for this grant is determined annually by the office of Student Financial Assistance and allocated by the office of Financial Aid towards eligible certificate or Associate degree programs. Free college is applied to students accounts to cover the cost of tuition, fees, books & supplies, as required by designated program of study. Students must be enrolled half-time or more (6 credits or more per semester). The office of Financial Aid calculates grants after all Federal and/or state grants are applied.

Federal Direct PLUS Loan

This credit-based loan allows parents to borrow the cost of education minus other aid. The Federal PLUS Loan is not guaranteed; it is a credit-based loan, based on your parents' credit. Since it is not a need-based loan, families of all income levels can apply. The parent is the borrower and is responsible for

repayment. Repayment begins within 60 days of disbursement and the interest rate is variable with a 10% cap. Students are required to complete and submit a FAFSA before PLUS loans are certified and processed. Students must still make satisfactory academic performance. PLUS loans are available to parents of dependent students only. Parents must apply online. If approved after a credit check is performed, the loan can be certified and processed.

Federal Direct Stafford Subsidized Loan

The Federal Stafford Loan Program is need-based and must be repaid. To be eligible, a student must be enrolled at least half-time. The Federal Government pays the interest that accrues while the student is in school and during the periods of deferment. Repayment begins six months after a student ceases to be enrolled at least halftime at an eligible institution, withdraws from school or drops below 6 credits while in attendance. The interest rate is variable and is set annually on July 1st of each year. Students must complete online Entrance Counseling and fill out a Master Promissory Note (MPN) in order to receive these funds.

Federal Direct Stafford Unsubsidized Loan

The Unsubsidized Stafford Loan differs from the Subsidized Stafford Loan in that the student is responsible to pay the interest that accrues while in school and during deferment periods. Students may request delay of repayment of the interest until entering repayment of this loan however interest will still accrue during the deferment period.

Note: Students who have received Stafford loans must complete an exit counseling session with the Financial Aid Office prior to graduation. Any student who does not complete the required exit counseling will not receive their diploma or transcript until the session is completed.

Federal Work Study Program

This federally subsidized program provides on-campus employment for students with financial need. Work study positions are located on campus in the college offices. Students must be making Satisfactory Academic Progress to be awarded work study. Positions are extremely limited. Even if you are awarded work study it does not ensure that there is a position available. Students may work during the academic year and during the summer. Hours are arranged around each student's schedule and awards are based on the availability of funds.

Alternative Loan Sources

Students requiring additional financial assistance must seek private funding. This type of funding is usually credit based and may require the student to have a co-borrower. These types of loans may have higher interest rates and other requirements. Eligibility and repayment options are determined by the lender.

Academic Scholarships

The Academic Scholarship Program is offered during each spring semester. Funds are for use in the following fall semester. These scholarships are available for use

at Quincy College only and cannot be transferred to another school. A selection committee from the Quincy College community determines the award recipients. Applications are available online.

Book Vouchers

Book vouchers are issued based on the unused portion of the financial aid that will be used to pay for tuition and fees. If the cost of books and supplies purchased at the book store exceeds the amount on the voucher, the student is responsible for the balance. If a student's financial aid is adjusted or reduced for any reason, a student may have a balance owed as a result of their book purchase.

Summer Financial Aid Awards

Students planning to attend summer sessions should contact our office beginning in April to have their file reviewed for any financial aid that may be available to use for summer.

Disbursements

All financial aid disbursements will be posted to students' accounts no sooner than 45 days after the start of each semester. The Business Office will generate refund checks automatically to those students with a credit balance after all charges have been applied.

For details on these and other policies, please visit the Financial Aid Office or call 617-984-1620.

Original: October 1999

Revised: October 2004; August 2021; July 2023; July 2024

Policy 8.03A: Application Procedures

Deleted
Included in 8.01A

Policy 8.03B: Rules, Regulations, Rights, And Responsibility

Deleted
Included in 8.01A

Policy 8.03C: General Eligibility Requirements

Deleted
Included in 8.01A

Policy 8.03D: Verification

Deleted
Included in 8.01A

Policy 8.04: Awarding of Aid

Deleted
Included in Policy 8.01

Policy 8.05: Award Adjustments

Pell Grant

After the add/drop period, every student awarded a Pell Grant has their enrollment status reviewed. Students who are enrolled less than full-time will have their Pell Grant (and any other applicable aid) adjusted. The aid is then coded to be transmitted to the College Business Office. A new Award Letter is sent to the student.

Federal Supplemental Opportunity Grant (SEOG)

Students who are enrolled full-time (12 credits or more) and are eligible for a Pell Grant may also be able to receive a Supplemental Educational Opportunity Grant (SEOG). If a student is eligible for the SEOG at the time of the Pell Grant verification, the grant is coded for transmission to the Business Office. If a student is enrolled less than half-time, the SEOG is canceled when the Pell Grant is adjusted. A new Award Letter is sent to the student.

Direct Loan

When Direct Loan checks with EFT rosters are received (30 days into the semester) the student's enrollment status is reviewed. Any student enrolled for less than six credits at the time of the receipt of the Stafford Loan money will have their loan disbursement returned to ASA and their loan canceled. A new Award Letter is sent to the student.

Mass Grant

When the Financial Aid Office receives the Mass Grant Certification Roster (sometime during the fall semester) the student's enrollment status is reviewed. Any student on the Mass Grant Certification Roster who is enrolled less than full-time will be coded as ineligible. Students who appear to be eligible will have their SAI reviewed to determine whether the SAI meets the eligibility criteria. If the student meets the criteria to receive a Mass Grant, the Mass Grant Award is added to their Aid Award and coded as eligible. This allows the student to be notified of the aid eligibility. The Certification Roster is then signed by the Associate Vice President of Financial Aid and returned to the Office of Student Financial Assistance. A new Award Letter is sent to the student.

When the Mass-Grant Payment Roster is received, the student's enrollment status is reviewed. If the student is enrolled full-time, the student's SAI is then checked. This second check assures quality awarding and disbursements per state regulations. Once it is confirmed that a student is eligible to receive a Mass Grant, the student's award is coded to be transmitted to the Business Office.

Massachusetts Part-Time Grants

If the Massachusetts Office for Student Financial Assistance is able to fund these programs they transfer funds to Quincy College and notify the Associate Vice President of Financial Aid of the funding availability. Students are then awarded the Mass. Part-time Grant or Gilbert Grant based on the established criteria. Because the money is received by the College prior to its awarding, the grant is coded to be transmitted to the Business Office as the aid is added to the student's award. A new Award Letter is sent to the student.

MA State Free College

Disbursement of Free College normally occurs after add/drop period. The financial aid office will review all registered credits and make appropriate adjustments to the student accounts and send a revised award letter to the student(s), when applicable. While reviewing students registration the financial aid office confirms the student has met satisfactory academic progress (SAP) and verify students are in a qualifying degree program per semester. Eligibility is calculated after all other need-based aids (grants or scholarships) are applied to cover the remaining balance for the applicable semester.

Original: October 1999

Updated: July 2023; July 2024

Policy 8.06: Cost Of Attendance

Deleted February 2006

Policy 8.07: Disbursement Of Financial Aid

Deleted
Included in 8.01A

Policy 8.08: Deferment Fee

Deleted
September 2021

Policy 8.09: Satisfactory Academic Progress

I. Policy

Federal Financial Aid regulations require that Quincy College establishes, publishes, and applies reasonable standards for measuring students' satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student's enrollment including periods for which the student did not receive financial aid.

Satisfactory progress is measured twice a year, at the end of the fall and spring semesters. Fall SAP measurement is used to determine standing/eligibility for the subsequent spring term. Spring SAP measurement is used to determine standing/eligibility for the subsequent fall term (summer term eligibility remains the same as that of the most recent spring term).

Quincy College assesses the following qualitative and quantitative information for all students at the end of each fall and spring term:

1. Cumulative GPA (Minimum GPA of 2.0)

In order to meet SAP standards for financial aid, students must have a 2.0 GPA. Transfer students must meet the minimum cumulative/term GPA requirement for all terms enrolled at Quincy College. Students enrolled for the purpose of earning a second Associate's Degree or a Certificate must maintain a cumulative/term GPA of 2.0 for all terms of enrollment.

2. Number of credits attempted (cannot exceed 150% of the expected length of program; maximum allowable for Associate's Degree students is 90 credits)

Federal regulations allow students to receive aid for 150% of the published length of an undergraduate program. Quincy College publishes in its catalog that students can earn the AA/AS degree by completing 60 credits (other than Nursing and Health Sciences, and Bachelor's Degree programs). AA/AS students at Quincy College, therefore, may receive aid for a maximum of 90 credits. Once a student has attempted 150% of their program's credit hours at Quincy College (including transfer credits), they are no longer eligible to receive financial aid and this standing may not be appealed.

3. Rate of completion (2/3 credits attempted must be completed successfully)

In order to maintain satisfactory academic progress a student must complete 66.67% of the courses they attempt. This measurement is taken cumulatively to include all courses attempted at Quincy College. Transfer credits that are accepted by Quincy College are not included in the rate of completion but are counted towards maximum credits.

Policies Regarding Course Work:

Incomplete Grades

Students who receive a grade of “Incomplete” may not meet the minimum GPA requirements. Students are advised to contact the Financial Aid Office to find out if it is appropriate to file an appeal. They should also contact the Financial Aid Office when the grade of “Incomplete” has been replaced by a letter grade. If the course work to resolve the grade of “Incomplete” is not adequately completed in one semester, the grade changes to an “F” and is included in the calculation of GPA.

Dropped Credits

Students who drop classes after the end of the Add/Drop period of any semester may encounter difficulties in meeting SAP standards. Students considering dropping classes after this refund period should consult with the Financial Aid Office to review the impact of dropping a course on their future eligibility for financial aid.

Withdrawal from All Course Work

Students who withdraw from all courses should consider its impact on their Financial Aid award and their SAP status and discuss this with the Financial Aid Office.

Repeated Course Work

There is no limit to the number of times that a student may repeat a course. Credits for repeated courses count only once as credits earned and only once in a student’s GPA; however, all credits are counted as attempted credits. The highest grade in a repeated course is used in calculating the GPA.

Remedial Course Work

Remedial courses are considered the same as credit courses for tuition, full-time academic standing and for SAP. Although these courses do not count towards degree completion, these courses are included in the calculations of the 2/3 completion requirement and in the maximum limit of 90 credits attempted. Financial aid may be paid for up to 30 non-degree credits.

II. Procedure**Notification of Loss of Eligibility:**

If the student fails to meet the conditions for Satisfactory Academic Progress, they will be given one semester of Financial Aid Warning. The student should work with the Student Success team on a plan to improve academic performance. If the student does not achieve SAP during the semester of Financial Aid Warning, the student will be placed on one final semester of Financial Aid Probation. If the student fails to meet SAP after the probationary period, they will lose financial aid eligibility. In order to regain eligibility, a student must attend classes at Quincy College at least half-time until they meet the required standards.

The student has the right to appeal the denial of financial aid (appeals will not be reviewed for any student who is not a FAFSA filer and is seeking a loan from a private lender). The appeal should be submitted no later than the midpoint of the semester for which the student is enrolled or it may be denied. Appeals submitted in the last month of the semester will not be reviewed.

The SAP committee will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record. If your appeal is approved, you will be notified by e-mail. The SAP review Committee is chaired Director of Financial Aid.

If the appeal is not approved, the student will not receive financial aid until SAP requirements are met. All decisions of the SAP committee are final.

Original: October 1999

Revised: July 2009; July 2021' July 2023

Updated for Gender Inclusivity: Spring 2023

Policy 8.10: Return To Title IV Refund Policy

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- The date the student began Quincy College's withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- The student's last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Quincy College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point. Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe part of his or her financial aid if the Financial Aid Office determines the student has received an amount larger than the earned amount. The refund policy for state financial aid is the same as the federal policy; however, 100% of state aid is earned at the 50% point.

The term "Title IV Funds" includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Federal PLUS Parent Loan

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

1. Unsubsidized
2. Subsidized
3. PLUS
4. Federal Pell Grant
5. Federal SEOG Program
6. Other Title IV programs
7. Other state, private, and institutional aid
8. The student

Quincy College will return any funds necessary to Title IV programs upon completing the calculation. It is possible that a student who receives financial aid and withdraws will owe a balance to the Quincy College

Business Office and may be required to repay funds to the U.S. Department of Education. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about this policy.

Other things to consider before withdrawing:

- Following the proper withdrawal process is important to avoid difficulty with future enrollment, satisfactory academic progress, and financial aid eligibility.
- Students receiving a grade of “F” for all classes in a semester will be subject to retraction of aid per federal regulation. Any balance that results is the responsibility of the student.
- Students that stop attending all classes and fail to complete an official withdrawal form will receive a grade of “F” for each registered class. This will result in a Return to Title IV funds calculation. An outstanding balance may occur and is the responsibility of the student.
- If a Mass Grant or other state aid is expected but not received on the date of withdrawal, it is automatically canceled.
- A student is not considered “officially withdrawn” until the student completes a withdrawal form.
- This policy applies to all students regardless of enrollment status (full and part time).

Original: October 1999

Revised: August 2021; July 2023

Updated for Gender Inclusivity: Spring 2023

Policy 8.11: Emergency Loan Fund

Deleted
February 2006

COLLEGE BUSINESS POLICIES

Policy 9.01: Purchasing Policy

I. Policy

A purchase requisition must be completed for all purchases, approved by the department head and then approved by the VP of Finance.

II. Definitions

Ordering goods or services without an approved purchase order is done at the risk of incurring personal expense, violation of this Policy, possible disciplinary action, and possible legal action under Massachusetts General Law Chapter 30B, section 17 for a fine not to exceed \$2,000.00 for each violation and double damages sustained by the College as a result of the violation.

III. Procedure

The requisition, when processed, will generate a purchase order, which constitutes the actual order for goods or services. For purchases less than \$10,000.00, sound business practice is required at your own discretion. When a purchase is between \$10,000 - \$50,000, you must obtain quotes from at least 3 different vendors to secure the lowest price, or you may use a State Contracted Vendor. These vendors can be found on the commbuys website, www.commbuys.com. A College Contract will also be sent to this vendor by the College's Purchasing Department. For Purchases of \$50,000 or more, this must be put out to public bid or use a state contract vendor. Do not seek a public bid without first consulting both your supervisor and the Purchasing Department. Purchases will not be approved by the Vice President's Office unless the proper procedures are followed.

Original: October 1999

Revised: September 2021

Policy 9.02: Tuition Remission

Policy:

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

- A current employee in active status,
- An employee in one of the following categories: professional staff and contract faculty member.
- Employees working a Regular Part-Time (RPT 0 .5 or greater) position that is categorized as a benefit eligible position.

Quincy College also offers this Tuition Remission benefit to the following;

- Adjunct instructors are eligible for these benefits after a year of teaching in (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. This benefit extends to them self and Spouse only, dependents not included.
- Limited Part Time Regular employees (LPT Less than .5 regularly scheduled hours) are eligible, however this does not extend to family members.

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

- With the exception of Computer classes, remissions are granted by the President or President's designee once enrollment in a class exceeds eight.
- Fees will apply including Student ID fee, Registration fee, Technology fee and Credit fee. (Refer to latest application form)
- Computer, Engineering and non-credit courses, the remission is 50% of the tuition.
- Tuition remission is not available for select programs and Science Lab courses.
- Requests for remission for four or more courses must accompany a request for financial aid (FAFSA must be filled out) and EFC on the approval form.
- Only one person, per semester per family, may benefit from this policy for a full-time load.
- A minimum GPA of 2.0 must be maintained to qualify for this remission in next semester.
- If the student withdraws from a class, the student must pay 50%

tuition for dropped courses in order to be eligible for remission during next semester. In the absence of special circumstances, no more than 2 students, with tuition remission, may be allowed in each section. In case there are more requests, the date of request will determine the priority.

Procedure:

The request for tuition remission must be made on specific forms available on ADP and in the Human Resources office. The required fee in the form of a check or CC must accompany the request. If a student chooses, the student may register earlier to get a spot by paying full fee and then applying for a refund.

Original: October 1999

Revised: September 2021

Updated for Gender Inclusivity: Spring 2023

Policy 9.03: Employment Of Relatives

At Quincy College, we expect all employees to maintain the highest standards of personal integrity, fairness, and good judgment. For these reasons, relatives, spouses, or others having a close relationship may not be employed by the College in a position that results in either an employee being supervised by, or reporting to, a relative or person with a comparable close relationship. The College will make an effort to assign qualified employees to another department or location to avoid having to terminate employment due to an existing close relationship. Notwithstanding the provisions set forth above, the College and its employees and officers shall conduct themselves, at all times, in a manner consistent with the requirements of the Commonwealth's Ethics laws, rules and regulations.

Original: October 1999

Policy 9.04: Travel/Professional Development Policy (Non-Foundation)

General:

Usually Quincy College business is conducted locally or on telephones. Sometimes overnight or out-of-state, travel is required, which materially or academically enrich and benefit the institution. Quincy College has limited funds for Professional Development and this policy would support a broad-based equitable distribution of these funds. This travel policy provides for necessary and reasonable travel expenses incurred for authorized College business including participation in annual meetings of the professional association and meetings for professional development as approved by the President.

Scope:

These guidelines apply to all travel/professional development expenses excluding Quincy College Foundation expenditure. No travel or professional development expenses for Quincy College employees shall be funded by Quincy College Foundation or any other such organizations.

Purpose:

These guidelines

Will provide guidance to travelers, approvers and auditors;

Will define the responsibility and accountability of the traveler and the authorizer;

Will define the consequence of not adhering to the guidelines, and

Set rates for reimbursement for mileage, accommodations and meals per diem for employees and Governors.

Authorization:

- All overnight and out-of-state travel requires prior approval of the President.
- Requests for approval must be submitted on the appropriate Leave Request form.
- Presentation at overnight or out-of-state travel must have prior approval from the appropriate Supervisor, Dean and Vice President.
- A report relative to presentation/workshop attended must be submitted within three weeks of returning to the Supervisor, Dean and/or Vice President.
- No more than two persons will be authorized to attend the same conference at the same time, unless otherwise approved by the President.
- The traveler has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-efficient means available.
- Authority and responsibility for approval rests with the Supervisor, Dean and Vice President. Employees may not authorize travel or approve travel expenses for themselves.
- Written information about out-of-state travel by the President

must be sent to the Chair of the Board of Governors.

- Travelers are liable for overpayment that may be discovered in a post-audit review.
- Discovery of fraudulent practice by travelers while on authorized College business is cause for dismissal as well as other consequences that may be determined.

Reimbursement:

In order to secure reimbursement, the traveler must submit following documentation:

- A Quincy College Travel/Professional Development Expense Reimbursement Form (Non- Foundation) specifying the details of the trip, and including the name and address of the employee. The employee must sign the invoice in ink.
- A copy of the approved travel request.
- A certification under the pains and penalties of perjury that expenses were not for wines, liquors, cigars or other services.
- All original receipts with requested reimbursement must be submitted to the Business Office within seven business days of return from travel. Original receipts should be placed and taped onto a blank sheet of paper for ease in copying.
- Reimbursement cannot exceed the amount authorized by the President.

Allowable Expenses:

- The College will reimburse economy class, non-refundable commercial carrier charges. The Traveler should be booking flights on the basis of best prices rather than trying to earn frequent flyer miles or points.
- The College will reimburse conference discount rate for hotel charges unless otherwise approved by the President. Other hotel accommodations will be approved only if charges are at par or below the conference hotel rate.
- Meals will be reimbursed per diem with a daily maximum of \$75.00. Receipts are not required. There is no reimbursement for alcohol or tobacco items.
- Charge claims for taxi will be allowed only if there are no services offered by the hotel and supported by original receipts.
- Travel for automobile will be reimbursed at the IRS rates in effect.
- Tolls and parking charges must be supported by original receipts.
- Conference registration fee.
- Telephone charges, which are necessary to conduct Quincy College business, must have original receipts.
- Travel of any kind between an employee's home and a Quincy College campus or other regularly assigned work location is not reimbursable.
- If an employee travels from home to a temporary assignment rather than to a Quincy College campus or other regularly assigned work location, transportation expenses shall be allowed

either for the distance from home to the place(s) of temporary assignment, or from a Quincy College campus or other regularly assigned work location to a place (s) of temporary assignment, whichever is nearer.

- An employee who is compensated with a regular travel stipend is not entitled to receive additional travel reimbursement for local travel or trips between Quincy College campuses or other regularly assigned work locations but may receive reimbursement for non-routine temporary travel in excess of the amount contemplated in the calculation of the stipend, subject to the approval of the President.

Exceptions:

Leave Requests amounting to three-thousand five hundred dollars (\$3,500.00) and more, must first be approved by the Board of Governors.

In some instances, it may be in the best interest of the College to allow for exceptions to this policy. In such cases, the appropriate Vice President should request a written approval of any exception from the President prior to the expense being incurred.

Additional Important Information

The College does not assume liability for damage to personal automobiles used on College business and does not assume liability for deductibles of any other uninsured loss to the vehicle. Liability insurance protection will be provided as excess coverage only after the private owner's personal liability insurance limits are exhausted when the vehicle is used for business purposes. Cost of repairs to a vehicle, whether or not they result from the traveler's acts, are not reimbursable.

Original: October 1999

Revised: November 2005, March 2015

Reviewed: September 2021

Policy 9.04A: Recruitment Expenses

When a decision is made by the President or Vice President to invite a candidate for a final interview for a senior level position, Quincy College may reimburse the candidate in an amount up to \$1,500 for reasonable out of pocket travel and accommodation expenses. The Candidate will be required to submit original hotel and airline receipts.

When a request for reimbursement has been approved the following guidelines will apply:

- If the candidate is traveling by personal vehicle, reimbursement will be made at the IRS mileage rate in effect. Reimbursement for tolls and/parking expenses must be supported with original receipts.
- Reimbursement for airline expenses will be limited to economy class rates and if applicable to no more than one checked luggage item.
- Reimbursement for meals will not exceed \$75.00 per day. There will be no reimbursement for alcoholic beverages.

Original: October 1999

Revised: November 2005, March 2014

Reviewed: September 2021

Policy 9.05: Community Use of Facilities

Classrooms may be used for a meeting or other group activity. Rooms must be reserved in advance through Enrollment Services.

There are certain rules of courtesy to be maintained as regards leaving the classroom in satisfactory condition for the next person, specifically:

1. Blackboards and marker boards should be erased.
2. If chairs have been rearranged for the meeting, they should be restored to their original position.
3. If chairs have been borrowed from another room to accommodate a large group, these borrowed chairs should be returned to their original room so the classroom does not experience a chair shortage.
4. Food and drink are not permitted in classrooms under any circumstances.

Original: October 1999

Policy 9.06: Employee Computer Use And Internet Policy

I. Policy

Quincy College provides Internet access to students, faculty, staff, and administration as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. All Quincy College students, staff, and faculty must utilize the Internet appropriately on campus and on any and all Quincy College technology.

Scope

The policy applies to the use of the Internet via the College's computers or Internet services. When using the Internet via the College's computers or Internet services, users must follow the rules of this policy.

Quincy College has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. We at Quincy College firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the College. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users may become aware of the responsibilities they are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources.

Acceptable Use

Acceptable use of the Internet is defined by the following:

- Be courteous and polite when using the Internet. Do not do or say things on the Internet that would not be said or done to someone in person. Be polite in the messages that are sent via the Internet. Do not use swear words, vulgarities, obscenities, or threatening language. Do not use the Internet to send harmful or offensive material that is based on stereotypes relating to sexual orientation, religion, nationality, ethnicity, gender, or race.
- Only use the Internet for educational purposes. Students should use the Internet to learn more about classroom topics, complete classroom projects, and to do homework. The College recognizes that some personal use is inevitable, and that occasional personal use that is brief in duration or infrequent is permitted, so long as it does not interfere with College business, occurs on personal time, and is not otherwise prohibited by College policies and procedures.

Unacceptable Use

The following inappropriate activities could endanger the safety of students

using the Internet. For this reason, the College specifically prohibits the following activities when using the Internet.

- Engaging in illegal activities. Do not use the Internet for indecent, illegal, or harassing purposes. Do not use the Internet to sell or buy firearms, drugs, or any other object or substance that is prohibited on school grounds. Do not view materials or send messages that encourage people to violate the law. Do not use the Internet to send or transmit materials that encourage illegal activities. Do not use the Internet to download or send confidential or copyrighted materials (pictures, music, or movies that are copyrighted).
- Sending harmful messages or materials. Do not transmit threatening, harassing, or offensive messages over the Internet. This includes posting messages in newsgroups, chat rooms or forums, and transmitting messages via e-mail or instant messaging.
- Viewing inappropriate materials. Do not use the Internet to download, transmit, or view pornographic materials. In addition, do not use the Internet to view, transmit, or download materials that are inappropriate.
- Uploading harmful materials. Do not upload a virus, Trojan horse, Worm, or any harmful form of programming or software.
- Unauthorized access. Do not use the Internet to gain unauthorized access to other information systems, networks, or computers. Do not use another person's password to access the Internet. Do not send messages that mislead or confuse the recipient as to who is sending the message. Do not allow others to use personal passwords.
- Vandalism. Do not commit vandalism, or any malicious attempt to harm or destroy data of another user, Internet, or any of the other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet, notify the office of Information Technology & Mission Support. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Quincy College may monitor any Internet activity occurring on Quincy College equipment or accounts. If Quincy College discovers activities which do not comply with applicable law or policy, records retrieved may be used to document the wrongful content in accordance with due process. Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

II. Definitions

Internet: Includes e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessed via the Internet.

III. Procedures

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student or staff member who receives an account will be part of a discussion with a Quincy College staff member pertaining to the proper use of the network. Quincy College system administrators deem what is inappropriate use and their decision is final. The system administrators may close an account at any time as necessary. The administration, faculty, and staff of Quincy College may request the system administrator to deny, revoke, or suspend specific user accounts.

The Office of Technology & Mission Support will verify compliance with this policy through various methods, including, but not limited to” business tool reports, internal and external audits, and feedback to the Office of Technology & Mission Support.

If a Quincy College user violates any of these provisions, his or her account may be terminated, and he or she may be subject to disciplinary action, up to and including expulsion or termination of employment.

Additionally, Quincy College may, at its discretion, seek legal remedies for damages incurred as a result of any violation. Quincy College may also be required by law to report certain illegal activities to the proper enforcement agencies.

Original: October 1999

Revised: May 2006, September 2011, January 2017

Policy 9.07: College Logo, Signage, Name and Trademark

The College's logo, name, signs and trademarks may not be used by any individual or organization without the written permission of the College President. The only exception to this policy is College employees conducting College business.

Original: October 1999

Policy 9.08: Sales and Solicitations

It is the policy of Quincy College not to permit sales of retail items on the College campus. Solicitations may be allowed as long as the items are legal and approved by the College President.

Original: October 1999

Reviewed: September 2021

Policy 9.09: Dissemination of Information

As a public institution, Quincy College abides by the laws and statutes governing release of information. In an effort to promote our mission and to foster a positive community relationship, all inquiries from representatives of the media shall be immediately referred to the President of the College. No College employee is authorized to discuss College business with the media without the President's approval.

The official source of all public relations information about the College is the President's Office. All requests for public relations information should be referred to the President.

All matters concerning job applicants and employees are kept confidential. Requests for information on prospective, current, or former employees should be directed to the Director, Human Resources. This service is maintained for the protection of employees and for compliance with laws pertaining to personal privacy.

Job Applicant Information

As part of the interview process, confidential application information, such as resumes, application forms, or background investigation information, may be given to Quincy College employees involved in the interviewing process to determine qualifications of a job applicant for the open position. In the event that such a job applicant is offered and accepts employment at Quincy College, copies of the application information will be kept in the personnel file of the applicant selected for the position.

Employment Reference or Other Outside Requests

Generally, Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College provides only limited information to outside business or government entities that request information about employees or former employees. Quincy College will verify information by either confirming or denying the accuracy of the information provided in the following areas:

- Date of Employment,
- Job Title, and
- Current Compensation (if authorized by the employee in writing).

No other information will be volunteered. All requests for information should be directed to the Director, Human Resources.

When an inquiry pursuant to a law or regulation comes from a government

agency, Quincy College will comply with the terms of the inquiry and release the information requested or required by law. These inquiries may involve such situations as a police investigation, garnishments, Internal Revenue Service cases, Workers' compensation cases, court subpoenas, etc.

Credit Information

These requests are normally for credit information relating to an application for a mortgage, a loan, retail credit, or other related credit. Quincy College will honor these requests only upon receipt of written approval for release of such information from the employee.

Original: October 1999

Policy 9.10: Acceptable Use of College Technology and Assets

Overview

The Information Technology (IT) department is committed to protecting Quincy College's employees, students, and systems from illegal or damaging actions while maintaining a culture of openness, trust, and integrity. All IT systems and data are the property of Quincy College and should be used for purposes aligned with the College's mission and business interests.

Purpose

This policy outlines the acceptable use of computer equipment to protect students, employees, and Quincy College from risks such as cyber threats, data breaches, virus attacks, network compromise, and legal issues.

Scope

This policy applies to all employees, contractors, consultants, temporary workers, and other affiliates using Quincy College's electronic and computing devices and network resources. It covers all equipment owned or leased by Quincy College.

Policy

1. General Use and Ownership

- Quincy College proprietary information stored on electronic and computing devices remains the property of Quincy College.
- Report any theft, loss, or unauthorized disclosure of proprietary information immediately.
- Access, use, or share proprietary information only to fulfill job duties.
- College environment to only include Windows or Mac based operating systems support.

2. Security and Proprietary Information

- Comply with the Minimum Access Policy for all mobile and computing devices.
- Use strong, unique passwords that comply with the Password Policy.
- Lock screens or log off when devices are unattended.
- Use caution when opening email attachments from unknown senders or clicking on unknown links.
- Regularly update software and systems to protect against vulnerabilities.

3. Unacceptable Use

- Activities that are prohibited include, but are not limited to:
 - Violating copyright laws and software licensing agreements.
 - Engaging in illegal activities or those that may harm the college's reputation.
 - Unauthorized access to or use of the college's network and systems.
 - Using the college's resources for personal gain or commercial purposes not related to Quincy College.

4. Data Protection

- Follow data classification standards to ensure the confidentiality, integrity, and availability of data.
- Sensitive and restricted data must be encrypted both in transit and at rest.
- Implement multi-factor authentication (MFA) where possible to enhance security.
- Regularly back up important data and verify the integrity of those backups.

5. Monitoring and Enforcement

- Quincy College may monitor equipment, systems, and network traffic to ensure compliance with this policy.
- Violations may result in disciplinary action, including termination of employment or legal action.

Section 9.10.1: Multi-Factor Authentication (MFA)

Policy Statement:

All users must utilize Multi-Factor Authentication (MFA) for accessing college systems, applications, and data. MFA is mandatory for remote access, privileged accounts, and sensitive data.

Procedures:

- Implement MFA solutions supporting SMS, app-based, and biometric authentication.
- Regularly update MFA configurations.
- Educate users on MFA importance.

Section 9.10.2: Patch Management

Policy Statement:

The college shall establish and maintain a comprehensive patch management program to ensure all software and systems are promptly updated with security patches.

Procedures:

- Conduct regular vulnerability scans.
- Prioritize and deploy patches based on risk.
- Test patches in a controlled environment before deployment.

Section 9.10.3: Backup Procedures

Policy Statement:

The college shall implement a comprehensive backup strategy, ensuring regular backups, secure storage, and routine testing of backup data.

Procedures:

- Follow the 3-2-1 backup rule (3 copies, 2 types of storage, 1 off-site).
- Encrypt backup data.
- Regularly test backup restorations.

Section 9.10.4: Incident Response Plan

Policy Statement: The college shall develop, maintain, and regularly test an incident response plan to address security incidents effectively.

Procedures:

- Conduct regular incident response drills.
- Establish a dedicated incident response team.
- Align incident response plans with organizational policies and regulatory requirements.

Section 9.10.5: Password Policies

Policy Statement: The college shall enforce strong password policies, requiring complex passwords and regular password changes.

Procedures:

- Utilize password managers for generating and storing strong passwords.
- Implement account lockout mechanisms after repeated failed login attempts.

- Educate users on password best practices.

Section 9.10.6: Security Awareness Training

Policy Statement: All employees must undergo regular security awareness training to stay informed about the latest threats and security practices.

Procedures:

- Use interactive and engaging training methods.
- Include practical exercises like phishing simulations.
- Update training content based on emerging threats.

Section 9.10.7: Network Segmentation

Policy Statement: The college shall segment its network to limit access to sensitive data and systems based on the principle of least privilege.

Procedures:

- Implement VLANs and subnets to segregate network areas.
- Use ACLs and firewalls to enforce segmentation.
- Regularly review and update network segmentation policies.

Section 9.10.8: Network Device Configuration

Policy Statement: All network devices must be securely configured according to established guidelines and regularly reviewed for compliance.

Procedures:

- Disable unnecessary services and ports.
- Apply the principle of least privilege for network device access.
- Use configuration management tools to automate secure configurations.

Section 9.10.9: Data Encryption

Policy Statement: The college shall ensure all sensitive data is encrypted both at rest and in transit using strong encryption standards.

Procedures:

- Use AES-256 for data at rest and TLS 1.2 or higher for data in transit.
- Implement key management practices to secure encryption keys.
- Regularly review and update encryption protocols.

Section 9.10.10: Physical Security Controls

Policy Statement: The college shall implement physical security measures to protect critical infrastructure and sensitive data from unauthorized access.

Procedures:

- Use access control systems (e.g., badges, biometrics) for secure areas.
- Install surveillance cameras to monitor key locations.
- Conduct regular physical security audits.
-

Section 9.10.11: Regulatory Compliance

Policy Statement: The college shall ensure compliance with all relevant regulatory requirements and industry standards.

Procedures:

- Conduct regular compliance audits and assessments.
- Implement policies and procedures to address regulatory requirements.

- Stay informed about regulatory changes and update policies accordingly.

Section 9.10.12: Logging and Monitoring

Policy Statement: The college shall implement comprehensive logging and monitoring practices to detect and respond to security incidents.

Procedures:

- Use centralized logging solutions (e.g., SIEM) to collect and analyze logs.
- Set up alerts for suspicious activities and anomalies.
- Regularly review log data to identify potential threats.

Section 9.10.13: Administrative Privileges

Policy Statement: Administrative privileges must be limited to only those users who need them for their roles and responsibilities.

Procedures:

- Implement role-based access control (RBAC).
- Use privileged access management (PAM) solutions.
- Regularly review and update administrative access permissions.

Section 9.10.14: Third-Party Risk Management

Policy Statement: The college shall establish a third-party risk management program to assess and mitigate risks posed by vendors and partners.

Procedures:

- Conduct due diligence and risk assessments for all third-party vendors.
- Include security requirements in contracts and SLAs.
- Monitor third-party compliance with security policies.

Section 9.10.15: Change Management

Policy Statement: The college shall implement a structured change management process to ensure changes are assessed, approved, and documented.

Procedures:

- Use change management tools (JIRA) to track and manage changes.
- Conduct impact assessments for all proposed changes.
- Implement a rollback plan for changes that fail or cause issues.

Original: October 1999

Revised: January 2017; August 2021; July 2024

Policy 9.10A: Email Acceptable Use Policy

I. Policy

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

All Quincy College data contained within an email message or an attachment must be secured according to the Data Protection Standard (See Policy 9.10B).

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

The Quincy College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Quincy College employee should report the matter to their supervisor immediately.

Scope

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

Users are prohibited from automatically forwarding Quincy College email to a third party email system. Individual messages which are forwarded by the user must not contain Quincy College confidential or above information.

Users are prohibited from using personal third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Quincy College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Quincy College. Such communications and transactions should be conducted through proper channels using Quincy College approved documentation.

Using a reasonable amount of Quincy College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Quincy

College email account is prohibited.

Quincy College employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. Quincy College may monitor messages without prior notice. Quincy College is not obliged to monitor email messages.

Any exception to the policy must be approved by the Office of Technology & Mission Support in advance.

II. Procedure

The Office of Technology & Mission Support will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment as deemed appropriate by management.

Original: October 1999

Revised: February 2006, January 2017

Policy 9.10B: Data Access Policy

I. Policy

Quincy College (QC) shall approve access to Sensitive Institutional Data in order to ensure that access to sensitive data is authorized, that sensitive data with a need for protection are used appropriately and that authorized access complies with the QC Privacy Policy and relevant state and federal laws.

Institutional Data shall be classified in accordance with the Data Classification and Protection Standard to identify the level of confidentiality needs, legal requirements, and minimum standard protections for the data before access is granted.

Access to Sensitive Institutional Data is approved by the appropriate Vice President, Director, or his/her designee. A Data Steward may be designated to oversee data quality and permissions. The appropriate Vice President or Director shall grant access in compliance with institutional policies and all relevant regulations (e.g. FERPA, HIPAA and GLBA). Only those employees, affiliates, and systems that need the access to perform their job duties or mission shall have access to Sensitive Institutional Data. In the case that a Data Steward is not designated, the data in question are owned by the Dean, Vice President, or department head of the unit that originates the data.

Access to Social Security Number (SSN) data shall not be granted to an employee unless approval has been granted by a College Vice President or a Vice President's designee.

All access by individuals to Sensitive Institutional Data shall be controlled by reasonable measures to prevent access by unauthorized users.

Data Users must responsibly use data for which they have access including only using the data for its intended purpose and respecting the privacy of members of the College community. Data Users must maintain the confidentiality data in accordance with the applicable laws and the Data Classification and Protection Standard. Authorized access to Sensitive Institutional Data does not imply authorization for copying, further dissemination of data, or any use other than the use for which the employee was authorized. The Vice President or his/her designated Data Steward retains the right to approve and grant access to Sensitive Institutional Data.

Scope

This policy applies to access to Sensitive or Restricted data maintained by the

College or a party acting on the behalf of the College. This policy does not apply to data or records that are personal property of a member of the College community, research data, or data created and/or kept by individual employees or affiliates for their own use. Requests for records by the public are outside of the scope of this policy and shall be referred to Human Resources, Institutional Research & Assessment, or the Office of Student Records. This policy also does not apply to situations in which the College is legally compelled to provide access to information.

II. Definitions

Access: Flow of information between a store of data and a user, system, or process. A user, system, or process is considered to have access to data if it has one or more of the following privileges: the ability to read or view the data, update the existing data, create new data, delete data or the ability to make a copy of the data. Access can be provided either on a continual basis or, alternatively, on a one-time or ad hoc basis. Transferring any data from one party to another in any medium is tantamount to permitting access to those data.

Institutional Data: Those data, regardless of format, maintained by the Quincy College (QC) or a party acting on behalf of QC for reference or use by multiple College units. Institutional Data does not include data that is personal property of a member of the College community, research data, or data created and/or kept by individual employees or affiliates for their own use. Examples of Institutional Data include student education records, payroll records, human resources records, and enterprise directory records.

Sensitive Institutional Data: Those Institutional Data that contain information that can be classified as either "sensitive" or "restricted" using the QC Data Classification and Protection Standard. Some examples of Sensitive Institutional Data include Institutional Data that are personally identifiable in nature and contain Social Security Numbers, Credit Card Numbers or other financial account numbers, HIPAA protected health information, or FERPA protected student education records.

Data Steward The individual responsible for the data. The Data Steward is usually the dean, vice president, or unit head of the College unit that creates or originates the Institutional Data or his/her designee.

Data User: An individual that has been authorized to access data for the performance of his/her job duties.

III. Procedure

Each College department/unit is responsible for implementing, reviewing and monitoring internal policies, practices, etc. to assure compliance with this policy. The Office of Technology & Mission

Support is responsible for enforcing this policy.

Vice Presidents, Directors, or appointed Data Stewards shall ensure that procedures for requesting and approving access to Sensitive Institutional Data exist and are followed. Data Stewards shall also implement procedures for regularly auditing access to Sensitive Institutional Data and revoking access when it is no longer needed or authorized. Procedures may vary from Data Steward to Data Steward as necessary to accommodate different Data Steward mission/resources/etc. and different groups of DataUsers. However, all procedures shall include sufficient tracking for requests, approvals, and revocations such that authorized access to Sensitive Institutional Data is auditable.

A Vice President, Director, or Data Steward may delegate the ability to approve access to Sensitive Institutional Data to trusted individuals in designated roles. A Data Steward may delegate by creating procedures through which the designee may approve access by employees that have certain pre- approved roles and responsibilities. Data Stewards retain the responsibility for ensuring that all access to Sensitive Institutional Data is authorized, appropriate, and complies with relevant legal requirements; the responsibility does not transfer to designees.

Access to Sensitive Institutional Data by external parties shall be governed by individual contractual agreement or memoranda of understanding if the third party is a governmental organization. Such contractual agreements shall be approved by the Information Technology department and by the appropriate QC designated Data Steward.

Violations

Violation of this policy may incur the same types of disciplinary measures and consequences as violations of other College policies, including progressive discipline up to and including termination of employment, or, in the cases where students are involved, reporting of a Student Code of Conduct violation.

Violation of this policy may also result in termination of contracts or commitments to vendors and other affiliates. Legal action may be pursued where appropriate.

Data Classification and Protection Standard

Data can be classified either in terms of its need for protection (e.g. Sensitive Data) or its need for availability (e.g. Critical Data). Use the information below to classify data in terms of its need for protection or its availability. The four categories are Public, Internal, Sensitive, and Restricted.

Public Data

Data can be disclosed without restriction. Examples - Directories, Maps, Syllabi and Course Materials, de-identified data sets, etc.

Internal Data

Confidentiality of data is preferred, but information contained in data may be subject to open records disclosure. Examples - email correspondence, budget plans, etc.

Sensitive Data

Data confidentiality required by law, policy, or contractual obligation. Loss of confidentiality or integrity will cause significant damage to QC's reputation or could cause harm to QC stakeholders. Sensitive information is typically redacted from open records disclosures (e.g. Student ID numbers, student records, etc.).

Restricted Data

Restricted data requires privacy and security protections. Special authorization may be required for use and collection. Examples - data sets with individual Social Security Numbers (or last four of SSN), credit card transaction or cardholder data, patient health data, financial data, etc.

Protection of information is mandated by law or required by private contracts. Loss of confidentiality or integrity will cause significant damage to QC's reputation or could cause harm to QC stakeholders.

Records with restricted information are typically not open for public inspection.

Supportive Data

Supportive data is necessary for day-to-day operations, but is not critical to QC's or to a Department/Unit's mission or core functions. Examples - course materials, meeting minutes, workstation images, etc.

High-priority Data

Availability of data is necessary for departmental function. Destruction or temporary loss of data may have an adverse effect on college or departmental mission, but would not affect university-wide function.

Critical Data

Critical data have the highest need for availability. If the information is not available due to system downtime, modification, destruction, etc., the College's functions and mission would be impacted. Availability of this information must be rigorously protected.

See the table below for minimum standard protection requirements for each category of data when being used or handled in a specific context (e.g. Sensitive Data sent in an email message). Please note that the below

protection standards are not intended to supersede any regulatory or contractual requirements for handling data. Some specific data sets, such as student records data, credit/debit card data, healthcare data, and financial account data, may have stricter requirements in addition to the minimum standard requirements listed below.

	Public Data	Internal Data	Sensitive Data	Restricted Data
Collection and Use	No protection requirements	No protection requirements	<p>Limited to authorized users.</p> <p>Departments that collect and/or use Sensitive data should report these records to the Information Technology Department.</p> <p>Quincy College web pages that are used to collect sensitive data must include a link to the Privacy Policy.</p>	<p>Limited to authorized users.</p> <p>Departments that collect and/or use Restricted data should report these records to the Information Technology Department.</p> <p>Quincy College web pages that are used to collect restricted data must include a link to the Privacy Policy.</p> <p>SSNs may not be used to identify members of Quincy College if there is a reasonable alternative.</p> <p>SSNs shall not be used as a username or password.</p> <p>SSNs shall not be collected on unauthenticated individuals.</p>
Granting Access or Sharing	No protection requirements	Reasonable methods shall be used to ensure internal data is accessed by or shared with authorized individuals or individuals with a	<p>Access shall be limited to authorized college officials or agents with a legitimate academic or business interest.</p> <p>All access shall be</p>	<p>Access shall be limited to authorized college officials or agents with a legitimate academic or business interest and a need to know security level.</p> <p>All access shall be approved</p>

		legitimate need to		
		know.	approved by an appropriate data owner and documented in a manner sufficient to auditable. Before granting access to external third parties, contractual agreements which outline responsibilities for security of the data must be approved.	by an appropriate data owner and documented in a manner sufficient to auditable. Before granting access to external third parties, contractual agreements which outline responsibilities for security of the data shall be approved.
Disclosure, Public Posting, etc.	No protection requirements	Reasonable methods shall be used to ensure internal data is only disclosed to authorized individuals or individuals with a legitimate need to know.	Sensitive data shall not be disclosed without consent. Sensitive data may not be posted publicly. Directory information can be disclosed without consent. However, per FERPA, individual students can opt out of directory information disclosure.	Not permitted unless required by law.
Electronic Display	No protection requirements	Reasonable methods shall be used to ensure internal data is only displayed to authorized individuals or individuals with a legitimate need to know.	Only to authorized and authenticated users of a system.	Restricted data shall be displayed only to authorized and authenticated users of a system. Identifying numbers or account number shall be, at least partially, masked or redacted.

Open Records Requests	Data can be readily provided upon request. However, individuals who receive a request must coordinate with the Student Records or Institutional Research offices before providing data.	Individuals who receive a request must coordinate with the Student Records or Institutional Research offices.	Sensitive data is typically not subject to open records disclosure. However, some open records requests can be fulfilled by redacting sensitive portions of records. Individuals who receive a request must coordinate with the Student Records or Institutional Research offices.	Restricted data is typically not subject to open records disclosure. However, some open records requests can be fulfilled by redacting sensitive portions of records. Individuals who receive a request must coordinate with the Student Records or Institutional Research offices.
Exchanging with Third Parties, Service Providers, Cloud Services, etc.	No protection requirements	Reasonable methods shall be used to ensure that the third party's responsibilities for confidentiality /	A contractual agreement outlining security responsibilities shall be in place and approved by the Information Technology department before	A contractual agreement outlining security responsibilities shall be in place and approved by the Information Technology department before

		privacy of the data are defined and documented.	exchanging data with the third party / service provider.	exchanging data with the third party / service provider.
Storing or Processing : Server Environment	Servers that connect to the QC Network shall comply with necessary security protocols.	Servers that connect to the QC Network shall comply with necessary security protocols.	Servers shall comply with security requirements.	Servers shall comply with security requirements. Storing Credit/Debit card data is not permitted.
Storing or Processing: Endpoint Environment (e.g. laptop,	Systems that connect to the QC Network shall comply with	Systems that connect to the QC Network shall comply with	Systems shall comply with security	Systems shall comply with security requirements. Storing Credit/Debit card PAN data is not permitted.

phone, desktop, tablet, etc.)	necessary security protocols.	necessary security protocols.	requirements.	Storing restricted data on personally-owned devices is not permitted.
Storing on Removable Media (e.g. thumb drives, CDs, tape, etc.)	No protection requirements	No protection requirements	Sensitive data shall only be stored on removable media in an encrypted file format or within an encrypted volume.	Not permitted unless required by law. If required by law, data stored on removable media shall be encrypted and the media shall be stored in a physically secured environment. Storing restricted data on personally-owned media is not permitted.
Electronic Transmission	No protection requirements	No protection requirements	Data shall be transmitted in either an encrypted file format or over a secure protocol or connection.	Secure, authenticated connections or secure protocols shall be used for transmission of restricted data.
Email and other electronic messaging	No protection requirements	Reasonable methods shall be used to ensure internal data is only included in messages to authorized individuals or individuals with a legitimate need to know.	Sensitive data shall only be included in messages within an encrypted file attachment. Messages shall only be sent to authorized individuals or other individuals with a legitimate need to know.	Not permitted unless required by law. If required by law, data shall include in an encrypted file that attached to the message.
Printing, mailing, fax, etc.	No protection requirements	Reasonable methods shall be used to ensure that printed materials are only distributed or available to	Printed materials that include sensitive data shall only be distributed or available to authorized individuals or individuals with a legitimate need to	Printed materials that include restricted data shall only be distributed or available to authorized individuals or individuals with a legitimate need to

		authorized individuals or individuals with a legitimate need to know.	know. Access to any area where printed records with sensitive data are stored shall be limited by the use of controls (e.g. locks, doors, monitoring, etc.) sufficient to prevent unauthorized entry.	know. Access to any area where printed records with restricted data are stored shall be limited by the use of controls (e.g. locks, doors, monitoring, etc.) sufficient to prevent unauthorized entry. Social Security Numbers shall not be printed on any card required to access services. New processes requiring the printing of SSN on mailed materials shall not be established unless required by another state agency or a federal agency.
Disposal	No protection requirements	No protection requirements.	Data shall be deleted and unrecoverable (e.g. eraser, zero-fill, DoD multipass, etc.). Physical media (e.g. paper, CD, tape, etc.) should be destroyed so that data on the media cannot be recovered or reconstructed.	Data shall be deleted and unrecoverable (e.g. eraser, zero-fill, DoD multipass, etc.). Physical media (e.g. paper, CD, tape, etc.) should be destroyed so that data on the media cannot be recovered or reconstructed.

Original: January 2017

Policy 9.10C: Password Protection Policy

Purpose: Ensure strong passwords to protect accounts.

Scope: Applies to all users accessing Quincy College's systems and data.

Policy: Enforce strong password complexity requirements.

Procedures:

- Minimum of 12 characters, including uppercase, lowercase, numbers, and symbols.
- Force password changes every 180 days.
- Implement MFA using tools like Microsoft Authenticator or Duo.
- Use encrypted password managers like LastPass or KeePass.

Original: January 2017

Updated: July 2024

Policy 9.10D: Patch Management

Purpose: Ensure timely application of security updates to protect systems from vulnerabilities.

Scope: Applies to all systems and software within Quincy College's IT infrastructure.

Policy: Implement a robust patch management process.

Procedures:

- Conduct weekly vulnerability scans using tools like Nessus or Qualys.
- Apply critical patches within 48 hours; high-severity patches within 7 days.
- Maintain logs of all patches applied, including dates and system impact.
- Perform post-patch verification to ensure systems are functioning correctly.

Original: July 2024

Policy 9.10E. Firewall Management Policy

Purpose: Protect network boundaries by managing firewall configurations.

Scope: Applies to all network firewalls within Quincy College's IT infrastructure.

Policy: Review and update firewall rules to ensure only necessary ports are open.

Procedures:

- Conduct quarterly reviews and updates of firewall rules.
- Maintain and review firewall logs daily for unauthorized access attempts.
- Immediately update rules in response to detected threats.

Original: July 2024

Policy 9.10F. Access Management Policy

1. Policy Statement

Quincy College is committed to protecting its information systems and sensitive data by managing access rights effectively. This policy outlines the procedures for granting, managing, and revoking access to enterprise assets to ensure security and compliance with regulatory standards.

2. Objectives

- Establish a formalized, defined, and circulated Access Management Policy.
- Ensure the prompt revocation of access upon user termination, rights revocation, or role changes.
- Prevent unauthorized access to sensitive information and systems.
- Comply with legal and regulatory requirements for access management.

3. Scope

This policy applies to all users, including employees, contractors, and third-party vendors, **who have access to Quincy College's information systems and data.**

4. Roles and Responsibilities

- **Vice President of Mission Support:** Leads the policy implementation team, coordinates efforts, and ensures compliance with policy requirements.
- **Vice President of Finance:** Ensures that financial aspects of access management, including budget considerations and financial risks, are managed effectively.
- **IT Manager:** Manages the technical aspects of access management, including system configurations, access controls, and security measures.
- **IT Analyst:** Supports the IT Manager in conducting access reviews, monitoring system activities, and ensuring compliance with access management practices.

5. Access Control Procedures

- **Access Request and Approval: Implement a formal process for requesting and approving access to information systems and data. Ensure that access requests are reviewed and approved by the appropriate authority.**
- **Role-Based Access Control (RBAC): Assign access rights based on user roles to ensure that individuals have the minimum necessary access to perform their job functions.**
- **Multi-Factor Authentication (MFA): Utilize multi-factor authentication for accessing sensitive systems and data to enhance security.**

6. User Provisioning and De-Provisioning

- **User Provisioning: Ensure that new users are granted access based on their role and job requirements. Maintain documentation of access approvals.**
- **User De-Provisioning: Immediately revoke access upon user termination, role change, or rights revocation. Conduct regular audits to ensure that access rights are up to date.**

7. Access Reviews and Audits

- **Periodic Reviews:** Conduct regular access reviews to ensure that access rights are appropriate and comply with the principle of least privilege.
- **Audit Logs:** Maintain detailed logs of access requests, approvals, and revocations. Review audit logs periodically to identify any unauthorized access or anomalies.

8. Incident Response

- **Access Incidents:** Establish procedures for responding to access-related incidents. See Incident Response (IR) Policy for detailed procedures.

- Reporting: **Ensure staff are aware of their responsibilities to report access-related incidents, including unauthorized access or security breaches, in a timely manner.**

9. Training and Awareness

- User Training: **Provide training for all users on access management policies and procedures. Emphasize the importance of protecting access credentials and reporting suspicious activities.**
- Regular Updates: **Regularly update training materials to reflect changes in the policy, technology, and regulatory requirements.**

10. Review and Updates

- **Annual Review:** Conduct an annual review of the Access Management Policy to ensure it remains current and effective.
- **Policy Updates:** Update the policy as necessary to address emerging threats, changes in regulatory requirements, and lessons learned from incidents.

Original: July 2024

Policy 9.10G. Data Management Policy for Quincy College

1. Policy Statement

Quincy College is committed to ensuring the proper management of data to protect its integrity, confidentiality, and availability. This policy outlines the procedures for handling data sensitivity, ownership, retention, and disposal to comply with legal and regulatory requirements and mitigate risks such as unauthorized access, data breaches, and non-compliance.

2. Objectives

- Establish a formalized, defined, and circulated Data Management Policy.
- Ensure proper handling, retention, and disposal of data to protect against unauthorized access and data breaches.
- Comply with legal and regulatory requirements for data management.
- Minimize risks associated with data mishandling and retention beyond necessary limits.

3. Scope

- This policy applies to all data collected, processed, stored, and disposed of by Quincy College, including both physical and electronic data.

4. Roles and Responsibilities

- **Vice President of Mission Support:** Leads the policy implementation team, coordinates efforts, and ensures compliance with policy requirements.
- **Vice President of Finance:** Ensures that financial aspects of data management, including budget considerations and financial risks, are managed effectively.
- **IT Manager:** Manages the technical aspects of data management, including data storage, access controls, and security measures.
- **IT Analyst:** Supports the IT Manager in conducting data assessments, monitoring data activities, and ensuring compliance with data management practices.

5. Data Classification and Sensitivity

- Classify data based on its sensitivity, value, and criticality to the college.
- Implement appropriate security measures for each data classification level to ensure its protection.

6. Data Ownership and Accountability

- Assign data ownership responsibilities to specific departments or individuals to ensure accountability.
- Data owners are responsible for the data's accuracy, integrity, and security throughout its lifecycle.

7. Data Handling Procedures

- Establish clear procedures for data handling, including collection, processing, storage, and transmission.
- Ensure that all data handling activities comply with legal and regulatory requirements.

8. Data Retention and Disposal

- Define data retention periods based on legal, regulatory, and business requirements.
- Implement secure data disposal procedures to ensure that data is irretrievably deleted when it is no longer needed.
- Regularly review and update data retention and disposal procedures to remain compliant with current standards.

9. Access Control

- Implement strict access controls to ensure that only authorized personnel have access to sensitive data.

- Use multi-factor authentication and regular access reviews to maintain data security.

10. Monitoring and Auditing

- Conduct regular audits of data management practices to ensure compliance with the Data Management Policy.
- Monitor data activities for signs of unauthorized access, misuse, or data breaches.

11. Incident Response

- Establish procedures for responding to data incidents. See Incident Response (IR) Policy for detailed procedures.
- Ensure staff are aware of their responsibilities in the event of a data incident, including timely reporting and cooperation with the incident response team.

12. Training and Awareness

- Provide training for all stakeholders involved in data management, including the IT Manager, IT Analyst, and department heads.
- Regularly update training materials to reflect changes in the policy and regulatory requirements.

13. Review and Updates

- Conduct an annual review of the Data Management Policy to ensure it remains current and effective.
- Update the policy as necessary to address emerging threats, changes in regulatory requirements, and lessons learned from incidents.

Original: July 2024

Policy 9.10H. Asset Management Policy for Quincy College

1. Policy Statement

Quincy College is dedicated to protecting its assets and ensuring efficient, secure, and compliant management of all accounts and resources. To this end, the College will establish and maintain a comprehensive Asset Management Policy to ensure all assets are inventoried, managed, and safeguarded in alignment with regulatory standards and internal security requirements.

2. Objectives

- Ensure a formalized, defined, and circulated Asset Management Policy.
- Maintain an accurate inventory of all accounts and assets managed by Quincy College.
- Mitigate risks associated with asset management, including increased attack surface, compliance violations, data breaches, and ineffective incident response.

3. Scope

This policy applies to all physical and digital assets managed by Quincy College, including hardware, software, data, and accounts.

4. Roles and Responsibilities

- **Executive Vice President:** Provides overall oversight and ensures that the policy aligns with the college's mission and strategic goals.
- **Vice President of Mission Support:** Leads the policy implementation team, coordinates efforts, and ensures compliance with policy requirements.
- **Vice President of Finance:** Ensures that financial aspects of asset management, including budget considerations and financial risks, are managed effectively.
- **IT Manager:** Manages the technical aspects of asset management, including the assessment of asset security measures and integration with college systems.
- **IT Analyst:** Supports the IT Manager in conducting security assessments, monitoring asset activities, and ensuring technical compliance.
- **Capital Resources & Building and Operations Manager:** Ensures that physical and operational aspects of asset management are addressed, particularly in areas related to campus facilities and infrastructure.

5. Asset Inventory Management

- Maintain an up-to-date inventory of all assets, including hardware, software, data, and accounts.
- Regularly review and update the inventory to reflect any changes in asset status or ownership.
- Implement a centralized system for tracking and managing assets to ensure accuracy and accountability.

6. Asset Classification and Prioritization

- Classify assets based on their criticality, sensitivity, and value to the college.
- Prioritize management and protection efforts based on asset classification.

7. Access Control

- Implement strict access controls to ensure that only authorized personnel have access to critical assets.
- Utilize multi-factor authentication and regular access reviews to maintain security.

8. Monitoring and Auditing

- Conduct regular audits of assets to ensure compliance with the Asset Management Policy.

- Monitor asset activities for any signs of unauthorized access, misuse, or security breaches.

9. Incident Response

- Establish procedures for responding to security incidents involving assets. See Incident Response (IR) Policy for detailed procedures.
- Ensure staff are aware of their responsibilities in the event of an incident, including timely reporting and cooperation with the incident response team.

10. Training and Awareness

- Provide training for all stakeholders involved in asset management, including the IT Manager, IT Analyst, and department heads.
- Regularly update training materials to reflect changes in the policy and regulatory requirements.

11. Review and Updates

- Conduct an annual review of the Asset Management Policy to ensure it remains current and effective.
- Update the policy as necessary to address emerging threats, changes in regulatory requirements, and lessons learned from incidents.

Original: July 2024

Policy 9.10I. Third Party Vendor Management System for Quincy College

1. Policy Statement

Quincy College is committed to safeguarding its information systems, sensitive data, and the privacy of its stakeholders. To this end, the College will establish and maintain a comprehensive Third-Party Vendor Management Policy to ensure all third-party interactions and services comply with regulatory standards and internal security requirements.

2. Objectives

- Ensure a formalized, defined, and circulated Third-Party Vendor Management Policy.
- Maintain an inventory of all service providers.
- Mitigate risks associated with third-party interactions, including unauthorized access, non-compliance with regulations, and security breaches.

3. Scope

This policy applies to all third-party vendors, contractors, consultants, and any other external entities that provide services to Quincy College.

4. Roles and Responsibilities

- **President:** Provides overall oversight and ensures that the policy aligns with the college's mission and strategic goals.
- **Executive Vice President:** Assists the President in overseeing policy implementation and ensuring inter-departmental coordination.
- **Vice President of Mission Support:** Leads the policy implementation team, coordinates efforts, and ensures compliance with policy requirements.
- **Vice President of Finance:** Ensures that financial aspects of vendor management, including budget considerations and financial risks, are managed effectively.
- **IT Manager:** Manages the technical aspects of third-party interactions, including the assessment of vendor security measures and integration with college systems.
- **IT Analyst:** Supports the IT Manager in conducting security assessments, monitoring vendor activities, and ensuring technical compliance.
- **Capital Resources & Building and Operations Manager:** Ensures that physical and operational aspects of vendor management are addressed, particularly in areas related to campus facilities and infrastructure.

5. Vendor Selection and Evaluation

- Conduct a thorough assessment of potential vendors, including background checks, security posture evaluations, and financial stability assessments.
- Evaluate vendors based on their ability to meet Quincy College's security and compliance requirements.
- Document the selection process and maintain records of all evaluations.

6. Contractual Agreements

- Ensure all contracts with third-party vendors include specific clauses related to data security, compliance with regulations, and the right to audit.
- Contracts must specify the responsibilities of both parties, including data protection measures, incident response procedures, and termination conditions.

7. Inventory Management

- Maintain an up-to-date inventory of all third-party vendors, including contact information, services provided, and the level of access granted.
- Regularly review and update the inventory to reflect any changes in vendor relationships.

8. Access Control

- Limit third-party vendor access to only the necessary systems and data required to perform their services.
- Implement strict access controls, including multi-factor authentication and regular access reviews.

9. Monitoring and Auditing

- Conduct regular audits of third-party vendors to ensure compliance with contractual agreements and the Third-Party Vendor Management Policy.
- Monitor vendor activities for any signs of non-compliance or security breaches.

10. Incident Response

- Establish procedures for responding to security incidents involving third-party vendors.
- Ensure vendors are aware of their responsibilities in the event of an incident, including timely reporting and cooperation with Quincy College's incident response team.

11. Training and Awareness

- Provide training for all stakeholders involved in third-party vendor management, including the IT Manager, IT Analyst, and department heads.
- Regularly update training materials to reflect changes in the policy and regulatory requirements.

12. Review and Updates

- Conduct an annual review of the Third-Party Vendor Management Policy to ensure it remains current and effective.
- Update the policy as necessary to address emerging threats, changes in regulatory requirements, and lessons learned from incidents.

Original: July 2024

Policy 9.10J. Information Security Policy for Quincy College

1. Policy Statement

Quincy College is committed to protecting the confidentiality, integrity, and availability of its information assets. To this end, the College will establish and maintain a comprehensive Information Security Policy to mitigate risks, ensure regulatory compliance, and safeguard sensitive information against unauthorized access, data breaches, and other security threats.

2. Objectives

- Ensure a formalized, defined, and circulated Information Security Policy.
- Protect information assets from unauthorized access, misuse, disclosure, destruction, and alteration.
- Implement measures to mitigate risks associated with removable media and other potential security threats.
- Ensure compliance with relevant regulatory requirements and industry best practices.

3. Scope

This policy applies to all information systems, networks, applications, and data owned or managed by Quincy College, including both physical and digital assets.

4. Roles and Responsibilities

- **Vice President of Mission Support:** Leads the policy implementation team, coordinates efforts, and ensures compliance with policy requirements.
- **Vice President of Finance:** Ensures that financial aspects of information security, including budget considerations and financial risks, are managed effectively.
- **IT Manager:** Manages the technical aspects of information security, including system configurations, security measures, and incident response.
- **IT Analyst:** Supports the IT Manager in conducting security assessments, monitoring system activities, and ensuring technical compliance.

5. Security Measures

- **Autorun and Autoplay:** Disable autorun and autoplay functionality for all removable media to prevent the automatic execution of malicious software.
- **Access Control:** Implement strict access controls to ensure that only authorized personnel have access to sensitive information. Use multi-factor authentication and regular access reviews.
- **Data Encryption:** Encrypt sensitive data both at rest and in transit to protect it from unauthorized access and disclosure.
- **Malware Protection:** Install and maintain up-to-date antivirus and anti-malware software on all systems to detect and prevent infections.
- **Patch Management:** Regularly update and patch all systems, applications, and software to address security vulnerabilities.

6. Monitoring and Auditing

- Conduct regular security audits and assessments to ensure compliance with the Information Security Policy.
- Monitor network and system activities for signs of unauthorized access, misuse, or security breaches.

7. Incident Response

- Establish procedures for responding to security incidents. See Incident Response (IR) Policy for detailed procedures.
- Ensure staff are aware of their responsibilities in the event of an incident, including timely reporting and cooperation with the incident response team.

8. Training and Awareness

- Provide training for all stakeholders involved in information security, including the IT Manager, IT Analyst, and department heads.
- Regularly update training materials to reflect changes in the policy and regulatory requirements.

9. Review and Updates

- Conduct an annual review of the Information Security Policy to ensure it remains current and effective.
- Update the policy as necessary to address emerging threats, changes in regulatory requirements, and lessons learned from incidents.

Original: July 2024

Policy 9.10K. Incident Management and Response

1. Purpose

The purpose of this policy is to establish a framework for handling information security incidents at Quincy College. This policy aims to ensure a coordinated, efficient, and effective response to incidents, minimizing their impact and aiding in swift recovery.

2. Scope

This policy applies to all Quincy College employees, contractors, vendors, and any other parties who have access to Quincy College information systems and data.

3. Definitions

- **Incident:** Any event that compromises the confidentiality, integrity, or availability of Quincy College's information systems and data.
- **Incident Response Team (IRT):** A group of individuals responsible for managing the incident response process.
- **Stakeholders:** Individuals or groups with a vested interest in the incident response process, including IT staff, management, legal counsel, and communication teams.

4. Incident Handling Phases

1. Preparation

- Establish and train the Incident Response Team (IRT).
- Develop and maintain an incident response plan.
- Conduct regular security awareness training for all employees.

2. Identification

- Monitor systems for potential security incidents.
- Report suspected incidents to the IRT immediately.
- Document and classify the incident based on its severity and impact.

3. Containment

- Implement short-term containment measures to prevent further damage.
- Develop long-term containment strategies to maintain business operations while mitigating the incident.

4. Eradication

- Identify the root cause of the incident.
- Remove the cause and any related threats from the environment.

5. Recovery

- Restore affected systems and data to normal operation.
- Verify the integrity and security of restored systems.
- Monitor systems for any signs of lingering threats.

6. Lessons Learned

- Conduct a post-incident review with the IRT and relevant stakeholders.
- Document the incident response process and identify areas for improvement.
- Update the incident response plan and provide additional training as needed.

5. Incident Response Team (IRT) Structure and Roles

1. Vice President of Technology

- Role: Incident Response Manager
- Responsibilities: Lead the IRT, coordinate response efforts, communicate with senior management, and make critical decisions. Ensure the overall direction and priorities of the incident response process.
- Tom Pham tpham@quincycollege.edu 617-877-9650

2. IT Manager

- Role: IT Operations Lead

- Responsibilities: Oversee the technical response, coordinate IT staff, and ensure effective implementation of containment and eradication measures. Manage the restoration of affected systems.

- Allen Mo amo@quincycollege.edu 857-526-2982

3. IT Analyst (Security)

- Role: IT Security Lead
- Responsibilities: Provide technical expertise in security, analyze the incident, identify threats, and implement security measures. Lead the investigation and mitigation of security incidents.

4. IT Specialist

- Role: Technical Support
- Responsibilities: Assist with technical aspects of the incident response, support system and network analysis, and help with the implementation of containment and recovery procedures.

5. General Counsel

- Role: Legal Counsel
- Responsibilities: Provide legal guidance, ensure compliance with laws and regulations, handle data breach notifications, and manage legal communications.

6. Vice President of Finance

- Role: Financial Oversight
- Responsibilities: Assess and manage the financial impact of the incident, oversee budgeting for incident response activities, and coordinate financial reporting and insurance claims.

7. Head of Facility and Campus Safety

- Role: Physical Security Lead
- Responsibilities: Manage physical security aspects of the incident, coordinate with law enforcement if necessary, and ensure the safety of campus facilities and personnel.

8. Director of Public Relations

- Role: Communications Lead
- Responsibilities: Develop and manage internal and external communication strategies, draft incident notifications, and liaise with media and public relations.

9. Director of Marketing

- Role: Stakeholder Communication
- Responsibilities: Coordinate communication with stakeholders, manage the dissemination of information to the college community, and ensure consistent messaging.

6. Communication

- Develop an internal communication plan for notifying stakeholders about incidents.
- Ensure timely and accurate communication to affected parties.
- Coordinate with public relations for external communication if necessary.

7. Compliance

- Ensure compliance with relevant laws, regulations, and industry standards.
- Conduct regular audits and reviews of the incident response process.

8. Policy Review and Maintenance

- Review and update this policy annually or after a significant incident.
- Ensure the policy remains relevant and effective in addressing security incidents.

9. Approval and Implementation

- This policy is approved by the Chief Information Officer (CIO) and senior management.
- The IT department is responsible for implementing and enforcing this policy.

Original: July 2024

Policy 9.10L. Endpoint Protection Policy

Purpose: Protect endpoints from modern threats.

Scope: Applies to all endpoints, including desktops, laptops, and mobile devices.

Policy: Deploy advanced endpoint protection solutions.

Procedures:

- Use solutions like CrowdStrike, Symantec, Windows Defender, Arctic Wolf, or Bitdefender.
- Schedule automatic updates and daily scans.
- Continuous monitoring and real-time alerts for threats.

Original: July 2024

Policy 9.10M. Security Awareness Training Policy

Purpose: Enhance employee awareness of cybersecurity risks.

Scope: Applies to all Quincy College employees, contractors, and third-party partners.

Policy: Implement comprehensive security awareness training programs.

Procedures:

- Annual mandatory training sessions for all staff.
- Conduct quarterly phishing tests with follow-up training for those who fail.
- Post-training assessments to measure effectiveness.

Original: July 2024

Policy 9.10N. Access Control Policy

Purpose: Restrict access to sensitive data based on job roles.

Scope: Applies to all systems and data within Quincy College's IT infrastructure.

Policy: Implement role-based access control (RBAC).

Procedures:

- Assign roles and permissions based on job functions.
- Conduct quarterly reviews of access permissions.
- Immediately revoke access upon job role changes or termination.

Original: July 2024

Policy 9.10O. Network Segmentation Policy

Purpose: Limit lateral movement within the network.

Scope: Applies to all network segments within Quincy College's IT infrastructure.

Policy: Implement network segmentation to isolate critical systems.

Procedures:

- Use VLANs and subnets to segment the network.
- Implement ACLs and firewalls to enforce segmentation.
- Conduct quarterly audits of network segmentation effectiveness.

Original: July 2024

Policy 9.10P. Remote Access Policy

Purpose: Secure remote access to Quincy College's network.

Scope: Applies to all remote access solutions and users.

Policy: Require MFA and strong encryption for remote access.

Procedures:

- Enforce MFA for all remote connections.
- Use VPNs with strong encryption (e.g., AES-256).
- Monitor and review remote access logs weekly.
- Preemptive ticketed requests for out of country access.

Original: July 2024

Policy 9.10Q. Software Management Policy

Purpose: Ensure the use of supported software versions and manage the deployment of software securely.

Scope: Applies to all software used within Quincy College's IT infrastructure.

Policy: Upgrade outdated software and establish a software lifecycle management process.

Procedures:

- Maintain a detailed inventory of all software.
- Regularly review software for updates and end-of-life status.
- Plan and execute upgrades for unsupported software immediately.
- Ensure all software deployments are approved by IT before installation.
- Submit academic software requests to the Provost Council, including a comprehensive cybersecurity assessment.
- Prohibit employees from installing software unless certified by IT.

Original: July 2024

Policy 9.11: Code of Ethics and Conflict of Interests

To maintain respect and competition as an institution of higher education, Quincy College expects all employees to comply with all laws and to maintain the utmost standards of personal integrity, fairness, and good judgment. Only by upholding these high standards can Quincy College expect to maintain the trust of current and future students, customers, employees, and the general public.

This code sets forth standards of conduct for employees of Quincy College relating to conflicts of interest, receiving and giving gifts, relationships, community activities, and violation of law.

Conflict of Interest: Employees must refrain from participating in any work activity or business venture which could conflict with the interests of Quincy College and interfere with the ability of an employee to satisfy work-related obligations.

Gifts: When either receiving or giving tangible gifts due to a business relationship with a current or potential customer, client, or other person or entity, discretion must be used to prevent the appearance of influence or obligation towards others. As a guideline, the receipt, or giving of any tangible gift of a nominal maximum value of \$50 is permissible when either a refusal to accept or not to give would offend or damage business relationships. Receiving direct or indirect favors, payments, services, loans, trips, or excessive business entertainment from students, customers or suppliers are strictly prohibited.

Relationships: Relationships may develop at work that could result in employees becoming involved in what would be considered a personal, rather than a business, relationship. If a personal and intimate relationship develops between you and any Quincy College employee to whom you or the other employee reports to or is supervised by, it must be disclosed to the next level of management immediately. The College reserves the right to make changes to the reporting and/or supervisory work relationship that will reduce potential conflicts of interest, including transferring one or both employees to other departments or locations.

Community Activities: Employees of Quincy College are encouraged to become involved in charitable, political, and community affairs. Employees should make it clear, however, that they are acting as individuals rather than as representatives of Quincy College so as not to be perceived as stating the position of the College on any issue.

Violation of Law: In the interest of safeguarding the image of Quincy College in the communities in which we do business and in our industry, the following action will be taken regarding violation of the law: Any employee of Quincy College who is charged with a felony offense may be subject to suspension without pay, pending disposition of the charge.

Any questions about these policies or compliance with them should be directed to the President of the College. No employee will be disciplined for raising legitimate concerns or questions regarding these matters and their identities will be protected to the extent possible.

Original: October 1999

Policy 9.13: Policy Regarding Research On Human Subjects

Quincy College assumes responsibility for safeguarding the rights and welfare of human subjects at risk in all research activities. The College is guided by ethical principles as outlined in “Belmont Report” of September 30, 1978, agrees to abide by regulations as detailed under “Title 45 Code of Federal Regulations Part 46” and declares that these regulations apply to all research with human subjects, regardless of the funding source.

The College will apply for Federal wide assurance if applicable, with the United States Department of Health and Human Services Office for Human Research Protection (OHRP). The assurance details the policies for the protection of human subjects and includes the duties and procedures of the institutional review board.

The College will have an educational institutional review board to see that research at Quincy College follows proper procedures with no fewer than five members. This will satisfy the compositional requirements for membership as described in 45 CFR 46. Chaired by the V.P. Academics or his/her nominee, the board will have at least two faculty members from different fields, three nominees from the President (two of whom are outside nominees appointed by the President), and one non-faculty member appointed by V.P. Academics. The decision will be by simple majority. If the proposal is coming from one member of the IRB, the member must refrain from voting. The term of each board member will be for three years.

Principles:

1. Quincy College is committed to academic research and the freedom to do this. However, in undertaking research care must be taken to protect the privacy of the individuals and research methodology must minimize risks and avoid harming individuals.
2. The researcher should not withhold any information the subject requests, about any aspect of the research likely to be significant to the subjects or induce subjects to participate by means that might affect the subject’s ability to decide freely.
3. Researchers must promise and maintain confidentiality and should inform subjects about their limits or capacity to adhere to confidentiality clause.
4. The researcher should explain to subjects, the purpose of the research. Special care should be taken because the subjects sometimes cannot understand the risks. Subjects must be in a position to freely refuse their participation.
5. The Office of Institutional Research will provide administrative and logistic support for the activity of IRB.
6. The Committee will review submitted research plans and

approve, disapprove, or state conditions for the conduct of the research applying principles and procedures outlined in the policy and in applicable federal regulations.

7. It is the responsibility of the faculty member to supervise student research in their courses and departments.
8. All research documents and data will be maintained for three years.

Procedures for Proposals:

1. The IRB will meet once a month, as needed during the fall and spring semester. Meetings will be held the first Wednesday of each month, with meeting locations alternating between Saville Hall and Newport Avenue.
2. Applications for review must be received at least 15 working days prior to the meeting date in order to be reviewed at the next scheduled meeting. Applications for review will be distributed to IRB members at least 5 working days prior to the meeting date.
3. In basic review, the following questions should be answered:
 - a. Is the proposed research design scientifically sound to ensure that it does not unnecessarily expose subjects to risk?
 - b. Are adequate procedures in place to ensure privacy and confidentiality?
 - c. Has informed consent been sought and documented?
 - d. Does the IRB approve of the consent form?
 - e. Have the risks to subjects been minimized?
 - f. Are the risks reasonable as compared to anticipated benefits?
 - g. Is the selection of subjects equitable?
 - h. Are safeguards in place to protect vulnerable populations?
 - i. If the research is funded from an outside source, are the protocols consistent with the grant application?
4. IRB decision will be promptly communicated to researchers in writing within 15 working days.
5. Copies of all applications and approvals as well as annual reviews will be maintained in the Office of Institutional Research. Quincy College accepts research proposals from students and faculty from outside institutions. However, all proposals must be reviewed by the Quincy College IRB. Additional considerations for research submitted by outside sources include:
 - a. Any risks or benefits to Quincy College as an institution for participating in the research;
 - b. Whether IRB approval has been granted from the home institution, if applicable;
 - c. The workload required from Quincy College employees to implement the protocol;
 - d. Concurrent surveys, data requests or course evaluations

- that are being administered to students;
- e. Whether there is a Quincy College employee designated as a co-Investigator;
and
 - f. Plans for distributing study results to Quincy College and/or our students.

Training:

If applicable, Human Subject Assurance Training is to be done by the Institutional Officer, any researcher and the IRB chair.

<http://ohrp-ed.od.nih.gov/cbts/assurance>

Original: June 2006

Policy 9.14: Fraud Assessment Policy

Policy Statement:

Quincy College aims to detect and prevent fraud against the institution by establishing controls and guidelines for investigations. This includes addressing emerging threats in the digital realm.

Scope:

- **Applicability:** This policy applies to any irregularity involving employees, consultants, vendors, contractors, and other parties with a business relationship with Quincy College.
- **Responsibilities:** Management is responsible for detecting and preventing fraud. This includes implementing robust cybersecurity measures to protect against digital fraud.

Cybersecurity Measures:

- **Digital Fraud Prevention:** Implement advanced cybersecurity protocols to safeguard the College's digital assets. This includes firewalls, intrusion detection systems, regular security audits, and encryption of sensitive data.
- **Employee Training:** Regular training sessions on identifying and responding to digital fraud attempts, including phishing scams, ransomware attacks, and unauthorized data access.
- **Incident Response:** Establish a comprehensive incident response plan to address and mitigate the effects of digital fraud. This includes clear reporting procedures, investigation protocols, and recovery measures.

Policy History:

- **Original:** June 2006
- **Revised:** March 2014, October 2022
- **Updated:** July 2024

Policy 9.15: Active Duty Military Students

I. Policy:

Students who are unable to complete a semester because they are called to active duty by the United States, or by the Commonwealth of Massachusetts, may upon verification, be granted the option of a refund, or credit of tuition and fees. With respect to any health insurance fee, this subject to the concurrence of Quincy College's insurance carrier.

Students unable to complete coursework may withdraw from the course. Withdrawals under the Active Duty Military Policy may be received at any time during the semester by the Vice President of Academic Affairs. Incomplete grade requests shall be granted in accordance with Quincy College Policy 5.07A.

The President of Quincy College may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to Active Duty.

II. Procedure:

Any students who have received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such, should contact the financial aid office at Quincy College to make appropriate arrangements.

Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the Order. If the Order is not in writing, the student may sign an affidavit attesting to such Order which includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the Order.

Students who under due diligence are unable to fulfill either of the above procedures due to an abrupt notification of an Order to Active Duty shall, at minimum, notify the Quincy College Military & Veterans' Specialist of the Order, and shall provide either a copy of the Order or furnish the prescribed affidavit.

The Military & Veterans' Specialist, upon request of a student, should assist the student in filing mitigating circumstances forms with external state and federal agencies (for example, the U.S. Department of Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.

Original: September 2017

Reviewed: September 2021

Policy 9.16: College Fundraising Policy

The Quincy College Office of Institutional Advancement encourages responsible, appropriate, and reasonable fundraising initiatives that engage alumni, business, foundations, community partners, and others. All fundraising activities must align with the overall mission statement of Quincy College in an effort to provide support for its students, academics, student support services, and facilities.

Any fundraising or solicitation activity that employs the name, image, or reputation of Quincy College in an effort to secure financial or in-kind contributions will be considered fundraising or solicitation in the name of the College.

All efforts on behalf of Quincy College to raise funds from private/public sources, including corporations, foundations, individuals, or other entities, must be approved by President of the College. This policy applies to faculty members, administrators, staff, student organizations, and all others who are or who may become involved in soliciting or receiving gifts for any purpose on behalf of the College.

Grant Proposals

The purpose of the Grants Office at QC is to help faculty and staff of the college seek external funding in support of priorities that are not funded through the College's operating budget. The Grants Office supports the entire fund-seeking process, including funding source research, concept development, project development and budgeting, grant writing and proposal submissions to government or private funding sources. The goal is to enhance College academic offerings, the College environment, student accessibility and student access.

As a recipient of federal awards, Quincy College (QC) is responsible for monitoring the programmatic and financial activities of its sub recipients to ensure proper stewardship of grantor funds in accordance with the rules and regulations as set forth by grantor agencies, Board of Governors, QC Financial and Administration Department, along with Institutional Workforce Development Office. The [Grants Administration Manual](#) contains Quincy College's policies and procedures in the administration of grants.

Updated: August 2020; August 2021

PERSONNEL POLICIES

Policy 10.01: Reasonable Accommodations For Persons With Disabilities

Quincy College does not discriminate on the basis of race, color, religion, national origin, sexual orientation, veteran status, or disability in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment.

Quincy College is committed to providing, upon request, reasonable accommodation to a qualified job applicant or employee with a disability so that the job applicant or employee may have equal opportunity to apply for a job, to perform the essential functions of the job, or to be afforded equal opportunity on other benefits or privileges or employment unless such a request for an accommodation imposes an undue hardship.

Original: June 2006

**Policy 10.02: Health Insurance Portability and Accountability Act (HIPAA)
Policy and Notice of Privacy Practices**

I. Policy

It is the policy of Quincy College to protect the privacy of employee personal health information in compliance with applicable laws. This type of information is retained because the College provides group health insurance benefits through the City of Quincy. Under federal law, employee health information, known as protected health information (PHI), is information about you, including demographic information, that may identify you and that relates to health care services provided to you, the payment of health care services provided to you, or your physical or mental health or condition in the past, present or future. This Notice of Privacy Practices describes how the College, and/or representatives of the City of Quincy, may use and disclosed your PHI and your rights to access and control this information.

As a group health plan, we are required by Federal law to maintain the privacy of PHI and to provide you with this notice of our legal duties and privacy practices. We are required to abide by the terms of this Notice of Privacy Practices. The College reserves the right to change the terms of this notice at any time and is obligated to abide by the terms of the current notice. Any change in the terms of this Notice will be effective for all PHI that we are maintaining at that time. If a change is made to this Notice, a copy of the revised Notice will be provided to all individuals covered under the plan at that time.

II. Procedures

Uses and Disclosures:

Treatment, Payment and Health Care Operations Federal law allows a group health plan to use and disclose PHI, for the purposes of treatment, payment and health care operations, without your consent or authorization. Examples of permitted uses and disclosures that we, as a group health plan, may make under each section are listed below:

Treatment:

Treatment refers to the provision and coordination of health care by a doctor, hospital or other health care provider. As a group health plan administrator, we do not provide treatment.

Payment:

Payment refers to the activities of a group health plan in collecting premiums and paying claims under the plan for healthcare services you receive. Examples of uses and disclosures under this section include the sending of PHI to an external medical review company to determine the medical necessity or experimental status of a treatment; sharing PHI with other insurers to determine coordination of benefits or settle subrogation claims; providing PHI to the plan's UR Company for pre-certification or case management services; providing PHI in the billing, collection and payment of and fees to plan vendors such as PPO Networks, UR Companies, Prescription Drug Card Companies and reinsurance carriers; and sending PHI to a reinsurance carrier to obtain reimbursement of claims paid under the plan.

Health Care Operations:

Health Care Operations refers to the basic business functions necessary to operate a group health plan. Examples of uses and disclosures under this section include conducting quality assessment studies to evaluate the plan's performance or the performance of a particular network or vendor; the use of PHI in determining the cost impact of benefit design changes; the disclosure of PHI to underwriters for the purpose of calculating premium rates and providing reinsurance quotes to the plan; the disclosure of PHI to stop-loss or reinsurance carriers to obtain claim reimbursements to the plan; disclosure of PHI to plan consultants who provide legal, actuarial and auditing services to the plan; and use of PHI in general data analysis used in the long term management and planning for the plan and company.

Other Uses and Disclosures Allowed Without Authorization:

Federal law also allows a group health plan to use and disclose PHI, without your consent or authorization, in the following ways:

- To you, as the covered individual.
- To a personal representative designated by you to receive PHI or a personal representative designated by law such as the parent or legal guardian of child, or the surviving family members or representative of the estate of a deceased individual.
- To the Secretary of Health and Human Services (HHS) or any employee of HHS as part of an investigation to determine our compliance with the HIPAA Privacy Rules.
- To a Business Associate as part of a contractual agreement

to perform services for the group health plan.

- To a health oversight agency, such as the Department of Labor (DOL), the Internal Revenue Service (IRS) and the Insurance Commissioner's Office, to respond to inquiries or investigations of the plan, requests to audit the plan, or to obtain necessary licenses.
- In response to a court order, subpoena, discovery request or other lawful, judicial or administrative proceeding.
- As required for law enforcement purposes. For example to notify authorities of a criminal act.
- As required to comply with Workers' Compensation or other similar programs established by law.
- To the Plan Sponsor, as necessary to carry out administrative functions of the plan such as evaluating renewal quotes for reinsurance of the plan, funding check registers, reviewing claim appeals, approving subrogation settlements and evaluating the performance of the plan.
- In providing you with information about treatment alternatives and health services that may be of interest to you as a result of a specific condition that the plan is case managing.

The examples of permitted uses and disclosures listed above are not provided as an all-inclusive list of the ways in which PHI may be used. They are provided to describe in general the types of uses and disclosures that may be made.

Uses and Disclosures with Your Authorization:

Other uses and disclosures of your PHI will only be made upon receiving your written authorization. You may revoke an authorization at any time by providing written notice to us that you wish to revoke an authorization. We will honor a request to revoke as of the day it is received and to the extent that we have not already used or disclosed your PHI in good faith with the authorization.

Your Rights in Relation to PHI:

Right to Request Restrictions on Uses and Disclosures

You have the right to request that the plan limit its uses and disclosures of PHI in relation to treatment, payment and health care operations or not use or disclose your PHI for these reasons at all. You also have the right to request the plan restrict the use or disclosure of your PHI to family members or personal representatives. Any such request must be made in writing to the Privacy Contact listed in this Notice and must state the specific restriction requested and to whom that restriction would apply.

The plan is not required to agree to a restriction that you request. However, if it does agree to the requested restriction, it may not violate that restriction except as necessary to allow the provision of emergency medical care to you.

Right to Receive Confidential Communication

You have the right to request that communications involving PHI be provided to you at an alternative location or by an alternative means of communication. The plan is required to accommodate any reasonable request if the normal method of disclosure would endanger you and that danger is stated in your request. Any such request must be made in writing to the Privacy Contact listed in this Notice.

Right to Access to Your Protected Health Information

You have the right to inspect and copy your PHI that is contained in a designated record set for as long as the plan maintains the PHI. A designated record set contains claim information, premium and billing records and any other records the plan has created in making claim and coverage decisions relating to you. Federal law does prohibit you from having access to the following records: psychotherapy notes; information compiled in reasonable anticipation of, or for use in a civil, criminal or administrative action or proceeding; and PHI that is subject to a law that prohibits access to that information. If your request for access is denied, you may have a right to have that decision reviewed. Requests for access to your PHI should be directed to the Privacy Contact listed in this Notice.

Right to Amend Protected Health Information

You have the right to request that PHI in a designated record set be amended for as long as the plan maintains PHI. The plan may deny your request for amendment if it determines that the PHI was not created by the plan, is not part of designated record set, is not information that is available for inspection, or that the PHI is accurate and complete. If your request for amendment is declined, you have the right to have a statement of disagreement included with the PHI and the plan has a right to include a rebuttal to your statement a copy of which will be provided to you. Requests for amendment of your PHI should be directed to the Privacy Contact listed in this Notice.

Right to Receive an Accounting of Disclosures

You have the right to receive an accounting of all disclosures of your PHI that the plan has made, if any, for reasons other than disclosures for treatment, payment and health care operations, as described above, and disclosures made to you or your personal representative. Your right to an

accounting of disclosures applies only to PHI created by the plan after April 14, 2003 and cannot exceed a period of six years prior to the date of your request. Requests for an accounting of disclosures of your PHI should be directed to the Privacy Contact listed in this Notice.

Right to Receive a Paper Copy of this Notice

You have the right to receive a paper copy of this Notice upon request. This right applies even if you have previously agreed to accept this Notice electronically. Requests for a paper copy of this Notice should be directed to the Human Resources Privacy Contact listed in this Notice.

Complaints:

You may bring your complaint to the College's Human Resources Department by contacting Human Resources at 617-984-1611 located at President's Place 1st floor. You may file a complaint with the College by notifying the Human Resources. Grievance policy and procedures will be implemented and it is unlawful for any person or persons to retaliate against an individual for putting forth a complaint. Investigative procedures outlines in the Harassment policy shall pertain to complaints of this nature as necessary for implementation of fair and consistent practices.

You may also bring your complaint to the Secretary of Health and Human Services if you believe your privacy rights have been violated by the College. You may contact the Office of Civil Rights, Department of Health and Human services at 200 Independence Avenue, SW, Washington D.C, 20201.

Complaints should be filed in writing with the Privacy Contact listed in this Notice. The plan will not retaliate against you for filing a complaint.

Privacy Contact: You may contact the Privacy Officer for the plan through your employer's Human Resources Department at 617-984-1611.

Effective Date of Notice: Under the auspices of the City of Quincy, Quincy College published this notice and it becomes effective on April 14, 2003.

Original: June 2006

Policy 10.03: Code of Conduct and Professionalism

I. Policy

College-Wide Integrity and Ethical Standards

The successful business operation and reputation of Quincy College ("The College") is built upon the principals of fair dealing and ethical conduct of its employees and is one of its most valuable assets. The College's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the College is dependent upon students and community trust and the College is dedicated to preserving that trust. Employees owe a duty to the College, its students, and constituents to act in a way that will merit their continued trust and confidence. It is the policy of Quincy college to comply with all applicable laws and regulations and the College expects all its employees to conduct business in a manner consistent with College policies and in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

All Employees and others that provide services for compensation for the College ("Employees" and "Agents"), therefore, shall conduct all work-related activities in keeping with the highest ethical standards. Employees and Agents are also expected to conduct their personal affairs in a manner which will not reflect discredit on the College, and must avoid situations that might lead to a conflict, or even the appearance of a conflict, between the Employee's or Agent's interests and his or her responsibilities to Quincy College.

Quincy College depends upon each and every Employee's or Agent's observance of ethical standards and consistent use of good judgment, fairness and personal integrity. We expect Employees and Agents to be courteous, discreet, dependable and principled in dealings with students, co-workers, management and others. All Employees or Agents are required to adhere to the ethical standards published by the professional organizations of their discipline with special emphasis on those policies that pertain to unacceptable behavior with students or patients in the clinical educational settings.

Dual relationships (a personal and work-related relationship) of any type between service providers and customers are complex and should be reviewed with supervisors to determine the appropriateness of maintaining that relationship. Such professional behavior is very important in our business, and we take this expectation very seriously, as should Employees and Agents.

II. Procedures

In general, the use of good judgment, based on high ethical principles, will guide the employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor and, if necessary, with Human Resources for advice and consultation.

A. Conflict of Interest:

The Conflict of Interest Law, Massachusetts General Laws, Chapter 268A, is designed to prevent situations in which an individual's private interests conflict with his or her responsibilities as a public employee. The law has provisions which prohibit the acceptance of gifts, which prohibit the involvement of public employees in state contracts and related matters in which they may have a financial interest, and which restrict the types of secondary state employment certain types of employees may accept. The law has numerous other provisions of a similar nature.

Compliance with the law is the individual responsibility of the employee. Violation of the law can result in fines as well as criminal penalties. Employees who have specific questions about the Conflict of Interest Law should contact the Human Resources Department at 617-984-1611, the Ethics Commission at 617-727-0060 or visit their website at www.state.ma.us/ethics.

Employees and Agents shall disclose in writing to the President any person to whom they are closely related or any organization with which they are affiliated who or which presently transacts business with the College or a related entity or might reasonably be expected to do so in the future. Each disclosure shall be updated and resubmitted to the President on an annual basis. In addition, an Employee or Agent is required (as a matter of policy) at any time during which such Employee or Agent becomes aware of an actual or potential conflict of interest, to immediately disclose such conflict to the President. The disclosure shall identify in writing the nature of the conflict and all the material facts and circumstances surrounding the conflict, which would be necessary for the President to make an informed decision with respect to the transaction. The disclosure of an employee is not limited to his or her own conflicts, but shall include any conflict of any other employee or agent which is known to an employee or agent.

Upon the disclosure of an actual or potential conflict of interest of an employee, the President may take action despite the conflict if all of the following conditions are met:

- The employee with the conflict provides the material information to the President;
- A majority of the disinterested governors, even if less than a quorum, takes action with respect to the conflict and with all material information;
- If the common interest is disclosed and the contract or transaction is fair and reasonable to the corporation.

Violations of the Conflict of Interest:

If the President has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the employee and making such further investigation as maybe warranted in the circumstances, the President and/or Board of Governors determines that the employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Compliance with this policy of business ethics and conduct is the responsibility of every College employee. Disregarding or failing to comply with this standard of business ethics and conduct may result in disciplinary action, up to and including possible termination of employment.

Gifts or Favors:

Employees or Agents must not use their College positions for personal gain or advantage or give that appearance. Employees, Agents and their families must not accept gifts or favors with a value of more than fifty dollars (\$50.00) from students (or their family members), suppliers or vendors. To accept gifts or favors with a value of more than fifty (\$50.00) is a violation of Quincy College policy and may result in disciplinary action up to and including termination of employment.

Improper Payments:

No Employee or Agent may make or receive any payments or authorize any expenditure in connection with the College business that represents bribes, kickbacks or payoffs; are falsified, deliberately unrecorded or undocumented in College's records when required; violates applicable laws or regulation. No Employee or Agent shall exert influence on another Employee or Agent to provide services to or purchase goods from another Employee or Agent.

Outside Activities:

Outside employment or participation in the affairs or another businesses or organizations may create conflicts of interest and interfere with the Employee's or Agent's primary responsibilities to College. An Employee or Agent may hold a job with another organization or another department within the College as long as he or she satisfactorily performs his or her job responsibilities with his or her primary function at the College. All Employee's and Agent's performance will be reviewed by the standards set forth in the appropriate current collective bargaining agreement and/or the College policy and will be subject to the College's scheduling demands, regardless of any existing outside work requirements.

Personal interests that conflict or appear to conflict with the interest of the College shall be avoided. While the existence of such actual and potential conflicts of interest can be determined only upon the review of the particular circumstances of a given situation, and it is impossible to list every circumstance that might

present a conflict, the following examples serve to illustrate the type of situation that should be avoided:

- Ownership of a substantial financial interest or management controlled by an Employee or Agent or any member of his or her family for any outside concern that does business with, or is a competitor of Quincy College, other than ownership of securities of a publicly-owned corporation traded on the open market.
- Representation of Quincy College by an Employee or Agent in any transaction in which the Employee or Agent or any member of his or her family has a substantial interest.

If the College determines that an Employee's or Agent's outside work interferes with performance or the ability to meet the requirements of the College as they are modified from time to time, the Employee or Agent may be asked to terminate the outside employment if he or she wishes to remain with the College. Outside employment will present a conflict of interest if it has an adverse impact on the College.

Confidentiality and Dissemination of Information:

As a public institution, Quincy College abides by the laws and statutes governing releases of information and confidentiality. In an effort to promote our mission and to foster positive community relations all inquiries from representatives of the media shall be immediately referred to the President of the College. No Employee or Agent is authorized to discuss College business with the media without the President's prior approval.

The official source of all public relations information about the College is the President's Office and as such, all requests for public relations information shall be referred to the President.

Employees and Agents of the College have a legal obligation to maintain confidentiality. As an Employee or Agent of Quincy College, you shall not disclose information determined to be confidential in nature in accordance with applicable laws and guidelines unintentionally by indiscrete conversation (for instance, on elevators, on the telephone, and/or in common/public area) or by careless handling of record documents and other documents containing confidential information. Confidential information includes, but is not limited to, the following examples:

- Students records
- Any document that lists a Social Security number wages and salaries
- Employee data and records
- Any other information designated as confidential by a member of the administration.

All Employees and/or Agents of Quincy College shall adhere to policies regarding confidentiality of student records, release of records, release of PHI, documentation of confidential information, Electronic Communication and Internet/Intranet Usage. Should an employee improperly use or disclose confidential business information, the employee will be subject to disciplinary action, up to and including termination of employment. This applies *even* if the employee does not get any benefit from releasing the information.

Proper Accounting:

It is necessary that all Employees and Agents comply with the accounting rules established by the College. The records of College must accurately reflect transactions. Undisclosed or unrecorded funds, assets or accounts of the College and/or its students will not be established for any reason, and false entries will not be made in the books and records of the College and/or its students.

All disbursements made on behalf of the College, its students and/or their representatives are to be used only for the purpose described in documents supporting the disbursement. Personnel responsible for keeping the books and records of the College should communicate fully with management, internal auditing personnel, and independent auditors when the circumstances dictate.

The above procedures extend to all Employees and Agents involved in the disbursement of Quincy College funds and/or custodial accounts for which the College bears fiduciary responsibility including, but not limited to: petty cash; student accounts; cash receipts; credit cards; purchase orders; vendor credit lines; checking accounts. Use of the College's funds or assets for unlawful or improper use is strictly prohibited.

Any violation of this policy may be against criminal law and as such may result in disciplinary action up to and including possible termination of employment and possible criminal prosecution.

Legal Compliance

It is the policy of Quincy College to comply with all applicable laws and regulations. Individual employees have the responsibility of following all College policies and procedures, current collective bargaining agreements, and complying with all laws and regulations under which the College operates. Any violation of College policy may result in disciplinary action up to and including termination of employment.

Documentation:

Falsification of any documentation whether student related or not, may result in disciplinary action up to and including termination.

Original: June 2006

Policy 10.04: Criminal Offender Record Information (CORI) Checks

I. Policy

Quincy College reserves the right to conduct a criminal record background check on any/all employees or agents as authorized by the Criminal System History Board (CSHB), in accordance with relevant licensing regulations and as required under MGL Chapter 71 Section 38. In addition, the College may conduct a CORI on all volunteers, consultants, students, trainees, etc. whose work involved the potential for unsupervised contact with students who are of minor age and/or persons receiving services at our affiliate clinical sites.

II. Procedure

Quincy College shall follow the procedures set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), under the standards and guidelines set forth by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and in accordance with CSHB guidelines and state law.

Original: June 2006

Policy 10.05: Work Attire/Dress Code Policy

Quincy College prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the College. As part of that effort, Quincy College requires employees' appearance be appropriate for the workplace setting and for the work being performed.

Quincy College's usual dress practice is considered primarily **Professional/Business Attire**.

The Quincy College dress code shall apply to working hours and any College sponsored work related functions/events.

Professional/Business Attire excludes:

- jeans;
- shorts;
- short skirts;
- exercise pants or athletic wear;
- leggings;
- t-shirts;
- sleeveless shirts (unless worn under a sweater, blouse or jacket);
- inappropriate clothing;
- beach wear;
- any hooded garments;
- torn, stained, worn or dirty clothing;
- flip flops, thong-style sandals and;
- sneakers

Although this list is not intended to be all-inclusive, it should help to set general parameters for proper attire. Adjustments will be made where appropriate as a reasonable accommodation under our anti-discrimination policies and commitment to reasonable accommodations. Any staff requesting an accommodation should contact Human Resources.

In addition to the above general requirements, Laboratory Science/Clinical/Nursing/Select Program/Facility/Security staff shall wear appropriate attire and appropriate footwear as approved by their Dean/Department Head.

If you have any questions about the above information, please discuss with your supervisor. You may also contact Human Resources with questions.

Human Resources will review this policy with all new employees as part of new employee orientation.

Original: June 2006

Revised: January 2021

Policy 10.06: Employment Verification and Public Information

I. Policy

As a public education institution and department of the City of Quincy, it is the policy of Quincy College to disseminate information according to and consistent with applicable City and college personnel policy provisions, local guidelines and requirements, current collective bargaining agreements and Federal, state, and local laws.

All employees are advised that, under Massachusetts law, except as otherwise exempted, the names, positions, titles, home addresses, telephone numbers (if listed) and salary data of college employees are public information. It is the policy of the College to release this information in accordance with the guidelines and requirements of applicable laws and in response to requests for information.

II. Procedures

The College shall provide information upon receipt of a written request for information listings. The Human Resources Department shall provide employment verifications and reference checks only upon receipt of a signed authorization and release form, with said form available from the Human Resources Department upon request. Responses to such inquiries will be limited to dates of employment position and most recent or last salary as documented and substantiated by Quincy College records. No employment or reference data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Salaries are released in writing to financial institutions when a written request, accompanied by the release signature of the employee, is received. Salary verification forms will be forwarded directly to financial institutions; they will not be returned via the employee.

Original: June 2006

Policy 10.07: Personnel Records

I. Policy

The Human Resources Department maintains a file on each employee of the College. The files are the property of Quincy College and are considered confidential in nature. It is the policy of the College to maintain all Personnel Records under the provisions of the Fair Information Practices Act, and according to and consistent with applicable City and College personnel policy provisions, local guidelines and requirements, current collective bargaining agreements and Federal, state and local laws.

II. Procedures

Employees may obtain access to their files by completing an access request in writing to the Human Resources Department and the employee shall make a mutually convenient scheduled appointment with Human Resources. Personnel Records must be examined in the presence of a member of the Human Resources staff. During the record review, the employee may request that certain documents be copied for him/her.

Original: June 2006

Policy 10.08: OSHA and The Right To Know

As required by the Occupational Safety and Health Act of 1970, employers must furnish to employees a workplace that is free from recognized hazards that are causing or are likely to cause death or serious harm to employees; likewise, employees must comply with all OSHA health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on their jobs.

At Quincy College, job safety and health protection are important and the company strives to provide a safe workplace for each employee. In return, Quincy College requests that each employee be attentive to his/her work environment and take action to correct any hazardous situation.

Since our facilities are limited to office environments and since we have limited hazardous substances, maintaining a hazardous free workplace requires each employee and management to be more attentive to obstacles that could harm others such as electrical wires, boxes or items in walkways, or equipment that is properly secured or in good working order. If an employee observes what appears to be a hazardous situation he/she shall report it immediately to the department manager. All employees should be aware that as he/she enters a facility of one of our clients and/or potential customers, he/she may be asked to wear personal protective equipment, to adhere to certain safety precautions, or to *avoid* certain areas due to hazardous chemicals or other unsafe conditions. Employees must abide by the requests of our clients and potential customers regarding their safety procedures.

If an employee thinks he/she has been exposed to a hazardous substance, he/she is encouraged to immediately seek assistance. Contact your supervisor or Office Of Campus Services or if at a client site, contact the safety officer or other appropriate representative for that site.

The Right to Know:

The Massachusetts Right-to-Know Law went into effect September 26, 1984. The law requires that all employers label hazardous substances and obtain Material Safety Data Sheets (MSDS) on those substances and that all employees who handle hazardous substances receive right-to-know training.

An employee has the right to request a copy of the MSDS on those substances used in the performance of his/her duties. The MSDS lists the ingredients of the substance, potential hazards, physical characteristics and necessary precautions in using the substance. MSDSs may be obtained from the Environmental Health & Safety Office.

Employees who must use materials that are potentially hazardous should learn what precautions to take before handling the material. This information can be found on MSDSs which may be obtained from the Environmental Health & Safety Office.

Original: June 2006

Policy 10.09: Workers Compensation Policy and Notice of Coverage

I. Policy

In accordance with Massachusetts Workers Compensation (WC) Act, M.G.L. Ch. 152, Quincy College provides Workers' Compensation Insurance coverage for employees who sustain an occupational illness or injury arising out of and in the course of employment. In accordance with the M.G.L. and the guidelines set forth by the City of Quincy, all such employee injuries must be reported regardless of severity or loss of time from work. The WC Insurance coverage provides payment for any necessary medical treatment related to the workplace injury, including payment for partial compensation for lost wages after the first five (5) days of disability if reports and documentation are filed in accordance with regulations and timeframes outlined here within and in accordance with the regulating state and local guidelines.

This Notice to Employees details Worker's Compensation Insurance coverage for Quincy College employees. Coverage becomes effective at the time an employee starts work and is provided by City-Wide Insurance Group through Quincy College, a Department of the City of Quincy. The entire cost is paid by Quincy College. Medical expenses resulting from occupational illness or injury are reimbursable under Workers Compensation rather than the employee's medical insurance plan, provided the procedures and required time frames for reporting and documenting workplace incidents as outlined in this policy and as regulated by the College's insurance carrier. The information contained here within shall serve as "Notice to Employees" in accordance with applicable M.G.L 152.

II. Procedures

A. Reporting Requirements:

All employees who are injured while on duty must notify their immediate supervisor and are strongly encouraged to seek immediate medical attention.

- The reporting employee or manager must complete a Quincy College Incident Report immediately.
- The original Incident Report must be submitted immediately, on the day the incident occurs, to Human Resources and a copy shall be provided to Campus Services.
- Human Resources must determine if an Employer's First Report of Injury or Fatality - Form 101 needs to be completed. In most cases of work-related injuries or illnesses, the supervising manager will be required to submit the Form 101 on the same day the incident has occurred and per direction of Human Resources
- Human Resources must submit the Form 101 to the City

Solicitors Office within 24-hours of the employee's accident or injury, or from the date in which the employer is made aware of the injury.

The College is required to comply with strict time limits in reporting industrial accidents. If an employee does not notify the College of the injury within 24 hours of the injury, the College is then required to submit the Form 101 within (7) days (not including Sundays or legal holidays) from the date upon which the College received notification from the employee to complete and submit the Form 101. Therefore, all work-related injuries must be reported promptly. Consult Human Resources for further details. The Department of Industrial Accidents (DIA) has revised the required Form 101. The only acceptable version is dated August 2001. No other forms will be accepted.

B. *Notice of Intent to Return:*

Upon request, an employee must submit a Notice of Intent to Return Form to Human Resources. An employee may not return to work, in his/her regular capacity, or in a modified or light duty capacity, without valid written medical certification authorization.

Original: June 2006

Policy 10.10: Annual Security Report

The annual security report is on file in the Office of Campus Services.

Original: June 2006

Policy 10.11: Nature of Employment

All professional and hourly staff members of the College are employees of the city of Quincy and are subject to the rules and regulations as they pertain to both Quincy College and City employees, and as they apply to colleges under the Board of Higher Education. Unit-employees shall be subject to all rights, privileges, and guidelines as detailed in current collective bargaining agreement and must comply with the state, federal, local laws and College policies. If a College policy conflicts with a current collective bargaining agreement, the current collective bargaining agreement will usually take precedence.

Appointments, contracts and letters of hire to all positions are approved by the President as authorized by the Board and upon the recommendation of the senior department manager. No offers of employment or appointments are valid except those approved by the President or the President's designee. As appointed by the President, the Director of Human Resources, the Vice President of Academic Affairs and the Vice President of Administration are authorized to confirm offers of employment with the President's final approval.

Original: June 2006

Policy 10.12: Attendance, Hours of Work and Punctuality

All employees are expected to report to work on a regular and punctual basis and as scheduled. Should an employee be unable to report to work as scheduled he/she is required to contact his/her direct supervisor prior to his/her reporting time, and shall follow any/all call-in procedures as set forth but his/her department or senior service director. Quincy College reserves the right to change work hours and/or work site based on the needs of the program and the College, and shall comply with current collective bargaining agreement guidelines when applicable.

The length of the work week is specified in current collective bargaining agreements for association members. Faculty work hours are determined by class schedules and contract provisions. Administrative hours vary to meet the needs of the students and College personnel. Please consult your immediate supervisor for further details.

In general, the College operates on a 35-hour work week unless otherwise stated in a current collective bargaining agreement. Exempt employees operate at a professional level and as such are expected to work as needed to appropriately meet the essential functions of the position. All employees are expected to comply with a standard of professional protocol outlined herewithin. Failure to comply may result in disciplinary action up to an including termination of employment.

Original: June 2006

Policy 10.13: School and Class Cancellations

Class Cancellations:

If, due to illness or other emergency, you need to cancel your class, you must call the appropriate faculty secretary prior to the start of class. On the main campus, please call 617-405-5911. Allied Health faculty must notify the Allied Health Secretary at 617-405-5990. In Plymouth, please call the main desk at 508-747-0400. Inform the secretary of your name, the title of your course(s), section number(s), day and time(s) it meets, and the building and room number. If there is an assignment for your students, state this as well.

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

School/Weather Cancellations:

The following TV/Radio stations will broadcast Quincy College cancellations: Channel 5/WCVB, Channel 25, NECN/NBC 10, Channel 7/WHDH/Channel 56 (CW), Channel 4/CBS/WBZ/WSBK. Weather cancellation messages are also posted on the Quincy College weather information line at 617-984-1700, option 8. For those faculty members relying on broadcast media for announcements of weather related cancellations or delays, please note that broadcast references to "Quincy" or "Quincy Public Schools" being cancelled or delayed do not apply to Quincy College. College cancellations or delays will refer specifically to "Quincy College"

In general department managers are expected to establish phone chains within offices so fellow workers can inform staff about late arrivals due to weather. The College expects to staff offices if the College does not close for weather emergencies. The College expects that employee absences be coordinate as much as possible and all employees shall follow appropriate protocol for calling in as absent as outlined in the current collective bargaining agreements, the Quincy College policy Manual, the Faculty Handbook and here within.

Any faculty who find they must cancel a class or a day of classes must call 617-405-5911 as well as their appropriate academic Dean, so that students are informed appropriately.

Original: June 2006

TV/Radio Stations updated: October 2021

Policy 10.14: Employment Eligibility and Selection

Quincy College does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or veteran status in any matters relating to recruitment, selection, employee training and development, promotion, benefits and other terms and conditions of employment. Quincy College is actively committed to increasing diversity and making every effort to seek and hire individuals that will have the College reflect the diversity of the communities it serves. As part of this commitment, a member of the Human Resources staff shall become an ex-officio member of all searches for all positions.

A. *Recruitment and Hiring:*

The goal of the selection process is to find the person who is best able to perform the essential functions of the position while achieving a workforce that reflects the diversity of the of the community population. Any criterion or process that is used to screen and select candidates, from qualification requirements through the interview, must be job-related and applied consistently to all candidates. If the College is not receiving a satisfactory response from the posting, the College may repost the position vacancy, internally and externally, with a new or extended deadline.

Individuals seeking employment in professional positions must submit a resume, letter of intent, and three references. All other individuals interested in non-exempt or hourly positions must complete a Quincy College Application for Employment or furnish a resume with letter of intent and three employment related references.

All required applicant information must be received in the Human Resources office within the posted time limits to receive consideration.

Quincy College relies on the accuracy of the information contained in the Employment Application, as well as the accuracy of other data presented during the hiring and employment process. Any misrepresentations, falsifications, or material omissions in any of the information or data present throughout the hiring process may affect this application process or outcome unfavorably and may result in the exclusion of the individual from further consideration for employment or may result in discharge from employment if discovered at a later date.

All candidates selected to be interviewed shall be requested to complete the standard Quincy College Employment Application form prior to the interview. The information on the application will

supplement the information contained in the resume and gathered during the interview. The Application can be obtained in Human Resources and is a standard form that must be used for all candidates being considered for hire.

Applications for each position will be screened to select a group of candidates to be considered for the position. Candidates will be interviewed in a fair and consistent process following the College's interviewing guideline. All candidate conversations shall be documented and a Candidate Interview Evaluation Form is available in Human Resources for this purpose. Finalists for a position shall be interviewed by the senior department manager and divisional VP and/or President.

Reference checks are a valuable tool to be utilized in the candidate selection process. A minimum of two (2) positive employment references must be obtained prior to making a recommendation for hire or 2 written recommendations verified. All completed reference checks must be documented and will be maintained in a personnel record upon hire. A Reference Check form is available in Human Resources.

Recommendations to employ are made through the administrative process to the College President. Executive level Exempt Non-unit positions are appointed by the President of the College. All other Unit and Non-unit position appointments, contracts and/or letters of hire are made by the President or President's designee and upon recommendation from the divisional manager. The President may designate an executive team member to compose or authorize formal written appointments or contracts of employment but the President is the only hiring authority and shall provide written approval of all personnel action in accordance with M.G.L. Chapter 71.

Consult Human Resources for further guidelines regarding Job Descriptions, personnel request and vacancy approval, posting procedures, recruitment, screening and interviewing guidelines, and candidate selection.

B. *New Employee Orientation:*

All new employees must attend Orientation with Human Resources. Human Resources shall arrange an appointment to conduct New Employee Orientation on or before the first day of employment and upon receipt of authorization for hire and required documentation.

Orientation is a forum for the College to provide new employees with necessary information about their employment, payroll, and benefits eligibility. At Orientation HR shall obtain required employment documentation and shall provide new employees with an overview of

essential policies and procedures.

New employees must complete tax forms, an emergency notification form, and other required documents at time of hire in compliance with state and federal record keeping requirements. A Form 1-9 must be completed at time of hire and in accordance with the Immigration Reform Control Act. The employee must present acceptable original documentations to be verified by Human Resources within 3 days of employment to comply with federal law.

C. Immigration Reform and Control Act of 1986:

The Federal Government's Immigration and Control Act of 1986 requires that all new employees must present documents establishing both their identity and employment eligibility. In order to comply with the law, new employees are required to complete an Employment Eligibility Certification Form 1-9 and provide acceptable identification. Persons who are not citizens of the United States must also provide evidence that they are permitted to work in the United States. Questions concerning this law should be addressed to Human Resources.

Original: June 2006

Policy 10.15: Internal Posting Policy and Vacancy Announcements

I. Policy:

Quincy College encourages promotion from within the organization. Human Resources will post all vacant positions consistent with College policy and the guidelines of current collective bargaining agreements.

Current employees in good standing who meet the minimum qualifications of a posted vacancy are eligible to apply. Probationary employees or employees in warning status are not eligible for a position transfer unless College Administration determines it is in the best interest of the students, College and the employee.

II. Procedures:

Human Resources shall post and make available vacant positions on the College website. Human Resources shall make a good faith effort to communicate vacancies and will, at minimum, comply with the provisions of current collective bargaining agreements.

Vacant positions shall be posted internally for a minimum of 7-days. Promotional opportunities shall be posted internally in accordance with current collective bargaining agreements and College policy.

Current employees interested in applying for posted positions shall complete an Internal Application and forward to Human Resources with a resume, letter of intent and three (3) letters of recommendation.

External advertising by the College may be concurrent with internal postings upon HR approval, and in accordance with current collective bargaining agreements.

Original: June 2006; Updated September 2021

Policy 10.16: Volunteers

Although unpaid volunteers can be helpful in many areas, the use of volunteers raises concerns, including issues with confidentiality, potential liability, and claims for unemployment compensation.

In light of these facts, should you still desire to use the services of a volunteer, you should contact your senior service manager; provide him/her with a list of the volunteer's duties, a schedule of the desired hours and an explanation as to why these tasks could not be performed by regular college employees. Upon approval of the senior service manager and/or the President, the volunteer candidate shall complete an application for employment, be interviewed by the appropriate senior service manager or his/her designee, and undergo the standardized College hiring procedures.

Original: June 2006

Policy 10.17: Position Classification and Categories

Each position has a designated status of either Exempt or Non-Exempt in accordance with FLSA, federal and state wage laws. Non-exempt employees are entitled to overtime pay or compensatory time off under specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hours laws, however, may acquire such rights and privileges as bargained for if the Exempt employee is a member of an Association and as such should refer to the current collective bargaining agreement.

Unit positions shall connote any position falling under one of the Association's collective bargaining agreement. All Unit positions shall be categorized as defined in current collective bargaining agreements. Non-unit positions shall connote all positions not included under one of the Association's collective bargaining agreement. All Non-unit Positions shall be categorized as defined by the College and approved by the President and the Board.

Quincy College recognizes three Categories of positions: Regular, Temporary, and Grant Funded.

Position status refers to the FLSA exemption status and refers to Full-time (FT), Part-time (PT) and Limited Part-time (LPT) or hourly status.

Regular Positions:

These are positions that exist as regularly scheduled and consistent hours for a full school/calendar year that are budgeted line items. These positions regularly scheduled at 20-hours (.5 FTE) per week or more for a full school calendar year and are budgeted as benefit eligible as part of their compensation. Professional Staff and Faculty positions are included in this category.

Limited part-time (LPT) positions are regularly scheduled hours of less than 20-hours per week that are listed as budgeted line items and are non-benefit eligible positions.

Temporary Positions:

These are positions that exist for a specified period of time. While some temporary positions may be continued beyond the original term and may continue for an extended period, they must be renewed periodically and are dependent upon continued budgetary approval or funding. These positions are NOT benefit eligible in accordance with the provisions of M.G.L. Ch. 32, due to the seasonal and temporary nature of the position. Employees in these positions fall under the provisions of the Omnibus

Budget Reconciliation Act of 1990 (OBRA). No other benefits are available.

Seasonal and/or emergency hires and Adjunct positions are included under this category. Appointments to an Acting position are temporary in nature as described above. However, temporary or acting appointments typically arise out of an emergency staffing need for a position that is categorized as Regular and as such is typically covered by a current benefit eligible employee. Therefore in certain circumstances the position may be categorized as benefit eligible.

Consult with Human Resources for specific hiring details when being appointed in an acting capacity.

Grant Funded:

There are positions, which are funded by alternative sources other than college resources. These positions are typically funded through federal or state contracts, exist only for the term of the grant, and may be continued only with the renewal of the grant as a source of funds. These positions may or may not have benefits depending upon the provisions of the funding of the applicable grant. Benefit eligibility is determined by position category as listed above under regular positions and in accordance with laws and regulations. If a grant funded position is categorized as Regular Part-time (RPT) or Regular Full-time (RFT) and grant funds are made available for the provision of benefits as outlined in the awarded grant then the positions shall be defined as benefit eligible.

Consult Human Resources for further details regarding position classification.

Original: June 2006

Policy 10.18: Introductory Period and Provisional Employment

I. Policy

It is the policy of Quincy College to require new employees to complete a 6-month Introductory Period beginning on their first day of employment. Managers must complete a performance evaluation at the end of the Introductory Period unless otherwise stated in an applicable current collective bargaining agreement. All individuals appointed to a Regular Non-unit position shall be appointed provisionally until the Introductory Period of 6-months from date of appointment has been successfully completed.

When an employee is transferred or promoted into a Regular Non-unit position said employee shall serve an Introductory Period from the effective date of promotion or transfer for a period of 6- months. All Unit employees upon hire shall serve an Introductory Period consistent with the guidelines of the current collective bargaining agreement.

The purpose of the Introductory Period is to provide the employee with the opportunity to become familiar with the position and the College and to provide the employee with feedback on their performance. It also provides the employee an opportunity to demonstrate the appropriate skills, knowledge and work habits, and provides the College an opportunity to evaluate the job match.

II. Procedure

Throughout the Introductory Period, the manager shall meet with the employee to discuss performance standards and expectations. The manager develops clear objectives with the employee during the initial meeting.

At the end of the Introductory Period, the manager shall meet with the employee and shall conduct a performance review. The manager shall follow the guidelines for Performance Appraisals set forth here within, or if applicable, as stated in the current collective bargaining agreement.

If the College determines the Introductory Period does not allow sufficient time to thoroughly evaluate an employee's performance the Introductory Period may be extended in writing for a specified period of time. Consult with Human Resources if an employee's performance during the Introductory Period is not meeting the standards set forth. The grievance procedures do not apply to a new employee in an Introductory Period unless otherwise stated in an applicable collective bargaining agreement.

Original: June 2006

Policy 10.19: Personnel Changes

A. *Employee Notice of Change in Personal Information:*

Employees are responsible for ensuring that all personal information changes are furnished to Human Resources in a timely manner. Changes in address, marital status, emergency notification information, and all other personal information changes must be reported promptly in ADP or submitted to Human Resources for processing. No name changes will be made effective without a valid Social Security Card for name verification in compliance with federal regulations.

B. *Transfers and Advancements:*

The divisional manager is responsible for providing notification to Human Resource in the event that an employee's position status changes. Such changes may include: Position Title change, Position Category or Classification Change (such as RFT position dropping to RPT) Licensure change, and separation or resignation. Please contact Human Resources for details and procedures.

Original: June 2006

Updated: September 2021

Policy 10.20: Employee Professional Development

Quincy College recognizes that the skills and knowledge of its employees are critical to the success of the College. When possible and as set forth by the President and the Board, the College may sponsor an educational assistance program to encourage personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the College. For program specifics and eligibility criteria, please contact the President's office and/or Human Resources.

Unit employees shall consult the current collective bargaining agreement for rights and privileges pertaining to professional development.

Eligible employees may qualify for participation in the College Tuition Remission program outlined herewithin.

Original: June 2006

Policy 10.21: Performance Appraisal Process

I. Policy

The College recognizes that our success is measured by the long-term satisfaction and achievement of our students, and the positive partnerships we develop. Our most valuable resources to achieving our mission are our faculty, administration and support staff. Each individual employee's performance contributes to our ability to successfully achieve and excel in all aspects of our mission and values. The College's performance management system for all Non-unit employees is designed to foster communication, encourage employees to reach their fullest potential, and to recognize employees for contributing to the mission of the College.

The intent of the evaluation is to help each employee and supervisor assess in a constructive way the employee's performance over a specific period of time and in relation to agreed-upon standards and objectives in order to assure that the goals of the institution are being fulfilled.

Performance reviews shall be conducted at the end of an employee's Introductory Period and Annually thereafter unless otherwise specified in current collective bargaining agreements. For more information on how to conduct evaluations and the standardize evaluation tools available, managers should contact Human Resources.

II. Procedures

The performance of each unit employee is evaluated at the intervals and in the manner specified in the applicable current collective bargaining agreements.

The evaluation of Non-unit College employees shall be conducted according to a format approved by the President and in accordance with College policy.

Managers and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. The evaluation shall be conducted for all employees at the end of their Introductory Period and annually thereafter. The evaluations shall be conducted in the following manner:

- at the conclusion of the spring semester
- utilizing the job description and applicable Performance Appraisal Tool
- the manager shall schedule a performance appraisal meeting at a mutually agreeable time the employee shall come prepared with a self-evaluation completed
- the performance evaluation shall be signed by the manager
- the employee shall be provided with the opportunity to respond with his/her comments in writing and attached to the evaluation

- the employee shall sign the evaluation acknowledging that he/she has been presented with the evaluation and that he/she understands the evaluation, the employee signature does not connote agreement with the content of the evaluation only that they understand the content.

Every employee is entitled to review his/her performance evaluation form before it is placed in his/her personnel file. All evaluation are maintained as a permanent document in the employee's personnel file.

Academic Supervision: Instructors are supervised by the college official listed below depending on the prefix of their course numbers:

BIO, CHE, CSA, CSI, ENV, ES, MAT, MLT, PHY & PTA instructors are supervised by the Dean of Natural Health and Sciences.

PNU & RNU instructors are supervised by the Dean of Nursing.

ACC, ACS, ART, ACC, BUS, CJS, ECO, EDU, EMG, ENG, FIN, FSC, FRN, GOV, HIS, ITA, HSV, LAW, LBR, MGT, MKT, PHL, PSY. SCI & SOC instructors are supervised by Dean of Professional Programs & Liberal Arts.

Plymouth Campus instructors are supervised by the Academic Deans overseeing the corresponding programs.

Student Evaluations:

In order to assess the academic quality of education at Quincy College and in order to provide instructors with a means of evaluating their teaching effectiveness, students are asked to evaluate their instructors in all classes towards the end of the semester. You will receive a packet of course evaluations in your mailbox along with instructions for administering the evaluations.

The completed forms are then forwarded to the Provost/Chief Academic Officer, and then to the appropriate Dean for review. Evaluations are generally redistributed to faculty during the following semester for their examination. Adjunct Instructors/Professors are also evaluated by their respective Dean on a rotating basis.

Original: June 2006; Updated September 2021

Policy 10.22: Progressive Discipline Process

Quincy College is dedicated to promoting a professional work environment and expects its employees to operate in a manner consistent with the suggestions, guidelines and policies here within. In the event that a supervisor or manager needs to address employee conduct he/she shall consider the following procedures and contact Human Resources for further guidance. The procedures outlined here within are not mandatory and any step may be eliminated on the basis of and determination of the severity of the employee misconduct or infraction.

Step 1. Verbal Warning:

An initial verbal warning may be given verbally to the employee by his/her supervisor. The supervisor shall specify problem area(s), state expectations for improvement, and confirm the employee's understanding of what is expected. The supervisor shall keep a written record of the conversation in his/her own management files. This written documentation shall become part of the employee's personnel record if the discipline process moves forward to the next step. There may be instances where the supervisor omits the verbal warning and proceeds directly to a written warning.

Step 2. Written Warning:

After consultation with Human Resources, a written warning may be issued to the employee by his/her supervisor and shall become part of the employee's personnel record. The written warning shall specify the problem area(s), state expectations for immediate and sustained improvement, and shall be signed by the supervisor and countersigned by the employee. The warning period can be extended at the discretion of the supervisor and in consultation with the senior service Director and the Director of Human Resources.

Step 3. Discharge:

No employee shall be transferred or promoted during a warning period, unless senior divisional manager and/or the President determine it to be in the best interest of the College, students and the employee.

The President may designate an executive team member to compose or authorize formal written separation notices; however, the President is the only authority to authorize a separation and shall provide written approval of all personnel action in accordance with M.G.L. Chapter 71.

Unit employees will be managed in a manner consistent with current collective bargaining agreements. Quincy College reserves the right to terminate an employee for good cause. Employees terminated during the Introductory or Probationary Period shall not be subject to the provisions of Policy 10.23 Grievance provisions here within unless otherwise stated in a current collective bargaining agreement

Original: June 2006

Policy 10.23: Grievance Procedures

I. POLICY

This policy is designed to facilitate the prompt, fair, impartial and informal settlement of complaints. Under this policy, an employee has the opportunity to be heard at each step of the procedure. The resolution of a complaint at any step in this procedure shall not constitute an admission by the College that it has violated any policy in regard to the employee. A complaint may be filed at the level at which the action or inaction being appealed occurred. For members of one of the Associations at Quincy College, the procedures detailed in the current collective bargaining agreement for that association shall apply.

II. DEFINITIONS

Day - "Days" under this policy shall mean calendar days unless specifically noted otherwise.

Complaint - A complaint asserts an allegation by an employee or group of employees that a specific policy, contained herein, of the City of Quincy or specific policy of the College has been breached in its application to him/her. A complaint shall state all the known facts pertaining to the alleged breach on which the appeal is based, including but not limited to: the name and title of the person(s) against whom the complaint is directed; the date when such breach is alleged to have occurred; a statement of all known facts, documents and materials supporting the complaint; the specific policy allegedly breached; and the relief sought by the complaining party. All exhibits upon which the complaining party intends to rely shall be attached to the complaint at Step I.

Complaining Party - Person(s) who files a written complaint under this policy.

Professional Judgment - For the purposes of this procedure, every decision to renew or fail to renew an appointment, to terminate any such appointment, or to grant or refuse to grant a sabbatical leave, a promotion or a salary increase, shall be deemed to have been made pursuant to an exercise of professional judgment; and that every complaint that, explicitly or by implication, questions the merits of any such decision, but no other decision, shall be deemed to be a complaint that questions an exercise of professional judgment. In matters of professional judgment, the scope of review of the action is limited to a determination of whether the judgment was made in an arbitrary, capricious or unreasonable manner.

III. PROCEDURES

Step 1 (Supervisor Level)

If an employee believes that a specific College policy has been breached in its application to him/her, he/she shall file a written complaint with

his/her immediate supervisor, with a copy to the College President and the Director of Human Resources. The complaint shall be filed within ten (10) days of when the employee knew or should have known of the breaching event. The employee and the immediate supervisor shall meet within a reasonable time to attempt to resolve the problem. A written memorandum of the outcome of this meeting shall be prepared by the supervisor and delivered to the complaining party within ten (10) days following the meeting and a copy to be submitted to Human Resources.

A Grievance Review Record shall be completed by the manager and submitted to Human Resources with a copy of the written memorandum attached. Human Resources shall maintain said documents in a separate and confidential file.

Step 2 (President's Designee Committee Meeting)

If said employee is not satisfied with the outcome at Step 1, within ten (10) days of receipt of the Step 1 Memorandum, he/she may file with the President and Human Resources, a copy of the original complaint and a request for a meeting or a determination without a meeting on the matter. The President shall assign a Grievance Review Committee. If a meeting is requested, the committee shall give reasonable notice of the time, date, and place of the meeting, which shall whenever practicable be held within thirty (30) days after committee receives the complaint. No new issues may be raised at Step 2 beyond those raised in the initial complaint.

A meeting under this Handbook shall be conducted by Grievance Review Committee. All meetings shall be closed to the public. Both parties are entitled to be accompanied by an advisor at the meeting; however, the advisor may not directly participate in the meeting or question witnesses. Both parties may present witnesses at the meeting. All questioning of the parties and witnesses shall be conducted by the committee conducting the meeting. At the meeting, the formal rules of evidence shall not apply. In all cases the meeting shall be conducted in a fair and impartial manner. An official record may be kept of the proceeding.

The Grievance Review Committee conducting the meeting shall issue a written decision to all parties involved within thirty (30) days of the meeting. The decision shall include:

- a summary of the facts
- a summary of the evidence and witness statements presented
- a conclusion based on the evidence presented as to whether a violation of this policy has occurred.

The decision shall be hand delivered or sent by certified mail, return receipt requested, to the employee and to his/her designated representative.

Step3(Appeal toPresident)

If said employee is not satisfied with the decision issued at Step 2, within seven (7) days of his/her receipt of the Step 2 decision, the employee may file a written appeal with the President. The written appeal shall detail the professional's exceptions to the Step 2 decision. The President

shall review the Grievance Review Committee's decision and the employee's appeal, and shall issue his/her decision within thirty (30) days after receipt of the appeal. The President's decision shall be final.

Original: June 2006

Policy 10.24: Employee Separation

I. POLICY

It is expected that resignations will be mutually agreed upon and conducted in a manner consistent with College policy and current collective bargaining agreements and will not disrupt the operations of the College or the provision of quality services to our students.

II. PROCEDURES

An employee who wishes to resign or retire from his/her position shall address a letter of resignation to the President of the College and submit the letter to his/her immediate supervisor who shall then forward the letter to Human Resources. It is expected that an employee shall submit letter of resignation at least 2-weeks prior to the effective date of resignation. It is requested that managerial employees and teaching staff provide 4-weeks written notification out of professional courtesy. All Unit employees must submit resignations in accordance with current collective bargaining agreements.

Under no circumstances, unless otherwise stated in a current collective bargaining agreement, shall vacation or personal time be used within the two weeks prior to an effective date of resignation. Final Paychecks will not be direct deposited. Please consult with Human Resources regarding the details of compensation and benefits upon effective date of resignation.

In the event that an employee is terminated for cause or misconduct such termination is subject to the provisions of College policy, local guidelines and applicable collective bargaining agreements.

Supervising managers shall consult Human Resources in the event that corrective disciplinary action is determined to be an appropriate course of action.

Individuals employed under grant funds are subject to the above provisions and cannot continue to be employed when the funding for the grant ceases.

Original: June 2006

Policy 10.25: Salary Administration

Employees are paid in accordance with their contract, letter of appointment or current collective bargaining agreement and as mandated by federal and state wage laws. Pay cycles are determined by position classification, category and status. All Regular Exempt professional employees are paid on a biweekly pay cycle through ADP and receive payment on Friday upon provision of services and submittal of proper time keeping documentation. Regular Full-time and Part-time Unit faculty members are paid on either a 21-week or a 26-week cycle and must complete upon hire a Deduction Notification Form indicating cycle preference. Each paycheck will include earnings for all work performed through the end of the current payroll period. Employees should consult with Human Resources or Payroll/Business Office to determine pay-cycle.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

A. *Adjunct Pay Practices:*

Adjunct faculty teaching during the Fall and Spring are generally paid in three equal installments distributed throughout the Semester; Summer and Intersession Adjuncts are paid in two payments. At the beginning of each semester Adjunct employees shall receive a notice from the Business Office announcing the payroll schedule dates.

Changes in address, marital status, emergency notification information, and all other personal employee information changes must be reported promptly and may be changed by the employee in ADP.

B. *Direct Deposit*

As a City of Quincy employee, College employees may participate in the payroll Direct Deposit Program. It comes at no cost to you and is a simple, convenient and worry-free way to complete your personal banking. The Direct Deposit system allows you to deposit your total net pay into any bank of your choice, including most Credit Unions.

To enroll in Direct Deposit an employee must complete a Direct Deposit Authorization.

When making any changes, or closing an account to which you have authorized a direct deposit, it is imperative that you notify Payroll/Business Office at least 4 weeks in advance of the date of closing, or change in account. To change an account number or bank, an employee must complete a new authorization form.

Payroll Deductions

Benefit eligible employees are required to complete a Deduction Notification and Authorization Form in Human Resources.

The law requires that Quincy College make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

Quincy College may offer other programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover costs of participation in these programs. Any questions concerning regarding deductions may be addressed to the Payroll/Business Office.

C. *Pay Periods*

Paychecks are issued on Fridays and cover a two week pay period prior to the week payment is processed. As an example, if a 52-week employee receives a pay check on Friday September 24th the payment of wages covers the period of Sunday, September 5th though Saturday September 18th. Pay cycles vary and are contingent upon the position and category.

Regular 52-week employees are paid weekly upon completion of assigned hours. Regular Full-time and Part-time Faculty shall choose either a 21-week or 26-week payment cycle. Adjunct employees are typically paid in three (3) increments during a contracted semester. Summer and Intersession Adjunct employees are typically paid in two (2) increments and are dependent upon the provisions outlined here within. Consult with Payroll/Business Office for further details.

Original: June 2006; Updated September 2021

Policy 10.26: Payment of Wages Policy

Quincy College makes a good faith effort and is committed to complying with State and Federal laws and regulations regarding the payment of wages for services rendered.

If an employee believes that money has been improperly deducted from their wages, the employee shall first contact their immediate manager. If after discussion with their manager the employee determines there is still a discrepancy the employee shall contact Payroll in the Business Office. If the employee still believes that there is a discrepancy he/she may contact Human Resources.

Original: June 2006

Policy 10.27: Time Reporting

I. Policy

Quincy College maintains a record of time worked for each employee in accordance with Federal and state wage and hour laws. Each employee must complete a time card and attendance form in ADP for each pay period. If it is determined that falsification of hours or omission of appropriate record of hours has occurred, disciplinary action up to and including termination of employment may occur.

II. Procedure

Each employee must complete a time and attendance form in ADP to be approved by his/her immediate supervisor
Employees should consult with their immediate supervisor for further details regarding expectations, timelines, and procedures.

Original: June 2006; Updated September 2021

Policy 10.28: Benefits Summary

Eligible Quincy College employees are offered a wide range of benefits and a number of the programs, such as worker's compensation and unemployment, cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification/category and in accordance with M.G.L. Ch. 32.

Human Resources (HR) can identify the programs for which an employee is eligible. Details of many of these programs can be found here within.

Eligible Unit employees should refer to their current collective bargaining agreement. The information provided here within is for the purpose of providing a summary of possible benefits available to eligible employees and should not be interpreted as a binding offer of benefits. Should information contained here within conflict with current collective bargaining agreements, typically the agreement will take precedence.

Some benefit programs require contributions from the employee, but most are fully paid for by the College. The following benefits programs offered by Quincy College to eligible employees include, but are not limited to:

- Annuity and Retirement Plans
- Tuition Remission
- Health and Dental Insurance Coverage
- Life Insurance Coverage
- Various Paid Time Off (PTO)
- Paid Holidays
- Quincy Credit Union Membership Benefits
- Club membership specials and occasional discount specials

A. Eligibility

An employee must be active in a position categorized as Regular and the position is budgeted as a benefit-eligible position of 20-hours per week or more (.5 or greater). Consult with Human Resources for further details or to determine eligibility.

Original: June 2006

Policy 10.29: Insurance Coverage Plans

Employees are advised to consult with Human Resources to obtain detailed information about any of the insurance coverage plans outlined here within, for further information regarding employee eligibility and for plans services access and enrollment deadlines. Benefit deductions are determined by coverage election and employee pay cycle. The College provides, upon hire and annually thereafter for eligible employees, a rate sheet detailing employer contributions, employee contributions, and COBRA coverage costs. Please refer to the current Fiscal Year Deduction schedule for further details.

A. Health Insurance Coverage:

Eligible employees may enroll in Health Insurance Coverage Plans offered through the City of Quincy's City-Wide Group Insurance Plan to be financed by the Board and coverage plan participants. The College pays a portion of the premium cost depending on the selected coverage plan. An eligible employee is entitled to enroll in College offered health Insurance coverage of his/her choice within 30 days of his or her date of hire or eligibility, upon experiencing a qualifying event or annually during the period of Open Enrollment. Once enrolled, an eligible employee may change his/her coverage plan options only during the period of Open Enrollment that occurs annually during the month of May. Benefit deductions are determined by coverage election and employee pay cycle.

For further details regarding plan coverage and special membership advantages, enrolled employees should refer to the coverage plan's member services website available in the enrollment materials.

B. Dental Insurance Coverage

Eligible employees may enroll in Dental Insurance Coverage Plans offered through the City of Quincy's City-Wide Group Insurance Plan to be financed by the Board and participating members. The College pays a portion of the premium cost. An eligible employee is entitled to enroll in College offered Dental Insurance coverage of his/her choice within 30 days of his or her date of hire, upon experiencing a qualifying event or annually during the period of Open Enrollment. Once enrolled, an eligible employee may change his/her coverage plan options only during the period of Open Enrollment that occurs annually during the month of May.

C. Life Insurance Coverage:

All active Regular benefit eligible employees are offered Life Insurance and accidental death and dismemberment insurance pursuant to the City-Wide Group Insurance Plan to be financed by the Board and participating members. Basic and Voluntary Group Life Insurance Plans are offered upon hire and Part-time eligible

employees will receive pro-rated benefits. Quincy College provides Life Insurance through Boston Mutual Life Insurance Company. If you do not elect coverage within thirty days from date of hire, you must wait until the Open Enrollment period in May to enroll. Elected coverage becomes effective on the first day of the month following the new deduction from your paycheck and the employee shall receive notification of effective date.

Basic Coverage: The cost of basic coverage is shared between the employee and the College while. The College pays a portion of the premium cost of the Basic Life Insurance Coverage. Coverage is effective 30 days after initial payroll deduction is made. Basic coverage may be carried into retirement and continues as long as contributions are made.

Voluntary Coverage: An eligible employee must enroll in Basic Coverage to be eligible for Voluntary Coverage enrollment. The employee is responsible for paying the full cost of the Voluntary Coverage. Voluntary coverage is reduced upon retirement and coverage is terminated at age 75.

Original: June 2006

Policy 10.30: Notice of Continued Health Insurance Coverage (COBRA)

I. Policy

Quincy College shall comply with Federal Law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), requiring employers sponsoring group health insurance plans to offer employees and their families the opportunity for a temporary extension of coverage, called continued coverage, where coverage would otherwise end. This Notice of Continuation Coverage Rights was created to inform you and your family and spouse of your rights and obligations under the COBRA provisions of the law. COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event". Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary". You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced; or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his/her gross misconduct;

- Your spouse becomes entitled to Medicare benefits (Under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events happen:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his/her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become legally divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child".

COBRA Coverage Availability:

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction in hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits, under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

II. Procedures

YOU MUST GIVE NOTICE OF SOME QUALIFYING EVENTS:

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to Human Resources.

Once the Plan Administrator receive notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), a divorce or legal separation, or a dependent

child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare's entitlement, which is equal to 28 months after the date of the qualifying event (38 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

1. Disability extension of 18-month period of continuation coverage:
If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 19-month period of continuation coverage. To benefit from this extension, a qualified beneficiary must notify the Plan Administrator within 60 days of the Social Security Administration's determination and before the end of the original 18-month period; and provide a copy of the Social Security Administration's determination.
2. Second qualifying event extension of 18-month period of continuation coverage:
If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children

receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If you have questions:

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to Human Resources or contact identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

Keep your Plan Administrator informed of address changes: In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Original: June 2006

Policy 10.31: Retirement and Annuity Plans

A variety of annuity plans are available to employee and contingent upon position classification and category and are provided in accordance with applicable laws and regulations.

All annuity deductions are given pre-tax status unless a request to waive pre-tax status is provided in writing. Employees are required to complete a Deduction notification and Authorization Form for any of the Health, Retirement, or Annuity deduction. Employees enrolling in a retirement plan or OBRA shall be required to complete an SSA-1945 Form indicating an understanding of the effects an employee's enrollment will have on Social Security benefits and deductions.

If an employee is interested in a voluntary supplemental annuity plan, he/she should contact the office of Human Resources for details.

All Regular Exempt employees working in a position of 24-hours per week or more must apply for membership in the City of Quincy's Retirement System, unless said employee is in and continues under the Massachusetts Teachers' Retirement System (MTRS). All Regular Faculty members must enroll in the MTRS. Contact Human Resources for enrollment procedures, eligibility, and mandates.

All Limited Part-time (LPT), temporary, and seasonal employees working less than 20 hours per week or no regularly scheduled weekly hours shall enroll in a specified OBRA plan in accordance with the Omnibus Reconciliation Act and as mandated by the City of Quincy.

For further details regarding enrollment mandates, enrollment procedures, forms, and available plans, contact Human Resources.

Original: June 2006

Policy 10.32: Paid Leave Benefits

A. Personal Time

Each Regular staff employee in a budgeted, benefit-eligible position shall be allowed up to two days of leave with pay for the purpose of transacting or attending to pressing personal, legal, business, or family matters which require absence during a workday and which may not be completed otherwise. Except in an emergency situation, as may be authorized by the President, no personal leave shall be allowed three days before or three days after a holiday or vacation period, or during a college enrollment or registration period. Requests for such leave must be submitted in writing on the appropriate form to the appropriate senior staff officer at least 24 hours in advance of the requested day off when possible.

Unless otherwise specified in a contract or current collective bargaining agreement, active Regular employees working in a budgeted benefit eligible position of 20 hours per week (.5) or more shall be afforded Personal time pro-rata and are subject to the same guidelines here within.

Personal time is granted at the beginning of each fiscal year. New employees hired after July 1 of the current fiscal year will be allotted personal time of a pro-rated amount. Unused earned Personal time is not to be carried over from one fiscal year to the next.

B. Sick Time:

Each active Regular employee in a budgeted benefit eligible position shall be afforded Sick time in the amount as stated in the contract current collective bargaining agreement or letter of appointment. Each active Regular employee working in a budgeted, benefit-eligible position of 20 hours per week or more shall be afforded sick time pro-rata and are subject to the same guidelines here within.

Sick time is granted at the beginning of each fiscal year unless otherwise stated in a current collective bargaining agreement, contract, or letter of hire. New employees hired after July 1 of the current fiscal year shall be allotted sick time of a pro-rated amount. Earned sick time may be carried over from one fiscal year to the next to the extent unused without limitation.

The College reserves the right to request from any employee seeking to use sick leave time documentation from a physician in a way of explanation of said sick leave request. The employee shall comply with all such requests from the College, the College reserves the right to deny paid sick time requests where the illness is not

documented and/or a pattern of abuse exists.

Unless otherwise specified in a contract or collective bargaining agreement, an employee will not earn or accrue sick leave benefits during any significant leave of absence other than a military leave of absence. Military leave has no effect on this calculation of accrued sick leave benefits.

C. Vacation Time:

Unless otherwise stated in an appointment letter, contract, or current collective bargaining agreement, active Regular employees in a budgeted benefit eligible position shall, accrue vacation leave each pay period based on the amount of benefit eligibility.

Earned vacation time is a cash-out benefit meaning that upon separation, an employee is entitled to receive payment equal to the number of days earned to the extent unused as of the effective date of separation.

Vacation leave may be accumulated and carried over from one fiscal year to the next in an amount not to exceed one year of accumulated accruals unless otherwise specified in a contract or current collective bargaining agreement or as authorized by the President.

All requests for vacation leave must be submitted in advance and approved by your supervisor.

Designated regular professional employees as specified by Executive Team members and/or senior divisional managers are not permitted to take vacation time off during the following periods due to the heavy workload associated with the start of the school year:

- During the last two weeks of August into the first two weeks of September
- During the last two weeks of January into the first two weeks of February

Non-Unit. Regular employees are granted the Monday and Friday of Spring Break week as two additional paid days off not to be deducted from the employees' Paid Time Off bank, but to be given as a paid Holiday, as listed below, to compensate for required attendance at both January and May Commencement activities annually.

D. Compensatory Time:

Hourly, non-expect staff are entitled to an equal number of hours of compensatory time when they are directed by their supervisor to work additional hours beyond the 35-hour work week. Professional exempt staff are salaried employees and as such are not entitled to overtime or compensatory time off. Unit members should consult their current collective bargaining agreement to determine eligibility for this compensation benefit.

A compensatory time request must be completed in ADP and approved by the supervisor.

E. Holidays:

The College is closed for the following paid holidays:

- New Years' Day
- Martin Luther King Day
- President's Day
- Good Friday
- Patriot's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

*Monday and Friday of Spring Break as scheduled by the College

*One half day New Year's Eve as determined by the President

*One half day before Thanksgiving Day as determined by the President

*One half day before Christmas when Christmas occurs between Tuesday and Saturday, as determined by the President

For general purposes, unless otherwise noted in a current collective bargaining agreement, for eligible employees, when a holiday falls on a Saturday, Holiday observance will be on the preceding Friday. When a Holiday falls on a Sunday, Holiday observance will be on the following Monday. Refer to your specific contract for details. The dates of some holidays vary from year to year.

Original: June 2006; Updated September 2021

Policy 10.33: Employee Assistant Program (EAP)

I. Policy:

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Please refer to our Drug-Free Workplace Policy (Policy 3.04). The College is primarily concerned with the safety and well-being of our students and employees, and recognizes the wellness of our employees directly affects the success or failure of the College to provide quality educational services and to successfully achieve our mission.

Employees, including student employees, needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any form of the health insurance plans offered through the Quincy College city-Wide Group Health Insurance Plan should consult their plan booklets or vendor service offices to determine which programs may be paid through their health insurance. The human Resources Offices can provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence and will only be disseminated on a need-to-know basis.

II. Procedures:

Employees may need professional counseling services if they are experiencing personal problems that affect their work performance or that prevent them from enjoying a sense of wellness. Such problems can include stress, death in the family, change in living circumstances, making difficult decisions about life, or mental health/substance abuse problems. The City of Quincy's EAP serves all Quincy College staff members and offers programs and seminars relative to the dangers of drug and alcohol abuse in the workplace. The EAP also offers confidential drug counselling and rehabilitation assistance.

Employees enrolled in the GIC Indemnity Plan or the commonwealth PPO may contact the EAP at the telephone number on the health plan membership card. Calls will be kept in strict confidence, as well any subsequent health care records.

Employees enrolled in an HMO should contact the HMO's Member Serviced Department for the procedure to access care.

Original: June 2006

Policy 10.35: Leave of Absence Other Than Family and Medical Leave

I. Policy:

The conditions applicable to all Leaves of Absence (LOA) other than Family and Medical Leave are outlined in the following procedures. It is the policy of Quincy College to address LOA in accordance with applicable laws and current collective bargaining agreements. If the employee requesting the LOA is a member of an Association, the procedures outlined in the current collective bargaining agreement will take precedence.

II. Procedures:

1. Request for Leave:

An employee seeking to take a LOA must submit a completed Leave Request Form to the employee's supervisor at least 30 days in advance of the date on which the employee intends to begin the leave. If the employee is unable to foresee the need for leave 30 days in advance, then the employee must give Quincy College notice as soon as it is reasonably possible.

2. Reinstatement Rights:

If an employee has been granted a LOA and returns to work on the day previously agreed upon with Quincy College, the College will reinstate the employee to his or her former or similar job, unless, consistent with applicable law, the college cannot reinstate the employee as a consequence of business or operational reasons. If reinstatement is not possible, Quincy College may consider the employee on a preferential basis for rehire into available positions for which the employee applies and for which Quincy College considers the employee qualified.

3. Benefits During Leave:

During paid leaves, an employee may continue to participate at group rates in Quincy College's group insurance plans in accordance with the same terms and conditions as are applicable to active employees. At the commencement of a leave, the college will provide the employee with information explaining the steps the employee must take if he or she wishes to continue group insurance coverage during the leave.

An employee must use up all earned and unused vacation and personal time during an otherwise unpaid LOA, and to the

extent the employee would otherwise be entitled to receive sick leave and benefits, the employee must also use up all earned and unused sickdays during the leave.

Time spent on unpaid LOA will not be counted for purposes of determining length of service, and an employee will not continue to accrue vacation, sick, and personal days during an unpaid leave of absence.

An employee will not be eligible for holiday pay or tuition reimbursement during a LOA.

Original: June 2006

Policy 10.36: Bereavement Leave

I. Policy:

Each Regular Non-unit employee in a budgeted, benefit-eligible position may receive up to five (5) days bereavement leave upon the death of an immediate family member. Immediate family member for the purposes of Bereavement shall mean spouse, child, parent, brother, sister, grandparent, or any permanent member of an employee's household.

Unit members will be granted leave in accordance with current collective bargaining agreements.

Original: June 2007; Updated September 2021

Policy 10.37: Other Leaves of Absence

If an employee is absent more than three (3) regular work days, the managing supervisor shall notify Human Resources. Human Resources may provide guidance and leave determination.

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents it.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. The portion of any military leave of absence in excess of two weeks will be subject to Administrative Council review for payment. Employees may use any available paid time off for the absence. Subject to the terms, conditions, and limitation of the applicable plans for which the employee is otherwise eligible, the College will provide all insurance benefits. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence. This will continue for the full term of the military leave of absence on the same term and conditions as if the employee were in active employment with the College.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave up to 18 months, must apply for reinstatement in accordance with all USERRA and applicable state laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining length of service for benefits based on length of service, such as the rate of vacation accrual and job seniority rights. Contact the Human Resources department for more information or questions about military leave.

Original: June 2007

Policy 10.38: Associated Faculty

From time to time the College may benefit from the use of qualified instructional personnel who are not employees of the College. Examples would include employees of the Quincy Public Schools (or other secondary schools) who teach in dual enrollment courses or employees of vendors providing specialized instruction to the College on a contractual basis. Such faculty members receive no compensation from the College and hold the title of "Associated Faculty." Such Associated Faculty members may be provided with a Quincy College identification card, access to College online teaching resources, and instructional duties under the supervision of a dean or the dean's designee.

Policy 10.43: Family and Medical Leave (FMLA)

I. Policy:

An eligible employee may take up to 12 weeks of unpaid family/medical leave within a 12-month period for certain family and medical reasons as specified under the Family and Medical Leave Act (FMLA) of 1993. The 12-month period is measured forward from the first day FMLA leave is taken. An employee is eligible if he/she has worked for Quincy College for at least one year and for at least 1,250 hours over the previous 12 months. Upon return from FMLA leave, employees, other than key employees, must be restored to the same or an equivalent position with equivalent pay, benefits, and other employment terms.

Quincy College will grant FMLA leave (as defined below) to an eligible employee for: 1) The birth, adoption, or foster care placement of a child and to care for such child; 2) the care of the employee's spouse, child, or parent who has a serious health condition; 3) the employee's own serious health condition that makes the employee unable to perform the functions of his or her position in accordance with the Family and Medical Leave Act of 1993.

FMLA leave is not an additional form of paid leave. An employee is required to substitute any accrued paid personal, vacation, and sick leave for unpaid FMLA leave. An employee is not required to substitute compensatory time for unpaid FMLA leave, but he/she may request to have compensatory time substituted for FMLA leave. Paid long-term disability and workers' compensation leave run concurrently with FMLA leave. The use of accrued paid leave during an FMLA leave is subject to all the usual collective bargaining agreement stipulations and to College policies that normally apply to requesting and using such leaves. The substitution of accrued paid leave time for unpaid leave time does not extend the 12-week leave period. Employees who do not have appropriate accrued leave available may be granted unpaid FMLA leave.

Employees are required to request such leaves at least thirty days in advance if the need for the leave can be anticipated. Otherwise, they should request the leave as soon as they become aware of the need to take it. Employees should contact Human Resources to obtain a FMLA leave request form as much in advance of the requested leave period as possible.

II. Procedures:

1. Eligibility:

To be eligible, an employee must have been employed by Quincy College or at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the first day of leave. If a female employee does not satisfy these eligibility requirements, she may be eligible instead for an 8-week maternity leave for the purpose of giving birth or adopting a child. She may also be eligible for such an 8-week leave if she has exhausted her 12-week annual FMLA allotment for reasons other than the birth or adoption of a child. Similarly, a male employee who does not satisfy the eligibility requirements or has exhausted his allotment may be entitled to a 2-week paternity leave.

2. Twelve Month Period:

An eligible employee may take up to 12 weeks for leave in any rolling 12 month period measured backward from the date an employee uses any FMLA leave. This means that at any point in time, the amount of leave available is 12 weeks less than the amount of leave used during the preceding 12 months.

3. Special Limitations on Leaves:

If Quincy College employees both spouses and both spouses request leaves for the birth, adoption, or foster care placement of a child, for the care of that child, or to care for a parent with a serious health conditions, then the aggregate, combined leave for both employees shall be limited to 12 weeks during any rolling 12-month period.

Family leave for the birth, adoption, or foster care placement of a child, or for the care of that child must be completed within 12 months of the child's birth, adoption, or foster care placement.

4. Intermittent or Reduced Schedule Leaves:

Upon receipt of medical certification of the need for leave on an intermittent or reduced schedule basis, Quincy College will grant such leave for purposes of the employee's own serious health condition or to care for a parent, child, or spouse with a serious health condition. The College may transfer the employee temporarily to an alternate position for which the employee is qualified and which better accommodates the intermittent or reduced schedule during the leave. The employee will receive his or her same salary while working at the alternate position.

5. Notice and Scheduling of Leave:

If the need for leave is foreseeable, the employee must request a leave at least 30 days in advance of the date on which he or she intends to begin a leave of absence. If the employee is

unable to foresee the need for leave 30 days in advance, then the employee must give Quincy college notice as soon as is reasonably possible. If the leave is requested for purposes of planned medical treatment for the employee or his or her spouse, parent or child, the leave should be scheduled at a time which is least disruptive to Quincy College's operations to the extent feasible. Employees who require a leave must complete a Leave Request form, which can be obtained from the Human Resources Office.

6. Certification of Serious Health Conditions:
The College may condition its approval of a leave for purposes of personal or family illness on the employee's submission of a satisfactory Certification of Physician or Practitioner Form from the employee's or family member's health care provider. The College will provide the employee with a Certification of Physician or Practitioner Form for this purpose, and it is the employee's responsibility to ensure that the health care provider submits a fully completed form to Quincy College in a timely manner. The college may, in its discretion and at its expense, require the employee to obtain second or third medical opinions from independent health care providers. The College may also require an employee on FLMA leave to submit periodic re-certifications throughout the leaves. Failure to provide an appropriate certification, upon request, may result in postponement, denial, or curtailment of leave.
7. Period Status Reports:
The College may require an employee on leave to report periodically on the employee's status and intent to return to work.
8. Reinstatement from Leave and Fitness-for-Duty Certification:
An employee who has complied with his or her obligations under this policy will be reinstated to the position he or she held prior to leave or to an equivalent position, unless business conditions resulted in the elimination of the employee's former position during the leave or the employee would not otherwise have continued to be employed had he or she continued in active employment. Quincy College, however, may refuse to restore those employees considered to be "key", for purposes of the Family and Medical Leave Act, to their previous position under certain circumstances. Employees who have taken a leave in excess of five days due to personal illness must submit a medical certification from his or her health care provider verifying that the employee is able to return to work and perform his or her regular job duties. Reinstatement may be delayed until a

satisfactory medical certification has been provided.

9. **Compensation During FMLA Leave:**
An employee whose leave qualifies as FMLA leave must use up all earned and unused vacation and personal leave during his or her leave. In addition, if the leave is for the employee's own health condition, the employee must use up his or her earned, unused sickdays at the beginning of the leave. The remaining portion of the FMLA leave will be unpaid.

10. **Benefits During FMLA Leave:**
During an FMLA leave, the employee will remain covered under Quincy College's health insurance plan on the same conditions as coverage would have been provided had the employee not been on leave. Upon requesting a leave, an employee will be advised of the procedures for making his or her health care premium contributions during the leave period. If the employee fails to return to active employment for at least 30 calendar days after an unpaid FMLA leave, Quincy College may exercise its right to recover its share of health insurance premiums from the employee, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

11. **Benefits Upon Reinstatement from Leave:**
An employee who returns from leave will retain the same benefit status he or she held prior to going on leave. The employee, however, will not accrue any additional benefits or seniority during unpaid FMLA leave. The period of leave will be treated as continued service for purposes of eligibility and vesting requirements for Quincy College's retirement plan(s).

12. **Other Terms and Conditions:**
The policies and guidelines stated in this Family and Medical Leave section shall be subject to such other terms and conditions as are provided in the Massachusetts Maternity Leave Statute and the Family Medical Leave Act of 1993.

Original: June 2006

CAMPUS SECURITY POLICIES

Policy 11.01: Timely Warning

Purpose:

This policy aims to ensure that timely warnings are issued to the Quincy College community in the event of an ongoing or continuing threat to safety, thereby promoting awareness and precautionary measures.

Policy Statement:

In the event that a situation arises, either on or off campus, that in the judgment of the President of Quincy College, their designee, or the Quincy or Plymouth Police Departments, constitutes an ongoing or continuing threat, a campus-wide "timely warning" notification shall be issued.

Notification Channels:

The timely warning notifications will be disseminated through the following channels:

- College email system
- Text messages to students, faculty, and staff
- The College's website: quincycollege.edu

Authority and Responsibility:

These notifications will be prepared and approved by the President and Executive Vice President of Quincy College. The distribution of the notifications to the community will be managed by the following departments:

- Mission Support & Technology
- Administrative Services & Public Safety
- Marketing

Follow-Up Information:

Follow-up information will be disseminated through the channels throughout the duration of the crisis, as deemed appropriate. In circumstances that could pose an immediate threat to the community and individuals, requiring more immediate notification, the President of Quincy College or their designee will coordinate with the Office of Mission Support & Technology for additional methods of dissemination.

Reporting:

Anyone with information warranting a timely warning should report the circumstances immediately by phone at 857-225-1934 or in person at Public Safety located in the Student Lounge.

Review and Approval:

This policy shall be reviewed annually and updated as necessary to ensure effectiveness and compliance with relevant laws and regulations.

Original: June 2007

Revised/Updated: March 2014, October 2021, August 2022, October 2022, July 2024

Policy 11.02: Reporting the Annual Disclosure of Crime Statistics

Policy Statement:

Quincy College is committed to transparency in reporting campus crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Annual Disclosure:

The Public Safety department prepares the annual disclosure of Crime Statistics. The full text of this report is available on the Public Safety website. This report is prepared in cooperation with local police in Quincy and Plymouth. No personally identifying information related to crime reporting is included in the annual disclosure of Crime Statistics. Quincy College does not maintain a separate police force. Public Safety officers provide security at all three Quincy College facilities. Quincy College does not have residence facilities.

Definitions:

The Office of Institutional Research and Assessment, in conjunction with Public Safety, maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year, as well as the two preceding calendar years:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible and Non-Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- **Cybercrimes:** Include statistics on reported cybercrimes such as identity theft, online harassment, and unauthorized access to digital systems in the annual disclosure.

Reporting Procedures:

Campus public safety also maintains and reports statistics on arrests or referrals for disciplinary action for:

- Liquor Law Violations
- Drug Abuse Violations

Policy History:

- Original: June 2007
- Revised: March 2014, May 2015, October 2022
- Updated: July 2024

Policy 11.03 Reporting of Incidents, Including Criminal Offenses

Policy Statement:

Quincy College is committed to ensuring the safety and security of its community members. This policy outlines the procedures for reporting criminal offenses and emergencies, as well as the process for voluntary confidential reporting.

Emergency Reporting:

For all EMERGENCIES, including fire, medical emergencies, and emergencies of a criminal nature, dial 911 immediately from the nearest available telephone. Provide the operator with specific details about the incident, including the exact location.

Additionally, reports can be made to the Public Safety department office located in room 333, or by phone at 857-225-1934.

Reporting Criminal Offenses:

Criminal offenses should be reported to the following individuals or offices:

- **Director of Public Safety**, Michael Ryan, President's Place, **617-984-1798**
- **Public Safety Office – Quincy**, President's Place, **857-225-1934**
- **Public Safety Office – Plymouth**, Cordage Park, **617-483-3723**

For all off-campus crimes, reports should be made directly to local police authorities.

For non-emergencies, contact Public Safety at **857-225-1934**. The Public Safety department maintains a log of all reportable incidents, including emergencies and non-emergencies, which is available upon request.

Voluntary Confidential Reporting:

If you are the victim of a crime and prefer not to pursue action within the College or the criminal justice system, you may consider making a confidential report. With your permission, Public Safety can file a report detailing the incident without revealing your identity. This allows the College to maintain accurate records of incidents, identify patterns of crime, and alert the campus community to potential dangers. Reports filed in this manner will be included in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting:

Quincy College does not have a specific written policy for Limited Voluntary Confidential Reporting. Procedures for such reporting are managed by the police department.

Policy History:

- **Original:** June 2007
- **Revised:** March 2014, May 2015, **Updated Contact Number and Weblink:** August 2021, **Updated Locations:** October 2021, **Responsible Areas Updated:** October 2022, July 2024

For further information or questions regarding this policy, please contact the Public Safety department at **857-225-1934**.

Policy 11.04: Campus Facilities: Security, Access and Maintenance

Policy Statement:

Quincy College ensures that access to its facilities is controlled and maintained to provide a secure environment for students, faculty, staff, and visitors.

Access Control:

- Only authorized individuals are allowed access to College facilities. Access is controlled through the use of ID cards, keys, and electronic access systems.
- Maintenance of access systems is performed regularly to ensure functionality and security.
- Digital Access Control: Implement and maintain secure access controls for digital systems. This includes user authentication, authorization protocols, and regular access reviews to prevent unauthorized digital access.

Responsibilities:

- The Public Safety department is responsible for monitoring and maintaining security access.
- Building access logs are reviewed periodically to detect any unauthorized access or security breaches.

Policy History:

- Original: June 2007
- Revised: March 2014, May 2015, October 2022
- Updated: July 2024

Policy 11.05: Law Enforcement Authority and Interagency Relationships

Policy Statement:

Quincy College collaborates closely with local law enforcement agencies to ensure campus safety and security.

Authority and Responsibilities:

- Quincy College Public Safety personnel do not have full arrest powers. In case of emergencies, dial 911.
- Public Safety can ask for identification and determine if individuals have lawful business on campus. They can also issue parking tickets in Quincy, which are deposited with the City Treasurer's office.
- Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to report crimes immediately.

Policy History:

- Original: June 2007
- Revised: March 2014, August 2021, October 2022
- Updated: July 2024

Policy 11.06: Procedures for Reporting a Crime or Emergency

Policy Statement:

Quincy College encourages the prompt reporting of all crimes and public safety incidents to maintain a safe campus environment.

Reporting Procedures:

- Crimes and incidents should be reported by filing an incident report or calling Public Safety at 857-225-1934. For emergencies, dial 911.
- Incident reports are forwarded to respective department heads for resolution. Public Safety will contact appropriate authorities if needed.

Policy History:

- **Original:** June 2007
- **Revised:** March 2014, October 2021, October 2022
- **Updated:** July 2024

Policy 11.07: Drug-Free and Alcohol-Free Workplace Policy

Policy Statement:

Quincy College maintains a drug-free and alcohol-free workplace and learning environment to ensure safety, health, and productivity.

Prohibited Actions:

Possession, use, manufacture, distribution, or sale of illegal drugs or alcohol on College property or at College events is strictly prohibited, except for limited instances where alcohol may be permitted at a College-sponsored event by an authorized representative.

Policy History:

- **Original:** June 2007
- **Revised:** March 2014, October 2022
- **Updated:** July 2024

Policy 11.08: Security Awareness and Crime Prevention Programs

Policy Statement:

Quincy College promotes security awareness and crime prevention among its community members to ensure a safe and secure environment for learning and working. This effort includes collaboration with the Information Technology department to enhance cybersecurity and digital safety measures.

Programs and Initiatives:

- **Crime Prevention Awareness:** Crime prevention awareness packages, security alert posters, and internal marketing channels are used to disseminate information. Regular workshops and programs on personal safety, sexual assault prevention, drug abuse, theft, and vandalism are conducted.
- **Cybersecurity Awareness:** In response to the evolving cybersecurity landscape, Quincy College implements best practices to educate the community on digital safety. This includes training on recognizing phishing attempts, creating strong passwords, securing personal devices, and safeguarding personal information online.
- **Digital and Cybersecurity Training:** Regular training sessions are held in collaboration with the Information Technology department to update students, faculty, and staff on the latest cybersecurity threats and defensive measures. This includes identifying social engineering attacks, understanding the importance of software updates, and implementing multi-factor authentication.
- **Collaboration with Information Technology:** The Information Technology department works closely with Public Safety to develop and implement comprehensive cybersecurity policies and practices. This collaboration ensures that the College's digital infrastructure is secure and that community members are well-informed about potential cyber threats.

Policy History:

- **Original:** June 2007
- **Revised:** March 2014, May 2015, October 2022
- **Updated:** July 2024

Policy 11.09: Addressing Off-Campus Criminal Activity

Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. When a Quincy College student is involved in an off-campus offense, the incident is handled by the local, state, or federal law enforcement. Information is regularly exchanged between Public Safety and the local law enforcement in accordance with Federal or state laws governing the sharing of information.

Policy History:

- Original: June 2007
- Revised: March 2014, October 2022
- Updated: July 2024

Policy 11.10: Sexual Assault Information

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

In addition, Quincy College presents forums relevant to Domestic Violence Awareness on both campuses. These educational forums are in collaboration with community resources including DOVE of Quincy, South Shore Women's Resource Center in Plymouth, the Quincy and Plymouth Police Departments, and the Norfolk and Plymouth District Attorney's Office.

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

Quincy College policy is that victims of a sexual assault of any kind should contact the Plymouth and/or Quincy Police Departments. Quincy College is committed to provide help to any student, faculty, or staff member through both on and off-campus resources if requested. Quincy College will also change the victim's academic situation if requested.

Original: June 2007

Revised: March 2014, May 2015, July 2019, August 2021, October 2022

Policy 11.11: Emergency Notification

I. Policy

Quincy College will immediately notify the campus upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

Anyone with information warranting an emergency notification should report the circumstances to Police by dialing 911 or Public Safety at 857-225-1934.

II. Procedure

Upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Police Departments that an event is currently occurring on or imminently threatening the campus, Quincy College will issue an emergency notification. The notification will be issued through the college e-mail system; text to students, faculty, and staff; on the College's website (<http://quincycollege.edu>); and/or via TV monitors on campus.

These notifications will be prepared and approved by the President of the College and distributed to the community by the IT, Public Safety, and Marketing Departments. If the President of the College or his designee deems necessary, given the immediate circumstances of the crime, more immediate notification may be required. In this situation, the President or his designee will coordinate with the Office of Information Technology for additional methods of dissemination.

Policy History:

- Original: March 2014
- Updated: August 2021, October 2021, October 2022

Policy 11.12: Emergency Response

I. **Policy**

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Quincy College community, upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Police Departments, Quincy College will immediately notify the campus community.

The President or his designee will take into account the nature and location of the incident and the safety of the community, and determine the appropriate content of the notification. The only reason Quincy College would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to: assist a victim, contain the emergency respond to the emergency, or otherwise mitigate the emergency.

The College's emergency notification systems will be tested annually.

Additional emergency response and action shall be governed by the relevant provisions of the Quincy College Safety and Security Plan.

II. **Procedure**

Once determined a notification is appropriate and the content is approved, the President will direct the distribution of the notification to the College community by the IT, Public Safety, and Marketing Departments. Notifications may be distributed through the College email system, text messages, posting on the College website (<http://quincycollege.edu>) and messages on the TV monitors on campus. Messages will be sent to all community members on the affected campus (es), and will contain only a very brief description of the type of emergency along with instructions on how to protect you, if applicable. After the initial alert message, additional information may also be distributed through the notification systems.

Immediately upon the Administration learning significant emergency or dangerous situation, Quincy College will immediately notify local police departments and other authorities, and when appropriate, coordinate and communicate with these local authorities to monitor the situation and provide instruction/information to the College and larger community.

Policy History:

- Original: March 2014
- Updated: October 2021, October 2022

Policy 11.13 Sex Offender Registration

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy act of 1974, Quincy College is providing a link to the Massachusetts Sex Offender Registry Board. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board maintained by the Executive Office of Public Safety and Security.

The Massachusetts Executive Office of Public Safety and Security is responsible for maintaining this registry. Follow the link below to access the Sex Offender Registry Board website <http://www.mass.gov/eopss/agencies/sorb>

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

The Massachusetts Sex Offender Registry Board (SORB) provides information on Level 2 and Level 3 sex offenders via the Internet pursuant to Chapter 6, Sections 178C – 178P, of the Massachusetts General Laws. Registry information so provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for the purposes of committing a crime or threatening to commit a crime against a sex offender or of engaging in illegal discrimination or harassment is prohibited and is punishable by imprisonment or fine or both. (M.G.L. Ch. 6, Section 178N and Ch. 275, Section 4)

Policy History:

- Original: March 2014
- Updated: August 2021, October 2022
- Updated: July 2024; August 2024

Policy 11.14: Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

I. ***Policy***

Quincy College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Quincy College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Original: March 2014



