2025-2026

QUINCY COLLEGE

STUDENT HANDBOOK & ACADEMIC CALENDAR

Last Updated 6/30/2025

ABOUT THIS HANDBOOK

The Quincy College Student Handbook serves as a student guide for available services, and provides a summary of important college policies. Full details of all college policies and procedures are found at QuincyPolicyManual-1.pdf (quincycollege.edu)

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

THE MISSION

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.

VISION

Within a decade, Quincy College will become recognized as the best public higher education institution in its class. Serving the metro Boston and South Shore areas, Quincy College will offer a range of higher education degrees and career-focused certificate programs with open-enrollment and selective admissions offerings.

VALUES

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

•Access •Community •Diversity •Affordability •Excellence •Integrity •Trust

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NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law, Quincy College does not discriminate in its educational programs and activities on the basis of race, color, national origin, ancestry, ethnicity, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, religious creed, medical condition, veteran status, marital status, genetic information, pregnancy or pregnancy-related condition, traits historically associated with race which shall include but not be limited to hair texture, hair type, hair length and protective hairstyles, or any other characteristic protected by institutional policy or state, local, or federal law.

The requirement of non-discrimination in educational programs and activities extends to employment and admission. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX, Section 504, Title VI, and other state and federal requirements:

Student Questions and Concerns: Meghan Giovannoni, Vice President of Student Success and Partnerships, mgiovannoni@quincycollege.edu or 617-984- 1724

Employee Questions and Concerns: Elizabeth M. LaForest at elaforest@quincycollege.edu or 617-984-1610.

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 should be forwarded to Meghan Giovannoni, Vice President of Student Success and Partnerships, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169, by calling 617-984-1724 or by email at mgiovannoni@quincycollege.edu. Quincy College is in full compliance with MGL, Chapter 269 Section 17, 18, and 19 and hazing is prohibited in Quincy College. For more policy information, please refer to the Policy Manual, Policy 6.12, and in this Catalog.

Equal Opportunity/Affirmative Action Employer

The annual crime report and security policy is distributed to stakeholders in the last week of September and is also available on our website.

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WELCOME FROM THE PRESIDENT

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

Whether you are taking courses in Quincy, Plymouth, Boston, or online, you will receive instruction from dedicated and caring faculty. Along with many associate degree and certificate programs, we now offer baccalaureate degrees in Business, Computer Science, and Psychology. Our academic advisors will help you identify your goals and choose a path that reflects your unique talents and skills.

I am proud to be President of Quincy College—an institution that puts students at the center. Whoever you are — we can get you where you need to be.

We're looking forward to the future at Quincy College. Thank you for being part of it! And now: Let's get to work!

Sincerely,

Richard DeCristofaro, Ed. D.
Quincy College President

WELCOME FROM THE PROVOST/CAO

I hope you are as excited about this academic year as I am!

Whether you are here for one of our three baccalaureate degrees, or our many associate degrees or certificates, rest assured that you have made an excellent choice to further your education by coming to Quincy College.

The planning for this academic year began has been ongoing, and during the summer we have been hard at work getting ready…..for you. During this time, faculty and administrators worked together to make sure that our programs and courses reflect your expectations for depth and rigor; that academic and personal support systems are in place to help you achieve your goals; and that during your time at Quincy College you will be inspired to create new goals and achieve beyond what you initially believed was possible.

It will be hard work, but I am confident that you can do it. The first step is often the most difficult one, and by making the decision to enroll at Quincy College, you are on your way!

As the Provost/Chief Academic Officer of Quincy College, I assume—with great joy—responsibility for your academic success during your journey at Quincy College.

Throughout this document, and during your orientation, you will learn about the countless number of faculty and staff who are available to help you with anything you might need. Don't hesitate to reach out.

We wish you the best of the luck…..and I look forward to meeting you during the year, and soon enough, at graduation!

My Best,

Servet M. Yatin, MBA, PhD.
Provost/Chief Academic Officer

WELCOME FROM STUDENT DEVELOPMENT

WELCOME FROM STUDENT SERVICES

Welcome to all our new and returning students! We are very excited that you have chosen to enroll at Quincy College. Congratulations! We applaud you for your commitment to your future. The faculty and staff of Quincy College are dedicated to helping you achieve your educational and professional goals.

We are excited to offer several course modalities this year, including in-person, online, hybrid, and more. We encourage you to utilize all support services that are available both on-campus and virtually. Please take a look at the tips below as you begin your semester:

• **Use Quincy College technology**: Sign into the student portal for administrative information at register.quincycollege.edu. Sign onto Canvas the student learning management system, to locate requirements for each class. Always use your Quincy College email when communicating with faculty, staff and fellow students. Contact the College's IT Department with any questions.

• **Attend class:** Active participation in every class will enhance deep learning. Be sure to turn off your social media until class is over, so you won't be distracted.

• **Utilize QC Tutoring Services**: We are pleased to offer both in-person and virtual drop-in online tutoring, for all students. (See Student Services page on the website for more information.)

• **Get to know your professor:** Your professors want you to succeed. They are eager to hear from you and help you in any way. Don't hesitate to reach out.

• **Find a study buddy:** Find someone in your class who you can count on to assist you with clarification on content or fill you in on course content if you miss a class. Click on "people" in your canvas class.

• **Get involved:** We encourage you to join a club/organization, an athletic team, participate in committees or think about getting more involved in the community. It is important to remember that students who actively engage in college succeed at a higher rate!

• **Manage your time wisely:** Utilize a daily planner to balance your work and school obligations. Typically, students spend 2-3 hours of study time for each credit hour of class,so plan your work and then work your plan for optimal success.

• **Take good care of yourself:** Take a walk, go to a yoga class; choose a healthy diet for optimal brain power, and make sure to rejuvenate your body with enough sleep. A healthy student is a happy student. A happy student is a successful student. Your success is our mission.

Extraordinary times are made for extraordinary people—like you. You are not alone in your journey. Quincy College offers a community of support. If you have a question, you may find

the answer on one of the links on the Student Services page on the Quincy College website. Or, feel free to reach out to anyone on the Student Services Team, and we will make sure to connect you to the services you need.

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

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Academic Calendar 2025 – 2026

SEPTEMBER						
S	M	T	W	R	F	S
	1	2	**3**	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 1: Labor Day - College Closed

September 3: Fall 2025 Semester Begins

September 3 - 12: Add/Drop Period for 15-week courses

OCTOBER						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 13: Columbus Day Observed - College Closed

NOVEMBER						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 3 - 7: Advising Week
November 11: Veteran's Day Observed - College Closed
November 21: Last Day to Withdraw to Receive a Grade of “W”
November 26: Thanksgiving Recess Begins (Classes end at 4pm)
November 27 - 29: Thanksgiving Recess

DECEMBER						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 15 - 21: Finals Week

December 21: Fall 2025 Semester Ends

December 22: Winter Break Begins
December 25: Christmas Observed - College Closed

December 29: Winter Intersession Begins

December 29 - 30: Winter Intersession Add/Drop Period

Academic Calendar 2025 – 2026

JANUARY						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	**21**	22	23	24
25	26	27	28	29	30	31

January 1: New Year's Day Observed - College Closed
January 5: Last Day to Withdraw to Receive a Grade of "W"
January 11: Winter Intersession Ends
January 19: Martin Luther King, Jr. Day - College Closed
January 21: Spring 2026 Semester Begins
January 21 - 30: Add/Drop Period for 15-week courses

FEBRUARY						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 16: Presidents' Day Holiday - College Closed

MARCH						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 16 - 20: Spring Break - College Closed on March 16 & 20

APRIL						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3 & 4: Spring Holiday Weekend – College Closed
April 6 – 10: Advising Week
April 17: Last Day to Withdraw to Receive a Grade of "W"
April 20: Patriots' Day - College Closed

Academic Calendar 2025 – 2026

MAY						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 11 - 17: Finals Week
May 12: Spring ASN Pinning
May 17: Spring 2026 Semester Ends
May 25: Memorial Day - College Closed
May 27: Class of 2026 Commencement
TBD: Student Scholarship Presentation

JUNE						
S	M	T	W	R	F	S
	1	**2**	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 1: Summer I (5 and 10-Weeks) Semesters Begin
June 1 - 5: Summer I Add/Drop Period
June 19: Juneteenth - College Closed
June 19: Last Day to Withdraw to Receive a Grade of "W" (for Summer I - 5 Weeks)

July						
S	M	T	W	R	F	S
			1	2	3	4
5	**6**	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3 & 4: Independence Day - College Closed
July 5: Summer I (5-Week) Semester Ends
July 6: Summer II Semester Begins
July 6 - 10: Summer II Add/Drop Period
July 17: Last Day to Withdraw to Receive a Grade of "W" (for Summer I - 10 Weeks)
July 24: Last Day to Withdraw to Receive a Grade of "W" (for Summer II - 5 Weeks)

August						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	**10**	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 9: Summer I (10-Weeks) Semester Ends
August 9: Summer II Semester Ends
August 10: Summer III (3-Weeks) Begins
August 10 - 12: Add/Drop Period
August 21: Last Day to Withdraw to Receive a Grade of "W"
August 30 - Summer III Semester Ends

QUINCY COLLEGE

Academic Calendar Summary 2025-2026*

FALL SEMESTER, 2025

Faculty Non-Instructional Days (3 days)	Aug 28, 29 and Sep 2
Labor Day - College Closed	Sep 1
Semester Begins (Courses Active on Canvas)	Sep 3
Add/Drop Period for 15-wk Classes	Sep 3-12
Student Scholarship Presentation	Oct 7
Columbus Day Observed - College Closed	Oct 13
Advising Week	Nov 3-7
Veterans' Day Observed - College Closed	Nov 11
Last day to withdraw to receive a grade of "W" (Flex courses please see Registrar)	Nov 21
Thanksgiving Recess begins Wednesday	Nov 26 (Classes end at 4PM)
Thanksgiving Recess - College Closed	Nov 27, 28, 29
Finals Week	Dec 15-21
Semester Ends	Dec 21
Faculty Non-Instructional Days (2 days)	Dec 22 & 23
Christmas Observed - College Closed	Dec 25

WINTER INTERSESSION	**ONLINE, BLENDED, AND HYBRID**
Intersession Begins/Ends	Dec 29-Jan 11
Add/Drop Period	Dec 29 & 30
New Year's Day Observed - College Closed	Jan 1
Last Day to Withdraw to Receive a Grade of "W"	Jan 5

SPRING SEMESTER, 2026

Faculty Non-Instructional Days (4 days)	Jan 14, 15, 16 & 20
Martin Luther King, Jr. Day - College Closed	Jan 19
Semester Begins (Courses Active on Canvas)	Jan 21
Add/Drop Period for 15-wk Classes	Jan 21-30
Presidents Day Holiday - College Closed	Feb 16
Spring Break (No Classes)	Mar 16-20; College Closed Mar 16 and Mar 20
Spring Holiday Weekend - College Closed	April 3 & 4
Advising Week	April 6-10
Last Day to Withdraw to Receive a Grade of "W" (Flex courses please see Registrar Office)	April 17
Patriots' Day-College Closed	April 20
Finals Week	May 11-17
Semester Ends	May 17
Faculty Non-Instructional Days (3 days)	May 18, 19 & 20
Spring ASN Pinning	May 12 (tentative)
Memorial Day-College Closed	May 25
Spring Commencement	May 27
Spring PN Pinning	June 25 (tentative)

*Calendar Summary is for traditional semester. Flex courses are listed separately on the following pages.

SUMMER SESSION I, 2026 (5 WEEKS)

Semester Begins	June 1
Add and Drop Period	June 1-5
Juneteenth - College Closed	June 19
Last Day to Withdraw to Receive a Grade of "W"	June 19
Independence Day - College Closed	July 3 & 4
Semester Ends	July 5

SUMMER SESSION I, 2026 (10 WEEKS)

Semester Begins	June 1
Add and Drop Period	June 1-5
Juneteenth - College Closed	June 19
Independence Day - College Closed	July 3 & 4
Last Day to Withdraw to Receive a Grade of "W"	July 17
Semester Ends	Aug 9

SUMMER SESSION II, 2026 (5 WEEKS)

Semester Begins	July 6
Add and Drop Period	July 6-10
Last Day to Withdraw to Receive a Grade of "W"	July 24
Semester Ends	Aug 9

SUMMER SESSION III, 2026 (3 WEEKS)

Semester Begins	Aug 10
Add and Drop Period	Aug 10-12
Last Day to Withdraw to Receive a Grade of "W"	Aug 21
Semester Ends	August 30

FALL SEMESTER, 2025

One day a week classes* (14 class sessions; 3h/session)

**Please note that the one day a week classes do not meet in the first week of the semesters*

Mondays	Sep 08 – Dec 15	(Last day for Add/Drop is Sep 26)
Tuesdays	Sep 09 – Dec 16	(Last day for Add/Drop is Sep 26)
Wednesdays	Sep 10 – Dec 17	(Last day for Add/Drop is Sep 26)
Thursdays	Sep 11 – Dec 18	(Last day for Add/Drop is Sep 26)
Fridays	Sep 12 – Dec 19	(Last day for Add/Drop is Sep 26)
Saturdays	Sep 13 – Dec 20	(Last day for Add/Drop is Sep 26)

Begin and End dates of the 7 and 10 week Online classes

First 7-week	Sep 03 – Oct 26	(Last day for Add/Drop is Sep 14)
Second 7-week	Oct 29 – Dec 21	(Last day for Add/Drop is Nov 09)
10-week	Oct 01 – Dec 14	(Last day for Add/Drop is Oct 12)

First 7 Weeks On-Campus: (15 class sessions; 2.5h/session – Last day for Add/Drop is September 12)

Monday/Wednesday	Wednesday, September 03, 2025 – Monday, October 27, 2025
Tuesday/Thursday	Thursday, September 04, 2025 – Thursday, October 23, 2025

Second 7 Weeks On-Campus: (15 class sessions; 2.5h/session – Last day for Add/Drop is November 8)

Monday/Wednesday	Wednesday, October 29, 2025 – Wednesday, December 17, 2025
Tuesday/Thursday	Tuesday, October 28, 2025 – Thursday, December 18, 2025 (+2.5h online)

10 Weeks On-Campus (Evening) (10 class sessions; 4h/session – Last day for Add/Drop is October 10)

Mondays	October 06, 2025 – December 15, 2025 (10 sessions)
Tuesdays	October 07, 2025 – December 16, 2025 (10 sessions)
Wednesdays	October 08, 2025 – December 17, 2025 (10 sessions)
Thursdays	October 09, 2025 – December 18, 2025 (10 sessions

10 Weeks On-Campus (Day) (20 class sessions; 2h/session – Last day for Add/Drop is October 11)

Monday/Wednesday	Monday, October 06, 2025 – Monday, December 15, 2025
Tuesday/Thursday	Thursday, October 02, 2025 – Tuesday, December 16, 2025

SPRING SEMESTER, 2026

One day a week classes* (14 class sessions; 3h/session)

**Please note that the one day a week classes do not meet in the first week of the semesters*

Mondays	N/A	
Tuesdays	Jan 27 – May 05	(Last day for Add/Drop is Feb 13)
Wednesdays	Jan 28 – May 06	(Last day for Add/Drop is Feb 13)
Thursdays	Jan 29 – May 07	(Last day for Add/Drop is Feb 13)
Fridays	Jan 30 – May 15	(Last day for Add/Drop is Feb 13)
Saturdays	Jan 31 – May 16	(Last day for Add/Drop is Feb 13)

Begin and End dates of the 7 and 10 Week Online classes

First 7-week	Jan 21 – Mar 15	(Last day for Add/Drop is Feb 01)
Second 7-week	Mar 25 – May 17	(Last day for Add/Drop is Apr 05)
10-week	Feb 25 – May 17	(Last day for Add/Drop is Mar 08)

First 7 Weeks On-Campus: (15 class sessions; 2.5h/session – Last day for Add/Drop is January 30)

Monday/Wednesday	Wednesday, January 21, 2026 – Wednesday, March 11, 2026 (+2.5h online)
Tuesday/Thursday	Thursday, January 22, 2026 – Thursday, March 12, 2026

Second 7 Weeks On-Campus: (15 class sessions; 2.5h/session – Last day for Add/Drop is April 02)

Monday/Wednesday	Monday, March 23, 2026 – Wednesday, May 13, 2026
Tuesday/Thursday	Tuesday, March 24, 2026 – Tuesday, May 12, 2026

10 Weeks On-Campus (Evening) (10 class sessions; 4h/session – Last day for Add/Drop is February 27)

Monday:	February 09, 2026 – May 04, 2026
Tuesday:	February 17, 2026 – April 28, 2026
Wednesday:	February 18, 2026 – April 29, 2026
Thursday:	February 19, 2026 – April 30, 2026

10 Weeks On-Campus (Day) (20 class sessions; 2h/session – Last day for Add/Drop is February 27)

Monday/Wednesday	Wednesday, February 18, 2026 – Monday, May 06, 2026
Tuesday/Thursday	Thursday, February 19, 2026 – Tuesday, May 05, 2026

DIRECTIONS TO OUR CAMPUS LOCATIONS

To Reach Presidents Place, Quincy Center:

1250 Hancock Street, Quincy

From I-93 (North): Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2. 1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.
From I-93 (South/Route 3): Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.
From Route 3A (South): Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.
Public Transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Presidents Place.

To Reach Saville Hall, Quincy Center:

24 Saville Avenue, Quincy

From I-93 (North): Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2. 1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The brick building with the black awning is Saville Hall.
From I-93 (South/Route 3): Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The brick building with the black awning is Saville Hall.
From Route 3A (South): Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The brick building with the black awning is Saville Hall.
Public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Saville Avenue.

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

To Reach Plymouth Campus:

36 Cordage Park, Plymouth

From the North: Follow 93 South to MA-3 South toward Braintree/Cape Cod. Take Exit 18 (RT-3A) Kingston/N. Plymouth. At top of off-ramp, take a left toward North Plymouth. Follow 3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.
From the South: Follow MA-3 North toward Braintree. Take the Smith Lane exit (Exit 17) toward Rocky Nook. Turn right at Crescent St. Turn right at RT-3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.
From the West: Take US-44 East to Commerce Way exit to Cherry St / N. Plymouth. Turn left at Commerce Way. Turn right at Nicks Rock Rd. Continue on Cherry St. Turn left at Court St. / RT-3A. Turn right at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.
By public transportation: The commuter rail stop (Kingston Line) can be accessed by a 10-minute taxi or Uber ride to the campus. Additionally, public buses through GATRA are available.
Parking: The Plymouth Campus offers free parking and no permit is needed.

To Reach Boston Campus:

122 Arlington Street, Boston

From the North: Follow I-93 South to exit 18 for MA 3 North toward MA-28-South. Continuing on MA-28 South (signs for Storrow Drive West) use the left lane to take the Beacon Street exit toward Copley Square/Back Bay. Continue onto David G Mugar Way until turning left onto Arlington Street.
From the South: Follow MA-3 North and take exit 43B to I-93 North toward Boston. Use the left lane toward Lincoln Street and take a slight right onto the ramp to South Station. Continue onto Lincoln Street and then use the left two lanes to turn left onto Kneeland Street, continuing onto Stuart Street. Use the left lane to turn right onto Charles Street South; turn left onto Park Plaza; turn left onto Columbus Avenue; and left onto Arlington Street
From the West: Take I-90 E to exit 133 toward Prudential Center/Copley Square taking a light right onto the ramp to Copley Square. Merge onto Stuart Street and turn right onto Arlington Street.

GENERAL INFORMATION

ACADEMIC ADVISING

Academic Advisors are located on the Quincy campus and are also available to meet with students virtually over Zoom. The Advisors will gladly schedule a one-on-one appointment to help you select your academic schedule for an upcoming semester. Appointments with Academic Advising are through Calendly which is the office's online scheduling system. You may also call us at 617-984-1720 or email the office at advising@quincycollege.edu. The office also welcomes student walk-ins if you are on campus and would like to stop in for academic advising.

The Office of Academic Advising is open Monday through Thursday from 8:00am to 5:00pm and Friday from 8:00am to 4pm. Should you have any questions or if you would like to request a time to meet with an advisor, please call us at 617-984-1720.

ACADEMIC RECORD CHANGES (Policy 5.17)

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.

ACADEMIC TUTORING

Quincy College provides academic tutoring and support to help diverse learners from all backgrounds and abilities reach their academic goals by assisting students to become better learners and master academic material. Virtual drop-in tutoring through the QC Virtual Tutoring Center in Canvas and limited in-person tutoring is available. These free tutoring services are provided by Quincy College's professional and peer tutors. NOTE: An official Quincy College student ID is required to access tutoring services on campus.

In addition, Quincy College offers **Brainfuse providing** live online tutoring services and resources to our students 24/7. Additional resources include flash cards, subject matter reviews, and assessments. The goal is to provide academic support in a variety of subjects including, but not limited to, Computer Science, Math, Sciences, Health Sciences, Accounting, Reading, Writing and Essay Review. Tutoring is available for other subjects upon request. To learn more about tutoring, go to Tutoring or contact Kenny Nguyen at 617-984-1683 or knguyen@quincycollege.edu.

ADDRESS/NAME CHANGE PROCEDURES

I. Purpose This procedure outlines the steps for students to update their address and/or name in Quincy College's records to ensure accurate and current information is maintained.

II. Procedure Details

A. Address Change

1. **Online Update:**
   - Students can update their address information online through the MyQC portal.
2. **Required Information:**
   - The updated address must include all necessary details such as street address, city, state, and zip code.
3. **Processing Time:**
   - Changes will be processed within 2-3 business days.

B. Name Change

1. **Submission of Request:**
   - Students must submit a Name Change Request form to the Registrar's Office.
2. **Required Documentation:**
   - The request must be accompanied by legal documentation such as a marriage certificate, court order, or other legal documents confirming the name change.
3. **Processing Time:**
   - Name changes will be processed within 5-7 business days after receipt of the required documentation.
4. **Notification:**
   - Students will receive confirmation of the name change via their Quincy College email.

III. Responsibilities

1. Students: Responsible for ensuring their contact information is accurate and up-to-date by promptly notifying the College of any changes.
2. Registrar's Office: Responsible for processing address and name change requests in a timely and accurate manner.

IV. Review and Amendments This procedure is subject to periodic review and amendments to reflect changes in institutional practices or legal requirements.

V. Important Reminders

- Ensure that all address and name change requests are submitted with the necessary documentation to avoid delays.
- Regularly check your Quincy College email for confirmation and updates regarding your change requests.

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

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

ATHLETICS

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

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

BOOKSTORE

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

BULLETIN BOARDS

Notices pertaining to college functions and activities are posted on designated bulletin boards

around the campuses. To post flyers, clubs and organizations must get approval from their advisor and Melissa Lord, mlord@quincycollege.edu or at 617-984-1683. Flyers must be removed within two days after the event. Students and community members may also post flyers after receiving approval, as described above. Flyers must be typed and contain all pertinent information including contact information.

THE CANVAS LEARNING MANAGEMENT SYSTEM

Quincy College uses the Canvas Learning Management System (LMS) to access and manage our courses for all modalities offered at QC (OT, OS, BL, FX, HY). The Canvas LMS is a reliable, web-based software that helps us create and deliver our courses in a structured and organized way. To Access Canvas:

1. Go to the Quincy College Portal
2. Enter your username and password on the top-right corner of the page.
3. Click on the *Canvas Online Access link* under the *Quick Links* on the left-side menu.
4. Once logged into Canvas, you will go right to your Dashboard. You will see all your registered courses in the Canvas Dashboard.

Canvas Dashboard - Where to Find Your Classes in Canvas

The Canvas Dashboard is the first thing you see when you log into Canvas via the Canvas Online Access link in our QC Portal. The Dashboard displays course cards for quick access to all your courses. You will also see QC announcements posted at the top of your Dashboard. These announcements provide updates on current events and reminders to help you stay on track throughout the semester.

What You Will See in Your Courses on Canvas?

Here are a few of the basic features of Canvas that you can expect in your courses.

1. **Course Syllabus.** Locate the course syllabus by clicking on the syllabus link located on the left-side course menu.
2. **Course Modules**. Your course will be organized by weeks, topics, or a different structure.

a. Each module will contain instructional materials, assignments, discussions, quizzes, exams and other learning materials.

Canvas Studio

Canvas Studio is a video sharing platform that will allow you to create and submit video assignments within your course in Canvas.

COLLEGE CLOSING NOTIFICATION SYSTEM

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

CHANGE OF MAJOR (Policy 5.04)

Policy: Students may request to change their major once per semester. Changes will be effective after the student submits the required change of major form according to the schedule below:

Fall Semester Change of Major: students must submit their change of major request no later than October 1st. Any request submitted after October 1st will be effective for the spring semester.

Spring Semester Change of Major: students must submit their change of major request no later than February 15th. Any request submitted after February 15th will be effective for the fall semester.

All change of major requests submitted during the summer will be effective for the fall semester.

Students with exceptional considerations should contact the Registrar.

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 admission to a selective program (Nursing, Practical Nursing, Surgical Technology, Physical Therapist Assistant, Medical Laboratory Technician, or Radiologic 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.

IDENTIFICATION CARD POLICY (Policy 6.10)

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.

COMPUTER LABORATORIES

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

CONFIDENTIALITY OF STUDENT RECORDS (Policy 6.15)

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.

EMAIL

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

FINANCIAL AID

The Quincy College Financial Aid Office counsels students through the financial aid process and determines the financial aid available to eligible students based on the information provided in their FAFSA (Free Application for Federal Student Aid). Financial aid is available through federal and state grants, scholarships, loans and work study programs. Most students receive an aid package that combines several different types of assistance; however, it is important to remember that the amount of financial aid that students are eligible for may not cover all of the costs associated with their education. Students must apply for Financial Aid each academic year and should complete their financial aid application early and respond to all requests for additional information in a timely fashion. Outstanding financial aid requirements can be viewed on the Quincy College Portal. If you have any questions or would like to know more information, contact financialaid@quincycollege.edu or call 617-984-1620.

GRADUATION

In order to graduate from Quincy College, a student must submit an Intent to Graduate Application Online from the Campus Portal along with the $150 free per program. Please go to Graduation Procedures.

HEALTH INSURANCE FEE AND WAIVER

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

HOLDS ON ACCOUNTS (Policy 5.07e)

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.

HONORS CONVIVIUM (STUDENT SCHOLARSHIP CEREMONY)

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

IMMUNIZATION REQUIREMENTS

(Mass. Public Health Requirement) All full-time students (taking 12 credits or more), all full- and part-time health science students, and all international students must submit proof of immunization by completing an The Immunization Form within one month of admission to Quincy College. The Immunization Form is available on the website or at the Registrar's Office. It is strongly recommended that this form be submitted at the time of registration. State law (M.G.L. c. 76 15, 105 CMR 220.000 and 603 CMR 18.05) requires the following immunization:

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

For students graduating from United States high schools, this report should be with the school nurse. In case the immunization report is not available, a serum report from your Primary Care

Physician, showing immunity because of antibodies to MMR and Hepatitis B, is also accepted. Please read the Immunization Form for certain exceptions on medical or religious grounds. NOTE: Nursing and Allied Health Programs have additional requirements. Nursing, Medical Laboratory Technician, Radiologic Technology, and Physical Therapist Assistant students must complete registration with Castlebranch and upload all requirements to obtain a seat.

INFORMATION TECHNOLOGY

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

Internet and Computer Use Policy

Quincy College provides Internet access to students, faculty, staff, and administration as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. All Quincy College students, staff, and faculty must utilize the Internet appropriately on campus according to Policy 9.06 Acceptable Use Policy.

INTERNATIONAL STUDENT SERVICES

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

INTERNSHIP

Internship experiences provide students with opportunities to apply the concepts learned through readings and class discussions to the workplace environment. Internship may serve as a capstone course in a student's educational program. First internship may only be taken after the student earns a minimum of 30 credits toward a degree (15 at Quincy College) with a cumulative GPA of at least 2.5. The internship experience must align with the student's major, and the student must have earned at least 12 credits in the area of study. All internships carry three credit hours and are recognized as program electives.

Students interested in completing two internships must successfully complete EXP 297 prior to enrolling in EXP 397.

A signed agreement between Quincy College and the internship site must be in place prior to the start of the internship experience. Students must also meet program specific prerequisites for internship. Requirements and processes may vary by degree level, program, and student status.

Internship procedures for International Student

International students are welcome to participate in internships according to the International Student Curricular Practical Training Process (CPT) outlined below.

- Meet with your international advisor to review eligibility and regulations of Curricular Practical Training.
- Meet with the Director of Career Development to review prerequisites and internship course outcomes.
- After meeting with Career Director, make an appointment with your international advisor to initiate the internship process for the following semester.
- Secure a job/internship offer related to your field of study working with the Director of Career Development.
- Obtain a CPT Offer Letter from the employer and bring this form to your international advisor.
- Register for an internship course that is integral to your program and inform your international advisor.
- Request a CPT I-20 from your international advisor. Your advisor will issue a CPT I-20 within five-seven business days of the request.
- Take the CPT employer letter, your passport, the I-20 and I-94 to the Social Security Administration Office and apply for a Social Security number.

For more information on internships, please contact Rachel Sanon, *Director of Career and Internship Development*, via email at rsanon@quincycollege.edu, or by phone at 617-984-1757.

LIBRARY

Quincy College libraries are full-service facilities providing print and electronic books, electronic journals, streaming videos, research databases, research assistance, and interlibrary loans. Access to all library materials and services is available onsite at the Quincy Campus Anselmo Library or the Plymouth Campus Krovitz Library, or online via the library's website: https://www.quincycollegelibrary.org/library

Quincy College is a member of the Old Colony Library Network (OCLN). OCLN provides access to print and electronic books, DVDs and magazines from 26 libraries on the South Shore.

Librarians are available to assist both in-person and on-line with research projects, finding credible sources, information literacy instruction, and much more via phone, email, live chat and virtual reference appointments. Both libraries are equipped with wireless access, individual student workstations, a photocopier/scanner/printer machine, and a variety of study seating options. In addition, the Anselmo Library, located on the Quincy Campus, houses the library's computer teaching classroom as well as private study rooms which individuals and groups can reserve up to two weeks in advance to work on projects or study together.

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

LOST & FOUND

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

Quincy Campus	**Plymouth Campus**
Presidents Place, 3rd Floor Resource Office	Front Desk

Saville Hall, Room 101
Quincy College will not return or refund missing or lost items. Please do not leave valuables or personal belongings unattended.

MY QC Portal

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

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

PARKING (Policy 6.04)

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.

PLACEMENT

Rules Guiding English Course Registration: Effective July 2022
All students entering Quincy College without a prior college-level English course must take the Accuplacer exam for English Placement. Students' scores on the exam (Reading and Writing) will determine which English course(s) they must pass before moving forward to the next course in the sequence.

The Accuplacer exam consists of a Reading and a Writing component. Placement is based on these scores.

Reading Score	Course	Writing Score	Course
200-236	ENG 094 Foundations of Reading	200-249	ENG 090 Basic Comp
237-252	ENG 090 Basic Comp	250-300	ENG 101 English Comp I
253-300	ENG 101 English Comp 1		

ENG 094 Foundations of Reading – Reading score of 200-236

- Students placing into ENG 094 Foundations of Reading will be required to co-register for ENG 090 Basic Composition (assuming a writing score of 200-249).
- ENG 094 and ENG 090 must be taken during the same semester. This process will provide a semester of concentrated developmental reading and writing instruction and help ensure that students have the opportunity to enroll in college-level ENG 101 by their second semester.

ENG 090 Basic Composition – Reading Score of 237-252 and Writing Score of 200-249

- Students scoring between 237-252 on the Reading exam and 200-249 on the Writing exam must enroll in ENG 090 Basic English.

ENG 101 Composition I

- Students scoring between 253-300 on the Reading exam and 250-300 on the Writing exam may enroll in ENG 101 Composition I. Students who have successfully passed ENG 090 (and ENG 094 if required) are also eligible to register for ENG 101.

ENG 102 Composition II

- Students who have successfully passed ENG 101 Composition I are eligible to register for ENG 102.

PRINTING

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

PROFESSIONAL RECOGNITION CEREMONIES

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

REGISTRAR'S OFFICE

The Registrar's Office is dedicated to maintaining the integrity, accuracy, and privacy of official academic records for all students while ensuring compliance with federal, state, and college regulations. Responsibilities include managing academic records, course administration, and collaborating with the Academic Deans on the master course schedule development. The office is responsible for entering and confirming the accuracy of the master course schedule after receiving it from the academic divisions. The office also oversees graduation processes, enforces academic and administrative policies, and supports the development and revision of policies to best serve the college community.

Additionally, the Academic Records Office provides comprehensive services for new and current students, including class registration, course adjustments (add/drop and withdrawals), enrollment

verifications, name/address changes, transcript requests, graduation applications, and graduation audits. The office aims to support students' academic journeys with accuracy, efficiency, and a focus on continuous improvement.

Registration for courses can be completed online or in person at the Welcome Center in Quincy and Plymouth.

By enrolling in classes at Quincy College, students commit to paying the associated tuition and fees. This enrollment constitutes a financial obligation between the student and Quincy College, and all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. Section 523(a) (8). By submitting your course registrations, you consent to all Quincy College policies and procedures, including the Student Financial Responsibility Agreement, Credit Balance Authorization, Form 1098-T Electronic Delivery Consent, Quincy College Communication, and Authorization to Disclose Information.

Every student is responsible for ensuring their enrollment costs are paid.

- Not attending and not officially dropping your classes does not remove your obligation to pay for your classes.
- You cannot use financial aid to pay for classes you registered for but did not attend.
- You will be liable for charges for classes not attended and not officially dropped before the add/drop deadline. Your financial aid award may be adjusted.
- Failing to drop classes before the add/drop deadline may negatively impact your financial aid or other financial assistance programs.
- Officially dropping your classes before the add/drop deadline means you will not be charged for those classes.
- Dropping classes after the start of the term will subject you to Quincy College's Refund Policy.

SAFETY AND SECURITY INFORMATION

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

For emergencies, students should call 911 immediately. Students are required to always carry their Quincy College Identification (ID) card while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus. Buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

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

Timely Warning (Policy 11.01) is included to describe the College's response in the event of an ongoing or continuing threat to safety.

STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services works with the campus community including our academic departments, faculty and staff, to provide equal access and opportunity to educational programming and services for students with disabilities. Parking spaces designated as handicapped spaces are available in the Presidents Place garage and at the Plymouth campus. Services are determined individually, based on federal guidelines and Quincy College policies. Our goal is to minimize the impact of the disability by providing reasonable accommodations for the student to meet course outcomes. Any student with a documented disability who is seeking an accommodation should contact Student Accessibility Services at sas@quincycollege.edu or call (617) 984-1682. For more information, visit https://quincycollege.edu/student-services/sas/.

Compliance regarding services for students with disabilities under the Americans with Disabilities Act should be forwarded to Meghan Giovannoni, Vice President of Student Success and Partnerships/ADA Coordinator at Presidents Place, 1250 Hancock Street, Quincy, MA 02169, (617) 984-1724 or email mgiovannoni@quincycollege.edu.

TIMELY WARNING (Policy 11.01)

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 the Public Safety Department 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.

STUDENT ACCESSIBILITY SERVICES POLICY AND PROCEDURES (Policy 6.07)

In compliance with the American with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act, as amended, Quincy College and Student Accessibility Services 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 communication 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 noticed of assignments; alternative formats for book and course materials; oral dictation for tests and quizzes; extra wait time for oral responses.
- Adaptive Technology such as Echo Smart Pen, text to speech software, 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

STUDENT ACTIVITIES

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

STUDENT LOCKERS

Student Lockers are offered on the Quincy Campus only. Locker rentals are $50 per semester; rental rates will not be prorated no matter the date of rental. 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.

STUDENT LOUNGE

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

TRANSFER SERVICES

In addition to associate degrees and certificates, Quincy College offers three baccalaureate degrees (Business, Computer Science, and Psychology). For students who wish to transfer from Quincy College to another institution, the College offers a variety of services. Quincy College maintains articulation agreements with many local, regional, and national colleges and universities. Under these agreements, students who take certain courses at Quincy College and receive the required minimum grades may

transfer many credits and make progress toward graduation at the participating institution. For additional information, please visit the Transfer Services page of our website.

UNDOCUMENTED RESIDENTS TUITION RATES

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

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

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

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

VETERANS

Military And Veteran Services

Quincy College is compliant with all requirements of Veterans Benefits and Transition Act of 2018 (Section 103 Public Law 115- 407). Veterans, veteran dependents, and active-duty service members are able to use their federal education benefits here at Quincy College. Programs we provide are approved to administer include all chapters of the GI Bill®, Survivors & Dependents Educational Assistance, Tuition Assistants, VA Work Study, and MyCAA. Staff members are available to assist students with all aspects of adjusting to civilian life: applying for educational benefits, admissions counseling, academic advising, financial management, disability services, and referral to outside agencies as required.

Appointments can be made by calling (617) 984-1643, or by emailing veterans@quincycollege.edu.

Veterans and Transfer Credits

Quincy College adheres to all VA regulations regarding 38 CFR21.4253(d)(3) sited below. All records pertaining to the transfer credits for veteran students are held with the registrar's office after being processed by admissions and the Military and Veteran Services Associate.

> 38 CFR 21.4253(d)(3)
> An approved institution must maintain a written record of previous education and training of the veteran or eligible person, which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened

appropriately. The record must be cumulative in that the results of each enrollment period (term, quarter, or semester) must be included so that it shows each subject undertaken and the final result (i.e. passed, failed, incomplete or withdrawn).

Veteran's Benefits (Policy 6.06)
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 his/her 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 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.

TRANSCRIPTS

Quincy College partners with Parchment to provide transcript services. Students can easily request official transcripts online. Options include mail or email delivery, with standard processing at $10 per transcript and on-the-spot pickup available for $15 at the Registrar's Office. Pricing may be subject to change. Request your transcript https://www.parchment.com/u/registration/33992/institution.

Transcript Request Process

- Creating a Parchment Account: First, you need to create an account through Parchment, as Quincy College has authorized Parchment to provide transcript request services.
- Requesting the Transcript: Once your account is set up, you should follow the instructions provided by Parchment to request your official transcript.
- Options for Receiving the Transcript: You can choose to have the transcript mailed or emailed to the address you specify. The fee for each transcript is $10 if it is sent by email or mail for the first copy. There is also an option for on-the-spot pickup at the Registrar's Office, which costs $15 per copy. This fee may be subject to change.
- Processing Time: The transcript will be mailed or emailed to any U.S. address or email address within 5-7 business days. If you attended Quincy College before 1995, the processing might take up to two weeks, as your records will need to be retrieved from the archives. For such cases, it is required to provide additional details like your date of birth, maiden name (if applicable), and the program you were enrolled in, along with a contact phone number.

WI-FI

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

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

I. Purpose

This policy establishes the procedures and responsibilities for officially withdrawing from a course or from Quincy College. It ensures students understand the academic and financial implications of withdrawal and emphasizes compliance with federal financial aid regulations.

II. Policy Details

A. Official Withdrawal Process

- **Withdrawal Form Submission**
  Students must complete and submit the official Withdrawal Form via the **MyQC student portal** to formally withdraw from any course or from the College.

- **Notification Does Not Equal Withdrawal**
  Informing an instructor or ceasing to attend class **does not constitute an official withdrawal.** Students must submit the appropriate form online.
- **Effective Date of Withdrawal**
  The withdrawal date is the date the Registrar's Office receives the completed Withdrawal Form via MyQC. This date determines eligibility for academic and financial adjustments.

- **Advisor Approval (If Required)**
  In some cases, students may be required to consult with or obtain approval from an academic advisor prior to withdrawal.
- **Transcript Notation**
  A grade of **"W" (Withdrawn)** will be recorded on the student's official transcript for each course withdrawn after the add/drop period.
- **Withdrawal Deadline**
  Withdrawals are not permitted after the deadline listed in the official **Academic Calendar.** Exceptions may only be granted through formal appeal or documented extenuating circumstances.

B. Dropping vs. Withdrawing

- **Dropping a Course**
  Dropping occurs during the add/drop period at the start of the term and generally has no impact on the student's transcript or financial aid.
- **Withdrawing from a Course**
  Withdrawing occurs **after the add/drop period** and may affect transcript status, financial aid eligibility, and tuition obligations.

C. Implications of Withdrawal

- **Academic Records**
  A grade of "W" does not affect GPA but indicates a formal withdrawal from the course.
- **Financial Aid Impact**
  Students receiving financial aid must consult the Financial Aid Office prior to withdrawing. Withdrawing may:
  - Affect current and future financial aid eligibility.
  - Result in recalculation and return of Title IV federal funds **(per 34 CFR § 668.22).**
  - Create a **balance owed** to the College if aid is reversed.
- **Administrative Withdrawal Due to Non-Attendance**
  Students who fail to attend class as reported by instructors during the **attendance verification period** may be administratively withdrawn or dropped.
  - This is particularly critical for students receiving federal financial aid.
  - Federal regulations require attendance verification for eligibility.
  - Students who never attend will be reported and administratively withdrawn or dropped, potentially resulting in loss of aid and a tuition balance owed.
- **Future Enrollment and Progress**
  Improper or unrecorded withdrawal can jeopardize:
  - Future registration
  - Satisfactory academic progress
  - Financial aid eligibility
  - Graduation timelines
- **Refund Eligibility**
  Students who receive a "W" are **not eligible for a tuition refund** under the Refund Policy

III. Responsibilities

- **Students**
  Responsible for initiating and completing the withdrawal process in a timely manner, monitoring their status via MyQC, and consulting relevant offices (e.g., Financial Aid, Advising).

- **Registrar's Office**
  Responsible for processing withdrawal requests, maintaining records, and providing withdrawal guidance and deadlines.
- **Academic Advisors**
  Support students in making informed decisions and, when required, approving withdrawal requests after evaluating academic and financial impact.
- **Faculty**
  Required to report class attendance by the institutional deadline. Non-attendance reporting will inform potential administrative withdrawal for students receiving financial aid.

IV. Review and Amendments

This policy is subject to periodic review and updates to ensure compliance with institutional regulations, federal guidelines, and evolving student needs.

V. Important Reminders

- Students must **check their Quincy College email** for updates regarding registration and withdrawal status.
- Following official withdrawal procedures helps preserve academic standing, ensure financial compliance, and avoid administrative complications.

WITHDRAWAL/REFUND SCHEDULE (Policy 7.05)

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

Refunds are automatically processed for students who officially drop from courses during the add/drop period, as defined in the Academic Calendar

- **100% refund – if the student officially withdraws during the add/drop period**
- **0% refund – if the student withdraws after the add/drop period**
- **There are no partial refunds once the add/drop period has ended.**

Fees are non-refundable, unless otherwise stated.

Students receiving federal financial aid who withdraw before completing 60% of the term are subject to a Return of Title IV Funds calculation as required by federal regulation. This may result in the return of a portion of their aid and a balance owed to the College.

Unused Funds

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

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

ACADEMIC INFORMATION AND POLICIES

ACADEMIC AMNESTY POLICY (Policy 5.16)

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

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

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

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

ACADEMIC INTEGRITY POLICY (Policy 5.15)

Academic Integrity Statement

I. Policy

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

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.
- Students must follow specific AI (artificial intelligence) policies outlined in each course syllabus and assignment. Expectations and restrictions may vary by discipline, by course, by faculty member, and by assignment. For general guidance and additional information, please refer to Part V.

II.Definitions

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

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

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

3. **Fabrication** is the falsification of any information or citation in any academic assignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.

4. **Facilitation** is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.

5. **Misrepresentation** is engaging in acts of deception or forgery in an academic context. Examples include but are

not limited to: misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student's skill level.

Inappropriate use AI may constitute a violation of Quincy College's Academic Integrity standards based on one or more of the above five defined areas. For more information, refer to Part V.

III. Disciplinary Procedures Involving Students

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

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

1. Formal written warning placed in the student's file;
2. Reduced or failing grade for the assignment;
3. Reduced or failing grade for the course;
4. Suspension from 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.

V. Additional Guidance Related to the Use of AI (Artificial Intelligence) Tools and Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit including work submitted using AI if permitted by the instructor. All AI-generated information must be carefully evaluated for relevance, as generative AI services can frequently produce incorrect or misleading content. Additionally, students are encouraged to mindfully assess how AI affects their personal development as they build academic skills and grow as scholars, Responsible engagement with AI is part of becoming an informed, ethical and independent thinker.

Inappropriate use AI may constitute a violation of Quincy College's Academic Integrity standards, as defined under Part II, including plagiarism, cheating, fabrication, facilitation, and misrepresentation. Students are therefore advised to follow general guidance for AI use in the course syllabus and for each assignment, including:

- Whether and how AI tools may be used for assignments, projects, or assessments.
- If generative AI is allowed in an assignment, and expectations for disclosing AI assistance (e.g. "This essay was partially generated using ChatGPT".)
- Consequences for misuse or non-disclosure of AI-generated content.
- Examples of acceptable and unacceptable uses of AI in the context of the course.

ADD/DROP (Policy 5.11)

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.

ADMISSIONS

Who Can Apply (Open Enrollment Policy 4.01)

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.

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 Phlebotomy Technician 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.

ATTENDANCE AND PERFORMANCE (Policy 5.05)

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.

AUDIT A CLASS

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

COURSE SELECTION (Policy 5.12)

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.

DEAN'S LIST (Policy 5.08)

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

DEGREE/CERTIFICATE REQURIEMENTS

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

FINAL GRADE APPEAL PROCESS (Policy 5.14)

As stated in Policy 5.14: "A student who believes that they have received a final grade that is not justified may apply to the Academic Review Committee for evaluation. 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.." For the complete policy, please refer to the Policy Manual, Policy 5.14.

GRADES

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

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

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

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

GRADING SYSTEM (Policy 5.07)

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

Letter Grade	Percentage	Grade Point Average (GPA)

A	93 and above	4. 0
A-	90 - 92	3. 7
B+	87 - 89	3. 3
B	83 - 86	3. 0
B-	80 - 82	2. 7
C+	77 - 79	2. 3
C	73 - 76	2. 0
C-	70 - 72	1. 7
D	60 - 69	1. 0
F	Below 60	0. 0
I	Incomplete	0. 0
W	Withdrawal	0. 0
AUD	Audit	0. 0

GRADUATION PROCEDURES

I. Overview These procedures outline the necessary steps for Quincy College students who intend to graduate and the responsibilities they must fulfill to ensure timely and accurate processing of their graduation application.

II. Application Submission

- **Method**: Students must submit an Intent to Graduate Application online via the Campus Portal.
- **Fee**: A non-refundable fee of $150 per program is required at the time of application submission.

III. Eligibility Criteria

- **Students must have completed, or be on track to complete by the end of the semester:**
  - 60 credits or more for an associate degree,
  - 120 credits for a bachelor's degree,
  - Cumulative GPA of 2.0 or higher.
  - The required number of credits for a certificate program.

IV. Deadlines

- The application must be submitted by the deadline posted each semester on the academic calendar.
- Applications submitted after the deadline are subject to a late fee of $75.

V. Graduation Audit

- The Registrar's Office will conduct a graduation audit to verify that all academic and program-specific requirements have been met.
- This audit includes checking course completions, credit accumulations, and any specific program requirements.

VI. Financial Obligations

- All financial obligations to the college must be settled prior to graduation.

VII. Federal Loan Exit Counseling

- Students receiving federal loans are required to complete an Exit Counseling session at www.studentaid.gov.

VIII. Advisor Consultation

- It is mandatory for all matriculating (degree/certificate-seeking) students to consult with an academic advisor each semester to ensure they are on track to meet graduation requirements.

IX. Notification and Communication

- Primary Communication Channel: Official notifications regarding the graduation status, including audit results and any necessary actions, will be sent to the student's Quincy College email.
- Student Responsibility: Students are required to regularly check their Quincy College email to ensure they receive all pertinent information regarding their intent to graduate.

GRADUATE WITH HONORS (Policy 5.10)

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

INCOMPLETE GRADES (Policy 5.07a)

As stated in Policy 5.07a: "Faculty members may assign an "Incomplete" grade when a student has completed a substantial portion of the expected coursework (typically 80%-90% of the work) but fails to complete a final assignment or examination just prior to the end of the course. Incomplete grades should only be given when there is a reasonable cause for why the student was unable to complete the work. Selective Admissions programs have their own standards that must be upheld in respect to incomplete grades." For the complete policy, please refer to the Policy Manual, Policy 5.07a.

INDEPENDENT STUDY (Policy 5.13)

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

MAKE-UP EXAMINATIONS (Policy 5.07d)

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

MATRICULATION POLICY (Policy 5.00)

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

ONLINE STUDENT GRIEVANCE PROCEDURE (Policy 6.14A)

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

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

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

The DHE in its capacity as the State Authorization Reciprocity Agreement (SARA) portal entity for Massachusetts,also reviews and evaluates student complaints regarding distance learning programs offered by Massachusetts-based institutions that are members of SARA. Online students who live in SARA member states outside of Massachusetts and take courses at Quincy College 100% online must first attempt to resolve their grievance or complaint using Quincy College's internal complaint process as specified in Policy 6. 14 Student Grievance Procedure contained in the Quincy College Policy Manual.

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

PROPER ATTIRE IN SCIENCE LABORATORY COURSES (Policy 3.07)

I. Policy: Safety in science laboratory courses is something that Quincy College takes very seriously, as science laboratory courses present a host of chemical and biological hazards not found in the typical classroom. Paramount to safety in laboratory courses is the use of proper

attire each time a student attends class. For the purposes of this policy, a "science laboratory course" is defined as any course that meets in 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 orbackless 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.

REPEATING COURSES (Policy 5.07c)

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

SATISFACTORY ACADEMIC PROGRESS FOR ACADEMICS POLICY (Policy 5.07F)

Definitions

Good Academic Standing
Quincy College considers students to be in good academic standing when they have achieved academic progress by maintaining a cumulative grade-point average (GPA) above those set for academic warning and academic probation. The cumulative 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 the Policy Manual, Financial Aid Process (Policy 8.01a) and Satisfactory Academic Progress (Policy 8.09).

STUDENT GRIEVANCE PROCEDURE (Policy 6.14)

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).

1. 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.

2. Initiation of Formal Academic or Social Grievance

Step One: If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean. 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.

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

STUDENT ORGANIZATIONS (Policy 6.03)

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

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

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

Types of Organizations

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

Academic: organizations that select members on the basis of achievement or interest in a particular discipline.
Cultural: membership centered on a particular cultural interest.
Service: membership geared towards volunteer/service projects.
Hobby/Special Interest: membership centered on a particular hobby or special interest.
Arts: membership centered on the production and/or viewing of fine and performing arts

The following nationally recognized organization is in existence on campus and is being subsidized:

- Phi Theta Kappa Honor Society

Requirements for Student Organizations

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

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

3. Membership is limited to Quincy College students only. Clubs may have affiliate members suchas 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 standingwith 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 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

TRANSFER CREDIT POLICY (Policy 4.05):

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:

1. 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.
2. 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.
3. Subject Matter Equivalency:
   - Courses must have content similar to Quincy College offerings. Course outlines may be required for verification.
4. Quarter-Semester Credit Conversion:
   - Credits are converted to semester hours, with one-quarter credit equaling two-thirds of a semester credit.
5. 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.

VARIANCE TO PROGRAM REQUIREMENTS (Policy 5.03)

Academic programs are planned to ensure that students receive broad-based exposure to the kind of learning that deepens understanding, sharpens analytical thinking, and enhances their ability to communicate with others, as well as to provide students with a firm groundwork in their chosen field of study. Variance requests seek to substantiate or waive courses specific in the program requirements and are considered in special circumstances in the sole discretion of the appropriate academic dean. For more policy information, please refer to the Policy Manual, Policy 5.03.

VERIFICATION OF STUDENT IDENTITY FOR DISTANCE LEARNING

As stated in Policy 5.18 "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." For more information on HEOA/HLC regulations methods of verification, please refer to the Policy Manual, Policy 5.18.

GLOSSARY OF ACADEMIC TERMS

Academic Credits and Institutional Credits

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

Associate Degree

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

Bachelors Degree

Quincy College offers three baccalaureate degrees, including Business, Computer Science, and Psychology. A bachelor's degree is a *degree* granted by a college or a university after the equivalent of 4 years of full-time study. For this reason, colleges and universities are sometimes referred to as "four-year schools” or "four-year institutions". A baccalaureate degree may take more than four years if a student studies on a part-time basis or takes time off between semesters. A bachelor's degree is usually at least 120 *academic credits.*

Certificate

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

Course

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

Credit (or Semester Hour)

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

Dean

A dean is a director of an entire academic or administrative division of a college or a university. The Dean is a high-level administrative official.

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

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

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

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

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

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

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

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

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

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

Part-time Student
A student is considered part-time if enrolled in *courses totaling* 11 credits or or less in a *semester*.

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

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

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

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

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

Semester
A semester is a way of dividing the school year into different sessions, each session lasting 15, 10, seven, five three or two weeks. At Quincy College, fall semester is from the end of August or the beginning of September to the middle of December, and Spring semester is usually from the end of January to the middle of May. In general, Fall and Spring includes 15-, 10-, 7- and 5-week sessions. Summer term includes 10-week and 5-week sessions. Two week (10 day) options are offered during the Winter Intercession in December and in late August.

Seminar
College seminar courses are typically small classes led by an instructor. Students are expected to actively participate regularly in college seminars. At Quincy College, all students entering with less than 12. 00 credits are required to take the First Year Seminar course (IDS 167).

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

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

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

COLLEGE ENVIRONMENT POLICIES

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

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

1. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services ("DCJIS") and M.G.L. c. 6 § 172, an 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.

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

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.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY (Policy 3.02)

In accordance with Quincy College's commitment to equal opportunity in education and employment, and to promoting equal opportunity and ensuring that students, employees, applicants for admission and employment have equal opportunity, Quincy College prohibits discrimination against any individual on the basis of race, 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 of1972, 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 provides 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, MA02108
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

HAZING POLICY (6.12)

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 consent not be available as a defense to any prosecution under this section."

Massachusetts General Laws, Chapter 269, Section 18, makes it a crime to fail to report hazing.

Chapter 269: Section 18. "Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.

Chapter 269: Section 19. "Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and

sections seventeen and eighteen; provided, however that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations."

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education and each public or private institution of post- secondary education shall file, at least annually, a report with the Board of Higher Education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Higher Education and, in the case of secondary institutions, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

As required by Massachusetts General Laws Chapter 269, section 19, the College shall annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student a copy of Massachusetts General Laws Chapter 269, sections 17 – 19.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall file, at least annually, a report with the Massachusetts Board of Higher Education certifying that the College has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of Massachusetts General Laws policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the College's policies to its students.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy 3.01)

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

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

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

The student is encouraged to participate in some form of student government that provides all students a voice in college affairs. All students are eligible to participate, as well as hold office.

A. Students have a right to:

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

B. Students have the responsibility to:

1. Be knowledgeable of and comply with the policies and procedures of the College and the StudentGovernment.
2. Be knowledgeable of and comply with the regulations and laws of duly constituted

civil agencies withinthe community of which the College is a part.
3. Meet course requirements. Students are free to take reasoned exception to views expressed.
4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
5. Carry and be prepared to show official identification card at all times on college grounds.
6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
7. Obey lawful instructions of college personnel.

RACIAL HARASSMENT POLICY (Policy 3.02A)

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

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

As a public institution, the College policies must be consistent with existing state and federal constitutions and civil rights laws. In keeping with the College's role as an educational institution, however, the College policy regarding racial harassment is stringent in defining unacceptable behavior. Beyond state law and college regulations, Quincy College sees as part of its educational mission the responsibility for creating an open environment, which develops and nurtures respect for cultural and linguistic differences, and seeks to educate its members of the need for all types of diversity within its community.

Procedures: If an employee feels that they have been a victim of racial harassment the employee is encouraged to contact the Executive Staff Team Member of his/her program or department and the Director for Human Resources. In keeping with the applicable federal and state regulations, the same procedures as outlined underthe Sexual Harassment Policy (3. 03).

SERVICE ANIMAL POLICY (Policy 3.08)

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 dog[2] 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:

- 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.

[1] The College does not have residences.
[2] 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.

- 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.

TOBACCO AND SMOKE-FREE POLICY (Policy 3.05)

Quincy College (QC) is committed to providing and maintaining a safe and healthy environment for its students, employees and visitors. 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.

STUDENT CODE OF CONDUCT (Policy 6.16)

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 theCollege 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 anyperson 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 ofthe 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 QuincyCollege e-mail account and by letter. Refusal to accept receipt of the notification shall not negate orpostpone 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 ofConduct, 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 collegeor 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; writtenwarning; restrictions/loss of privilege(s); probation; all as defined below in Sanctions.

v. In the event that the CCO institutes such other interim disciplinary measure(s), the CCO shall, not later than one (1) day after the day on which the CCO has determined that such measures are necessary, send to the student against whom such measures are imposed, written notice of the charges and such measures via the student's Quincy College e-mail account and by letter to the student's last known address. This written communication shall, as specifically as reasonable, include the charges and the nature of such measures and the consequences thereof.

2. Filing of the Complaint and Investigation

Any member of the college community may file a complaint against a student for alleged violations of the Code of Conduct or other college policies by completing an Incident Report. Incident reports should be filled out completely outlining the following:

i. Identity of the accused student(s)

ii. Date, time and place of alleged violation

iii. Policy or section of the code of conduct allegedly violated

iv. A narrative thoroughly describing the manner in which the Code of Conduct or subject College policy was violated by the accused student(s)

v. Names and contact information of witnesses

b) All Incident Reports alleging a violation of policy or the Code of Conduct must be submitted to the CCO within five (5) days of the discovery of the alleged violation. The CCO, at 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 beendismissed.

f) Upon completion of the investigation, if the CCO determines that a violation exists, the CCO will informthe 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 electto admit responsibility for violating policy or the Code of Conduct and accept a sanction given by theCCO. The student shall sign the Administrative Disposition form and waive the right to a Judicial Board Hearing and any right of appeal. If the student chooses the Administrative Hearing, the student has the right not to 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 withthe College Judicial Board.

g) In the event that the accused student does not contact the CCO regarding the Statement of Chargesletter, 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 AppealsOfficer to serve on the Judicial Board. The Judicial Board shall be comprised of two (2) faculty members, one (1) staff member, and a Chair. The Chair will not participate in the deliberations. The President shall appoint the Judicial Board members for each hearing as well as a Chair for that proceeding from among the Judicial Board Committee.

b) A hearing with the Judicial Board shall be scheduled by the CCO not later than five (5) days following an accused student's request for a hearing or in the case of the student

not responding to the Statement ofCharges 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 policyor 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 theHearing 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 advisorthat 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 determinesthat the question is not relevant.

v. The Chair will give the CCO and the accused student the opportunity to make final statements prior to dismissal from the hearing.

e) Deliberations shall be conducted in a closed session of the Judicial Board immediately after the hearing. The Judicial Board shall determine by a majority vote whether the accused student has violated the policy or the Code of Conduct based upon the evidence presented and the preponderance of evidence.

f) Within two (2) days of the conclusion of a hearing, the Chair shall issue a written decision outlining theJudicial Board's findings and sanction, if any, to the accused student and the CCO.

g) All records related to the disciplinary proceedings shall be maintained in accordance with the Family Education Rights and Privacy Act (FERPA) and housed in the office of the CCO.

5. Sanctions

a) A student found in violation of the college's Code of Conduct or college policy shall be subject to one or more of the following sanctions (none of these sanctions is intended to take the place of or limit the useof 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'sdisciplinary 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 collegeservices for a specified length of time.

iv. Community/Educational Service – Student is required to complete a specified number of hours ofcommunity 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 violationsof 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 toattend 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 notfor obtaining specific degrees.

ix. Expulsion – Student is permanently terminated from the college and will not be

allowed to enroll atthe college at any future time. The student will not be eligible for any refund from the college. The Expulsion will be placed on the student's transcript.

6. Appeal
   a) Within five (5) days of receiving the Judicial Board's decision, the student may appeal the decision to the College's Judicial Appeals Officer.
   b) An appeal must be in writing and be based upon a credible claim that:
      i. The hearing was not conducted in conformity with the prescribed procedures.
      ii. New information that was reasonably unknown to the accused student at the time of the hearing,and which is sufficiently relevant such that it could alter the Judicial Board's decision has been discovered.
      iii. There existed a demonstrable bias by a member of the Judicial Board.
      iv. The sanction imposed is disproportionate to the severity of the violation.
   c) The college Judicial Appeals Officer shall issue a written decision within five (5) days of receiving the appeal. The Judicial Appeals Officer may accept, reject or modify the Judicial Board's decision or sanction.
   d) The Judicial Appeals Officer's decision shall be final.

The Code of Conduct Officer is listed below:

Michael Ryan, Director of Public Safety	**mryan@quincycollege.edu**	**617-984-1798**

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

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.

EMERGENCY RESPONSE (Policy 11.12)

Policy Statement:
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.

Procedures:
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.

EMERGENCY NOTIFICATION (Policy 11.11)

Policy Statement:
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.

Procedures:
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.

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS (Policy 11.02)

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

REPORTING OF INCIDENTS, INCLUDING CRIMINAL OFFENSES (Policy 11.03)

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**.**

For further information or questions regarding this policy, please contact the Public Safety department at **857-225-1934.**

LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS (Policy 11.05)

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.

PROCEDURES FOR REPORTING A CRIME OR EMERGENCY (Policy 11.06)

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.

SECURITY AWARENESS (POLICY 11.08)

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.

SEXUAL ASSAULT INFORMATION (Policy 11.10)

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

In addition, Quincy College presents forums relevant to Domestic Violence Awareness on both campuses. These educational forums are in collaboration with community resources including DOVE of Quincy, South Shore Women's Resource Center in Plymouth, the Quincy and Plymouth Police Departments, 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.

The Quincy College policy is that victims of a sexual assault of any kind should contact the Quincy Police Department. Quincy College is committed to provide help to any student, faculty, or staff member through both on and off-campus resources if requested. Quincy College will also change the victim's academic situation if requested.

STATEMENT ADDRESSING SEX OFFENDER REGISTRATION (Policy 11.13)

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 committed a crime or threatening to commit a crime against a sex offender or of engaging in illegal discrimination or harassment is prohibited and is punishable by imprisonment or fine or both. (M.G.L. Ch. 6, Section 178N and Ch. 275, Section 4)

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 in34 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.4dICIJOkGcISE/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
- Llamos y Hablamos: Spanish Language Sexual Abuse Hotline: 800-223-5001
- A New Day: Sexual and relationship abuse Hotline: 888-293-7373
- Parental Stress Hotline: 800-632-8188
- Safelink: Massachusetts 24/7 domestic violence Hotline: 877-758-2020
- South Shore Women's Resource Center: Domestic Violence Hotline: 888-746-2664
- Complainant Assistance Program Hotline: 508-583-3306

Counseling Services

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

organizations below. This guide serves merely as a resource to students, and the choice in providers and assistance is solely the responsibility of the student. 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 Realties 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:

- ☐ Faculty Member
- ☐ College Department
- ☐ Other (Please Explain)
- ☐ Staff
- ☐ Quincy College
- ☐ Student
- ☐ Administrator

_____

_____

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

_____