



Bay State College

**ADDENDUM
BAY STATE COLLEGE STUDENT HANDBOOK
SPRING 2017**

This document contains several policy changes to the 2016-2017 Student Handbook effective January 17, 2017. Please familiarize yourself with these changes and contact the Registrar's Office with any questions or concerns.

ACADEMIC POLICIES

DEAN'S LIST AND PRESIDENT'S LIST

Students who achieve a term Grade Point Average (GPA) between 3.40-3.69, in a given semester, will be placed on the Dean's List. Students who achieve this GPA while completing 12 or more credits, in that semester, will be placed on the Dean's List with Distinction. Due to differences in scheduling, students enrolled in the Nursing program receive this distinction with a minimum of nine credits completed in that semester.

Students who achieve a term GPA between 3.70-4.0 in a given semester will be placed on the President's List. Students who achieve this GPA while completing 12 or more credits, in that semester, will be placed on the President's List with Distinction. Due to differences in scheduling, students enrolled in the Nursing program receive this distinction with a minimum of nine credits completed in that semester.

TRANSFER OF CREDIT

Students entering a Certificate program may transfer no more than 14 credits from an accredited institution to Bay State College.

ATTENDANCE – ONLINE COURSES

To be considered "in attendance", students must log onto their online course(s) and participate in at least two (2) "academic activities" each week:

- At least one Academic Activity by 11:59pm Eastern Time (ET) Sunday.
- At least one Academic Activity by 11:59pm Eastern Time (ET) Wednesday.

"Academic Activities" may include any combination of the following:

- Posting to discussions within the online course site.
- Turning in an assignment within the online course site.
- Taking a quiz, test, or other assessment within the online course site.

It is recommended that students visit the course, at minimum, 4-5 times per week to participate in discussions, read materials, take assessments, and submit assignments. Active participation in online courses is both required and graded.

Attendance will be taken two times each week (for activity through Sunday and again for activity through Wednesday evenings at 11:59pm ET).

INTERNATIONAL STUDENTS IN ACCELERATED COURSES

International students are permitted to take accelerated courses if they meet the following criteria:

- Cumulative GPA of 3.0 with a minimum of 12 credits completed at Bay State College
- Registered for at least 12 credits in a given semester

Students will be permitted to register in no more than two accelerated courses in a semester, only one of which may be fully online.

International students may only enroll in the Day Division.

MINORS AND CONCENTRATIONS

Bay State College offers a variety of minors and concentrations to students so they may further refine their areas of study. Students who are interested in pursuing a minor or a concentration should speak with their Department Chair for additional information. Students are encouraged to do so as early on as possible in their academic career, preferably during the enrollment process or first semester, as there may be an academic and/or financial impact.