



# **Bay State College**

## STUDENT HANDBOOK

2016-2017

The policies and procedures contained in this publication are effective as of September 12, 2016. This information is accurate at the time of printing but is subject to change at the discretion of Bay State College.

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# MISSION STATEMENT

Bay State College prepares students for successful careers and global citizenship through academic rigor and individualized attention.

## GUIDING PRINCIPLES

Bay State College accomplishes this through its commitment to providing

- an affordable private education
- a supportive, caring staff and faculty
- a hands-on learning environment
- a community embracing diversity
- a faculty with real-world experience
- an education beyond the classroom
- a culture of social and ethical responsibility
- a results-driven approach to student success

# VISION STATEMENT

Bay State College will be the college of choice in our region for career-minded students and employers who seek well-educated graduates in our disciplines.

# CORE VALUES

- Quality
- Respect
- Support

# ACCREDITATION

Bay State College is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, and is authorized to award the Associate in Applied Science, Associate in Science and Bachelor of Science degrees by the Commonwealth of Massachusetts. Bay State College is also a member of several professional education associations.

The New England Association of Schools and Colleges accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators.

The New England Association of Schools and Colleges, Inc., is located at 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803; (781) 271-0022.

## SPECIFIC PROGRAM ACCREDITATION

The Associate Degree in Medical Assisting program is accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043 and can be reached by phone at (703) 917-9503 or by email at [info@abhес.org](mailto:info@abhес.org).

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The mailing address and phone number for CAPTE is 1111 North Fairfax Street, Alexandria, VA 22314-1488; (703) 706-3245.

The Associate Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The mailing address and phone number for ACEN is 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; (404) 975-5000.

The Associate Degree in Nursing program has been granted full approval from the Massachusetts Board of Registration in Nursing.

# STATEMENT OF NONDISCRIMINATION

Bay State College prohibits discrimination on the basis of race, color, sex, gender identity, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or nondisqualifying disability. This applies to our educational, admissions, and employment policies, treatment of students, and other college-administered programs and activities.

Any inquiries or grievances concerning these regulations may be directed to the Vice President of Student Affairs/Dean of Students, Bay State College, 122 Commonwealth Avenue, Boston, MA 02116, (617) 217-9225. The Department of Student Affairs is located at 31 St. James Avenue.

## COLLEGE FACILITIES

All facilities at Bay State College are “smoke-free.”

### BOOKSTORE

Textbooks are available at the Bay State College Online Bookstore at [www.baystate.bkstr.com](http://www.baystate.bkstr.com).

### COMPUTER LABS

Bay State College computer labs are available for student use. Students using the computer labs must adhere to the following rules:

- No eating/drinking is allowed.
- No cell phones.
- Students must check the computer lab schedule, posted outside computer rooms and on bulletin boards for room availability. Students are not allowed to enter labs when classes are in session.
- Students must use computers for academic work only (no socializing or computer games allowed).
- Work should not be stored on lab equipment. These devices are rebuilt frequently and data will be removed. Work should be saved to a personal storage device.

### RESIDENCE HALLS

One of the most exciting aspects about college is living on campus. The live-in staff of the Office of Residence Life strives to foster a living and learning environment that complements the mission of Bay State College. Residents have the opportunity to experience a variety of enjoyable social, educational, and cultural programs that can enhance personal growth. Residence Agreements are available in November for each upcoming year and March for the summer terms. Room assignments are designated on a first-come, first-served basis, according to availability and the housing application. It is important for students to reserve a space by submitting the Residence Agreement and deposit as early as possible.

The *Resident Student Handbook* provides detailed information about residence life and resident responsibilities. Further information may be obtained from the Office of Residence Life.

## DINING SERVICES

ARAMARK Corporation, which provides dining services to more than 600 colleges and universities throughout the country, serves breakfast, lunch, and dinner at reasonable prices to all Bay State College students in the garden level of 125 Commonwealth Avenue. This popular food service features a salad bar, deli bar, bread bar, and homemade soups as well as a selection of hot entrees, beverages, and desserts. Vegetarian and vegan options are available as well. Students with food-related allergies should contact the Director of Dining Services as soon as possible to discuss options. Brochures explaining the service's various features are available in the dining hall and the Office of Residence Life.

### Monday – Friday Dining Hours

Hot Breakfast:	7 a.m. to 9 a.m.
Continental Breakfast:	9 a.m. to 10:30 a.m.
Lunch:	11 a.m. to 3 p.m.
Dinner:	4:30 p.m. to 7 p.m.

### Weekends/Holidays Dining Hours

Brunch	11 a.m. to 1 p.m.
Dinner	4:30 p.m. to 7 p.m.

## CENTER FOR LEARNING AND ACADEMIC SUCCESS (CLAS)

The Center for Learning and Academic Success serves as a supplementary learning tool for students to improve skills through individual and small group tutoring, labs, and workshops. Working with faculty, professional, and peer tutors, students are offered assistance in a variety of academic subjects. Additionally, CLAS offers free online tutoring to all students. The goal of CLAS is to support students to become self-confident, independent, and successful learners.

CLAS is located in the Learning Commons at 31 St. James Avenue and has convenient day and evening hours.

## LIBRARY RESOURCES

### Boston Campus

The Bay State College Library, located at 31 St. James Avenue, provides students with quality library services, resources, and research instruction. The Library houses computer workstations, loaner laptops, approximately 13,000 books, and over 40 print periodical subscriptions. Many of the textbooks used each semester are held on reserve for two-hour use within the Library. The Library's online research databases, accessible both on campus and remotely, provide students with access to thousands of scholarly journals and e-books. Resources not available at Bay State College may be borrowed from other libraries through the Library's membership in the Massachusetts Library System. Students are also eligible for borrowing privileges at the Boston Public Library, an excellent research facility located just a few short blocks from the College. To learn more about getting a Boston Public Library card, please visit <http://www.bpl.org/general/circulation/>.

Students who borrow Library materials must adhere to the following circulation policies:

- Students may check out up to ten circulating books at a time for a two-week period (with two renewals) with a *myBayStateCard* and a Bay State College email address.
- Students are responsible for lost, stolen, or damaged library materials, as well as for returning items

by their due date.

- When a book is 60 days overdue, it will be declared lost, and the borrower's student account will be charged for the replacement cost of the book, as well as a processing fee. If the lost book is returned within one year of billing, the student will be refunded the cost of the book but not the processing fee.
- Textbooks on reserve may be borrowed for two-hour, in-library use with a *myBayStateCard*.

A laptop may be borrowed from the Library with a *myBayStateCard*, which will be held by the Library while the laptop is borrowed. The following policies apply:

- Laptops must stay on Bay State College's premises at 31 St. James Avenue, second floor.
- The borrower is responsible for the laptop during the entire loan period.
- Any problems with the laptop should be immediately reported to the Library staff.
- The maximum laptop loan period is three hours, and it must be returned within 30 minutes of the Library's closing time.
- When the laptop is returned, staff will determine if a renewal is possible, based on availability and time remaining until closing.
- Late fees: \$5.00 will be charged to the borrower's student account for late returns of up to one hour. Each additional hour the laptop is late will incur a charge of \$10.00. The late fees on an unreturned laptop will accrue to a maximum of \$1,000 (the cost of replacement).
- If the laptop is lost or stolen during the loan period, the borrower's account will be charged \$1,000 for the replacement of the laptop. If the laptop is damaged during the loan period, the borrower's student account will be charged for the cost of repairs.
- Failure to comply with these policies will result in a suspension of laptop borrowing privileges.

The Library is intended to be used as a place for study and research. All individuals using or visiting the Library must adhere to the following conduct policies:

- Conversations must be kept quiet and to a minimum.
- Cell phone use is not permitted anywhere in the Library. Ringers should be turned off.
- When using headphones, the volume should be low enough so that no one else can hear.
- Food is not permitted in the Library. Drinks with lids are permitted.
- Library computers and printers are for academic use only.
- Children and other guests of Bay State College students must be supervised at all times in the Library. Guests may use library computers only if no students are waiting.
- Individuals must promptly exit the Library at closing time or when directed by staff.
- The Library is not responsible for lost, stolen, or damaged personal property.
- All Library staff, users, and property should be treated with respect.
- Library staff reserves the right to ask any individual violating these policies (or acting in any manner disruptive to study and research) to leave the Library.
- Please see the Conduct Policies page on the Library website for additional information.

## **Taunton Location Library**

Bay State College provides a second Library at the Taunton location, with approximately 1,000 books and flexible and convenient hours. Taunton students can also access the College's Library research databases and e-books, view tutorials, and contact the Boston campus Library from the Bay State College Library website.

Taunton students can also benefit from the Bridgewater State University Library. Taunton students can access walk-in library assistance, additional resources for academic research, and study space. All students who are current residents of the town of Bridgewater are eligible for a free community borrower's card, which grants the cardholder borrowing privileges at the Bridgewater State University Library. Non-Bridgewater residents may purchase a community borrower's card. For more information about the Bridgewater State University Library, please visit <http://www.bridgew.edu/library/circ.cfm>.

## **Bay State College Library Services for Online Students**

Bay State College online students can access all of the Library's research databases and e-books, as well as research tutorials and Library contact information, from the Bay State College Library website or from within the Learning Management System (LMS). Students will need to enter their full Bay State College email address and email password to gain access to library resources.

## **WBSC RADIO STATION**

Through its streaming radio station, WBSC, Bay State College offers students an exciting opportunity to get involved in the life of the campus. The Bay State College radio station, found at <http://baystatecollegeradio.com> and located at 437 Boylston Street, provides student-run programming to the College and the world. Students manage the station, promote it, and serve as on-air hosts. All students, regardless of academic major, are invited to apply for either a management or host position. In order to be considered, students must demonstrate maturity, creativity, and commitment; students must adhere to all radio station policies; and students must be in good academic standing with the College. For more information, please see a faculty member from the Department of Entertainment Management at 437 Boylston Street, third floor.

## **THE SPOT**

Bay State College and the Department of Entertainment Management offer students an engaging, challenging learning opportunity through the student-run venue, The Spot. Located at 437 Boylston Street on the third floor, The Spot hosts live events throughout the academic year, including live music concerts, open mic nights, networking events, and other campus activities. Students from the Entertainment Management department manage The Spot, which includes both staffing the events for in-house Bay State College artists and promoters and staffing events for outside promoters. In order for a student to participate in the activities of The Spot, the student must be in good academic standing. Students who are interested in a management position must have successfully completed ENT106 Venue Management with a grade of B or higher. For additional information, please see Professor Jess White of the Department of Entertainment Management on the third floor of 437 Boylston Street.



# ACADEMIC POLICIES & PROCEDURES

## DEPARTMENT/PROGRAM CHAIRS

Each program is administered by a Department/Program Chair who is responsible for the department's structure and organization, with regard to curriculum, faculty, advisory system, and student performance. In addition to the Academic Advisors, the Department/Program Chair is available to the student to address issues of his or her academic experience.

## ACADEMIC ADVISORS

Academic advising is the key to a student's smooth progress through his or her program of study at Bay State College. Each student is assigned a faculty member at the beginning of his or her first semester who will advise him or her in academic, career, and personal matters. Students must meet with their Academic Advisors on an ongoing basis to discuss academic progress, course scheduling, graduation requirements, and Bay State College's student support services.

## ACADEMIC INTEGRITY POLICY

Students at Bay State College are fully responsible for ensuring the academic integrity of their coursework. Students who are engaged in any form of academic dishonesty are subject to the sanctions outlined in this policy.

## FORMS OF ACADEMIC DISHONESTY

The following is a list of forms of academic dishonesty:

### Plagiarism

Plagiarism is when one copies another's words, thoughts, ideas, or data without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

### Cheating

Cheating is defined as being dishonest or deceptive in order to gain academic advantage. This includes, but is not limited to, stealing or receiving or using stolen examinations, papers, computer assignments, research, and/or library materials, and the copying of computer software. It also includes misrepresenting work as original when the work has previously been submitted in part or in whole for another assignment in any previous course.

### Fabrication

Fabrication is the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

### Collusion

Collusion is assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

### Academic Misconduct

Academic Misconduct is the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

## Forgery

Forgery is defined as signing another person's name to examinations, papers, or attendance lists.

## REPRESENTATION OF ORIGINAL WORK

Original work is work that has been created for a singular assignment. All students are expected to create original work for each assignment in each course, regardless of whether that course is being repeated. Any student wishing to use parts of a previously submitted assignment for that or another course at the College must receive approval from the course instructor prior to resubmitting the assignment in part or in its entirety. Students who resubmit an assignment that has previously been submitted in any class, and do not have permission from the current course instructor to do so, will be in violation of the College's policy on Cheating.

## REPORTING VIOLATIONS

### Individual Offenses

To ensure consistent application of the Academic Integrity Policy, instructors are expected to address violations of this policy with students, issue an appropriate sanction, and report violations to the Assistant Dean of Students. Instructors should fill out the Academic Integrity Violation Form and forward it to the Assistant Dean of Students who will keep the forms on file.

Sanctions for Violations of the Academic Integrity Policy:

1. Censure or written reprimand copied to the Assistant Dean of Students
2. Repetition of exam or rewrite of paper
3. Grade reduction or failure of the exam/paper

Depending on the severity of the offense, the College reserves the right to refer the violation to the Dean of Students' Office to be processed through the Code of Conduct (see pages 45-63 for additional information).

Any student who believes that he or she received an unwarranted or excessive sanction may appeal the instructor's decision to the Academic Standing and Integrity Committee within seven days of the instructor's decision. A sub-committee of the Academic Standing and Integrity Committee will meet within seven days of receiving the notice of appeal. The student and the student's instructor will be asked to attend the appeal hearing. The sub-committee will decide by a majority vote of its members to reverse or affirm the instructor's decision. The Committee's decision is final and binding.

### Multiple Offenses

Students with multiple offenses face a strong possibility of dismissal from the College. If the Assistant Dean of Students receives a second report of a violation by an individual student, the Assistant Dean will forward the information to the Academic Standing and Integrity Committee. A sub-committee of the Academic Standing and Integrity Committee will meet within seven days of receiving a report and will determine the appropriate sanction for the second offense. Within seven days of making its decision, the sub-committee will mail the student a letter that explains the sanction that is being issued and the process for appealing the decision. This information will be referred to the Dean of Students' Office for further review of the student's disciplinary status at the College.

Any student who wishes to appeal a decision of the Academic Standing and Integrity Committee may do so in writing within two days of receiving written notice of the Committee's decision. Letters of appeal should be submitted to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs will be final. Please note that this does not apply to students who have already appealed to the Academic

Standing and Integrity Committee after an instructor's decision; appeals can only be made to the Vice President of Academic Affairs if it is the first appeal for a particular decision.

## SUSPENSION OR DISMISSAL

Bay State College reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, acceptable personal behavior, satisfactory standards of health, or for nonpayment of tuition or residence hall fees. A suspended student may submit an appeal of his or her dismissal due to academic/attendance reasons to the Academic Standing and Integrity Committee.

A suspension or dismissal of an international student who holds an F-1 Visa and I-20 through the College will result in the termination of the student's I-20. For more information, please refer to the *International Student Handbook*.

## DISCLOSURE POLICY

Bay State College reserves the right to deny and/or revoke the acceptance and/or enrollment of any incoming or current student based on that student's criminal conviction. Bay State College reserves this right in order to enroll and maintain a student body whose behavior is compatible with the College's values and mission.

A criminal conviction includes any instance where the student has pleaded guilty or no contest or was found to be guilty by a judge or jury to charges that he or she committed a crime other than minor traffic offenses and includes a juvenile offense and/or any conviction that the student is currently appealing while undergoing the admissions process.

Any student who discloses a criminal conviction as described above is then subject to the Admissions Office's discretion. Bay State College reserves the right to then verify and/or amplify the student's disclosure and to share the information for legitimate purposes (i.e. to share the information with the Office of Residence Life if the student intends to live on campus).

## ACADEMIC CURRICULUM SPECIAL COURSES AND PROGRAMS

### A. PLACEMENT TESTING

Students must take the English and math placement tests. The placement tests are designed to properly place a student into the English and math sequences. Students can practice for both the English and math placement tests. Students are permitted to re-take each placement test only once and must do so on-site at Bay State College. Students in the Online Division are permitted to re-take the placement test remotely. If a student does not meet the minimum requirements for entrance into English 101 or Math 104, he or she will be required to take Basic English (ENG099), College Reading (ENG098) and/or Fundamentals of Algebra (MAT098), before beginning the English and/or Mathematics sequence. Please note: ENG099, ENG098, and MAT098 are three-credit courses that DO NOT apply toward graduation. Students that place into English II must still take an additional three (3) credits of English/Literature. Any student looking to access accommodations during placement testing must make arrangements with the Disability Support Services Coordinator at least two weeks prior to his or her testing date. Contact information and office locations for the Disability Support Services Coordinator can be found on the Bay State College website.

For the Online Division, English placement testing is required before the student starts classes. Should a student place into English 099, his or her acceptance will be re-evaluated; Bay State College reserves the right to revoke acceptance. Math placement tests must be completed prior to the second term.

Transfer students will not be required to take the Wonderlic placement test(s) if transfer credits meet Bay State College guidelines as outlined in this Handbook.

## B. BASIC COURSES

- Fundamentals of Algebra (MAT098)

This course will help students to understand and operate with fractions, decimals, percents, exponents, and signed numbers. Basic algebraic topics will also be covered, including simplifying and evaluating variable expressions, solving linear equations, and graphing. Fundamentals of Algebra is required for students who do not pass the math placement test administered during the College's placement testing sessions. A minimum grade of C- is required in this course in order to register for Intermediate College Algebra.

- College Reading (ENG098)

This course is for students who do not meet the minimum requirements for admission to the English I class based on the English placement exam administered upon entry to Bay State College. The course, which students take concurrently with Basic English for College, focuses on reading, comprehension, and critical thinking skills. A minimum grade of C- is required in this course in order to register for English I.

- Basic English for College (ENG099)

In this course, students will focus on basic punctuation, grammar, reading comprehension, and writing skills. Basic English is required for students who do not meet the minimum requirements for the English I class based on the results of the English placement test administered during the College's placement testing sessions. In addition, all Basic English students are required to attend a writing lab. This lab supplements the Basic English class assignments as well as all assignments from other classes. Students who test into Basic English can only take four classes during the first semester. A minimum grade of C- is required in this course in order to register for English I.

## C. ENTERTAINMENT MANAGEMENT - AUDIO PRODUCTION CONCENTRATION

1. Students wishing to pursue an Audio Production Concentration within the Entertainment Management Department, either for the Associate or Bachelor degree, need to meet two criteria for their program. Initially, a student needs to place into Intermediate College Algebra (MAT104) in order to start Audio Theory (AUD101). The student does not need to enroll in MAT104 in his or her first semester, but placement in MAT104 ensures that the student has the requisite math skills for the Audio Theory course. Secondly, in order for an Audio Production student to progress to each class in the four course sequence from AUD101 to AUD104, the student must maintain a grade of C- or higher in each course.
2. For students in the Bachelor degree program in Entertainment Management - Audio Production Concentration who have had prior training in Music Theory, substituting the requirement for MUS101 Fundamentals of Music can be satisfied in any of the following three ways: 1) transfer credit for the Advanced Placement (AP) exam in Music with a score of 3 or higher; 2) transfer credit for the International Baccalaureate Honors Level (IB HL) exam of 4 or higher; 3) successful testing-out (grade of B or higher) of the MUS101 Fundamentals of Music class using an exam developed by the Department of Entertainment Management and the substitution of an additional music class not otherwise required for the major.
3. For students in the Associate degree program in Entertainment Management - Audio Production Concentration who have had prior training in Music Theory, substituting the requirement for MUS101 Fundamentals of Music can be satisfied in any of the following three ways: 1) transfer credit for the Advanced Placement (AP) exam in Music with a score of 3 or higher; 2) transfer credit for the International Baccalaureate Honors Level (IB HL) exam of 4 or higher; 3) successful testing-out (grade of B or higher) of the MUS101 Fundamentals of Music class using an exam developed by the Department of Entertainment Management and the substitution of MUS102 American Music in the

20th Century to meet the music requirement.

#### D. MEDICAL ASSISTING (MA) CERTIFICATE PROGRAM

1. Medical Assisting is a certificate program with expected completion time in one year.
2. To be admitted in the certificate program, a student must attain an ENG101 placement and a MAT104 placement or higher.
3. Progression through the MA Certificate Program
  - Students enrolled in this program must attain a C or better in the following professional courses in order to progress in the MA program and follow the specified curriculum:  
BIO200 – General Anatomy & Physiology  
MED100 – Introduction to Health Care  
MED150 – Medical Office Procedures  
MED100 – Introduction to Health Care  
MED150 – Medical Office Procedures  
MED201 – Clinical Procedures I  
MED202 – Clinical Procedures II  
MED299 – Internship & Seminar
  - If a student is unable to attain the minimum grade in the above courses, he or she may repeat the course one time only. Any student who is unable to achieve the minimum grade listed above in the second enrollment will be withdrawn from the program.
  - Students are withdrawn from the MA program in any of the following circumstances:
    - a) Failure of the same professional course twice
    - b) After an oral and two written warnings, the student continues to exhibit inappropriate professional behaviors (refer to specific policy for details).
4. Internship Requirements:
  - A 160-hour medical assisting internship is required of all MA students.
  - All MA students must complete documentation that they have declined to be vaccinated for Hepatitis B or received vaccination for Hepatitis B.
  - All students must be certified in CPR prior to participation in an internship. This certification will be made available through the College.
  - Prior to participation in a Clinical Education, students are required to permit Bay State College and/or Clinical Education sites to conduct criminal record background checks.

#### E. HEALTH STUDIES (HS) PROGRAM

1. Students enrolled in the HS program must attain a C- or better in the following courses in order to progress in the HS program and follow the specified curriculum:  
BIO201 - Anatomy & Physiology I  
BIO202A - Anatomy & Physiology II  
HSI299 - Internship & Seminar
2. Internship Requirements:
  - All internship sites must be pre-approved by the Program Chair.
  - Students who choose a career-specific internship must have attained a minimum grade of C in the related career elective course. For example, a student who chooses to do a phlebotomy internship must have received a grade of C or higher in the Phlebotomy course.

- If an internship site requires it, students must give permission to Bay State College and/or the internship site to conduct criminal record background checks.
- If an internship site requires it, students must complete documentation that they have declined to be vaccinated for Hepatitis B or received vaccination for Hepatitis B.
- All students must be certified in CPR prior to participation in an internship. This certification will be made available through the College.

#### F. HEALTH STUDIES - MEDICAL ASSISTING (MA) CONCENTRATION

1. Medical Assisting is a full-time concentration within the Health Studies program with expected completion in two years.
2. Students enrolled in the MA concentration must attain a C or better in the following professional courses in order to progress in the MA program and follow the specified curriculum:
  - MED100 - Introduction to Health Care
  - MED150 - Medical Office Procedures
  - MED201 - Clinical Procedures I
  - MED202 - Clinical Procedures II
  - MED299 - Internship & Seminar
3. If a student is unable to attain the minimum grade in the above courses, he or she may repeat the course one time only. Any student who is unable to achieve the minimum grade listed above in the second enrollment will be withdrawn from the program.
4. Progression through the MA Concentration
  - Students are made aware of the standards for progression through the MA concentration in the *Student Handbook* that can be found on the college portal, and during orientation.
  - All MA students must pass their professional courses with a minimum of 74% (C). For courses with a lab component, students must pass both the lab and the didactic portion with a 74%. Furthermore, a student cannot pass a course if he or she fails more than one lab practical on critical safety elements; these are determined by each course instructor.
  - If a student does not achieve a 74%, the student must re-take the course. Professional courses are offered once per year, hence re-taking a course results in a delay in graduation.
  - Students must complete all professional pre-requisite courses before progressing to the next sequence of courses. Under extenuating circumstances, at the Program Chair's discretion, a student may be permitted to progress without completing pre-requisite courses. This is a highly unlikely action, but in the event it should occur, reasons for permitting this deviation must be documented and become part of the student's Program file.
  - Students are withdrawn from the MA concentration in any of the following circumstances:
    - a) Failure of the same professional course twice
    - b) Failure of two professional courses (cumulative)
    - c) After an oral and two written warnings, the student continues to exhibit inappropriate professional behaviors (refer to specific policy for details).
5. All MA students must complete documentation that they have declined to be vaccinated for Hepatitis B or received vaccination for Hepatitis B.
6. All students must be certified in CPR prior to participation in an internship. This certification will be made available through the College.
7. Prior to participation in a Clinical Education, students are required to permit Bay State College and/or

Clinical Education sites to conduct criminal record background checks.

8. Clinical Education:

- A 160-hour medical assisting internship (MED299) is required of all MA students.
- The program has clinical sites in place that have been approved by program coordinators. Students must be flexible with regard to internship site assignment and internship schedule. Students may find or request a new site as long as the facility meets internship site requirements and agrees to the terms and conditions listed in the clinical affiliation agreement.
- If a clinical site decides for any reason to not continue with a student's internship, the student may be withdrawn from the MED299 course, at the discretion of the Program Chair. The student will have the option of continuing at a different site if there is one immediately available, or the student may need to find a new site that meets internship site requirements.
- At the end of the internship, all students are required to complete the medical assisting comprehensive examination as part of their MED299 final grade.

G. NURSING PROGRAM

The Associate Degree Nursing Program is a full-time, full-year Day program designed to be completed in a two-year period (five semesters in length in a traditional classroom format). The RN to BSN Nursing Program is designed to be completed in five semesters with hybrid and online courses. All policies in this Handbook apply to students enrolled in either Nursing program. Additionally, Nursing students are subject to program-specific policies and requirements, which can be found in the *Nursing Student Handbook*.

Bay State College offers a rigorous academic and clinical program in nursing science. Student success in the program requires a strong foundation in life sciences. There are minimum requirements for the transfer of credit of science courses into the nursing program; a student achieving a grade of B or higher in Anatomy and Physiology I with Lab and Anatomy and Physiology II with Lab may request a transfer of credit for those courses.

A student receiving a grade of less than a B is eligible to take a comprehensive subject exam from the Human Anatomy and Physiology Society (HAPS). A student receiving a grade of 65% on the HAPS comprehensive exam will be allowed to transfer credits for Anatomy and Physiology I and II courses, in which a C or higher was earned (as of January 2017, this will be a grade of C+ or higher). A lab must be included as part of the course submitted for transfer evaluation in order to be considered for transfer credit.

A student requesting transfer of credit for Anatomy and Physiology I with a grade of C or higher (as of January 2017, this will be a grade of C+ or higher), but not at least a B, may take the HAPS Part One exam. A score of 30 out of 44 possible points must be achieved for the course to be eligible for transfer credit.

Microbiology with a Lab may be accepted for transfer credit with a grade of B or higher. All general education courses, with the exception of English 102, submitted for evaluation for transfer credit for students enrolled in the Nursing program must have a grade of C+ or higher.

Students must take the English placement examination and place into English 102 to be admitted to the Nursing program. Students will be allowed no more than two attempts at the placement examination. Students wishing to transfer credit for English 102 must have a grade of B or higher in an English composition course which is equivalent with course work of English 102 at Bay State College.

Once enrolled in the Nursing program at Bay State College, students may not take courses for credit at another institution. Requests for transfer credit must be made at the time of admission to the College.

Students admitted to the Nursing program must maintain an average of 80 or greater in all nursing and science courses and a grade of 77 or greater in all other courses.

#### H. PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

The Physical Therapist Assistant (PTA) program is a full-time Day program with expected completion within two years. All policies in this Handbook apply to students enrolled in the PTA program. Additionally, PTA students are subject to program-specific policies and requirements, which can be found in the *PTA Student Handbook* and the *PTA Clinical Education Handbook*.

#### I. FOUNDATION YEAR PROGRAM

This two-semester program is for international students who academically meet the College's admissions requirements but have yet to meet the English language proficiency requirement to be considered a Bay State College student. In order to successfully complete the Foundation Year and enroll in the second year of the student's chosen degree program, the student must be in good academic standing and have successfully completed the required Foundation Year courses. For more information regarding this program and its specific policies and procedures, students should refer to the *International Student Handbook*.

#### J. 4+1 ARTICULATION AGREEMENT WITH NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE

Bay State College students may take Master of Business Administration (MBA) courses at the New England College of Business and Finance (NECB) simultaneous to their enrollment at Bay State and enroll in the MBA program at NECB following successful completion of a Bachelor's degree at Bay State.

Students at Bay State who have completed at least 90 credits and have a minimum cumulative GPA of 2.7 are eligible to enroll in MBA courses at NECB upon the successful completion of four undergraduate MBA prerequisite courses noted below, at Bay State or another regionally-accredited college, with at least a B- (2.7) in each course:

<u>Bay State Course</u>	<u>NECB-Equivalent MBA Prerequisite Course</u>
ACC101 Financial Accounting I	GACC201 Accounting I
ECO101 Macroeconomics and ECO102 Microeconomics	GECO205 Survey of Economics
MAT200 Statistics	GMAT305 Statistics
MAN102 Management	GMGM201 Principles of Management

Final grades for each of these courses will be reflected on the student's Bay State College transcript and provided to NECB in order to advance cross-registration enrollment. For more information, please visit the Bay State College website.

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment), as amended, is a federal regulation governing the privacy of personally identifiable information in student education records. Education records are any records maintained by the College or an agent of the College that are directly related to the student. Education records can exist in any medium, including: typed, computer-generated, videotape, audiotape, film, microfilm, microfiche and email. A student has the following rights under FERPA:

1. To inspect and review his or her education records.

Requests to inspect education records should be made in writing to the Office of the Registrar. The request should include a description of the record(s) they wish to review. The Registrar will make arrangements for access and notify the student. The College has 45 days to respond to the request.

2. To request an amendment to a record that the student believes is inaccurate, misleading, or otherwise



in violation of the student's privacy rights under FERPA.

A student wishing to amend a record should submit a written request to the Office of the Registrar detailing the record that they would like amended and the information that is incorrect or misleading. The College will review the request and respond to the student in writing. If it is determined that the record should not be amended, the student will have the option of a hearing to appeal the decision. Details regarding the appeal process will be provided in the written reply.

3. To provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Under the guidelines of FERPA, the College is permitted to disclose information from a student's education record, without a student's prior written consent, to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or support staff position, a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor or collection agent), ICE contractors, or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review information from an education record in order to fulfill his or her professional responsibilities for the College.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

A student also has the right to block the release of directory information. Directory information is student data that is not considered harmful or an invasion of privacy if released. Currently, directory information at Bay State College is limited to student's name, address, telephone listing, electronic mail address, date of birth, major field of study, grade level, enrollment status (e.g. full-time/part-time), dates of attendance, degrees/honors/awards received, and anticipated or actual graduation date. Attendance records may also be released to prospective employers. A student may, to the extent permitted by FERPA, block the release of directory information by indicating this on the Authorization for Release of Information Form, available on the College's website and in the Office of the Registrar.

If a student wishes to authorize the release of education record information to parents, guardians or any other individual, the Authorization for Release of Information Form must be completed, signed and submitted to the Office of the Registrar. Once the form is submitted, authorized individuals may be informed of the student's status at Bay State College with respect to grades, academic standing, and financial obligations. This release will remain in effect for as long as the student is enrolled at Bay State College. If the student ever wishes to revoke or modify this authorization, a new Authorization for Release of Information Form should be completed, signed and submitted to the Office of the Registrar.

In accordance with the requirements of FERPA, the College provides annual notice to students regarding these rights.

### **Student Right to Know and Graduation Rate**

In accordance with the Student Right to Know Regulations (published in the December 1, 1995, Federal Register, pages 61775 through 61788), Bay State College discloses its graduation rates:

Twenty-nine percent of the Fall 2009 Cohort of full-time, first-time Other Degree/Certificate-Seeking undergraduate students completed their program within 150% of normal time to completion by August 31, 2012.

Thirty-five percent of the Fall 2009 Cohort of full-time, first-time Baccalaureate Degree-Seeking undergraduate students completed their program within 150% of normal time to completion by August 31, 2015.

### **Transfer-Out Rate**

In accordance with the Student Right to Know Regulations (published in the December 1, 1995, Federal Register, pages 61775 through 61788), Bay State College discloses its transfer-out rate:

The Fall 2009 Cohort of full-time, first-time, Degree-Seeking undergraduate students who transferred out of Bay State College to a four-year institution before completion of their program of study was six percent.

### **THE STUDENT HAS THE RIGHT TO ASK THE COLLEGE:**

- What financial assistance is available, including information on all federal, state, and institutional financial aid programs?
- What are the deadlines for submitting applications for each of the financial aid programs available?
- What is the cost of attending and what is the refund policy?
- What criteria does the school use to select financial aid recipients?
- How does the school determine the student's financial need? This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the student's budget.
- What resources (such as parental contribution, other financial aid, the student's assets, etc.) are considered in the calculation of the student's need?
- How much of the student's financial need, as determined by the institution, has been met?
- To explain the various programs in the student aid package. If a student believes he or she has been treated unfairly, may he or she request reconsideration of the award that has been made?
- What portion of the financial aid received must be repaid, and what portion is grant aid? If the aid is a loan, what is the interest rate, total amount to be repaid, payback procedures, length of time to repay the loan, and when is repayment to begin?
- How does the school determine whether the student is making satisfactory progress, and what happens if progress is not satisfactory?

### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

- Review and consider all information about a school's program before enrollment.
- Pay special attention to the application for financial aid. Complete it accurately and submit it on time to the right place. Errors may result in long delays in receipt of financial aid; intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which application has been submitted.
- Read, understand, and retain copies of all forms signed.
- Accept responsibility for all agreements signed.
- Notify the Registrar's Office and any lender of changes in name, address, phone number, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a Federal Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the College's refund procedure.

- Inform the Registrar's Office in writing that information is to be released to outside parties.
- Complete the Health Insurance Waiver/Enrollment Form online at <http://www.baystate.edu>.
- Return a completed Immunization Form per the immunization requirements listed in this Handbook.

All who become members of our college community have an obligation to support and obey college regulations, as they are also expected to obey local, state, and federal laws. Those who cannot or will not comply will be subject to disciplinary action and the privilege of continued attendance at Bay State College may be withdrawn.

## FILING INQUIRY/COMPLAINT

Students have the right to file an inquiry or complaint against the College. A complaint form can be obtained from and submitted to the Massachusetts Board of Higher Education, 1 Ashburton Place, Room 1401, Boston, MA 02108. Fax (617) 727-0955.

610 CMR: Board of Higher Education, 1/10/97 610 CMR - 20.3, 2.11: Consumer Protection

When an individual or group of individuals brings a consumer complaint to the Board about an independent institution of higher education within the Commonwealth, the Board will proceed in the following manner:

- (1) When the consumer complaint concerns an institution which is under the purview of the Board, Board staff will refer the complaint to the institution for clarification and response within a specified period of time. If the forthcoming clarification and response do not satisfy the Board, the matter shall be referred to the Consumer Protection Division and/or the Public Charities Division of the Attorney General's Office.
- (2) When the consumer complaint concerns an institution which does not come under the purview of the Board, the Board will refer the complaint directly to the Consumer Protection Division and/or the Public Charities Division of the Attorney General's Office.

Online students who reside out-of-state can find their state-specific information on the College's website.

## VOTER REGISTRATION

Voter Registration Forms are available in the Registrar's Office at 122 Commonwealth Avenue. Students can also contact the Massachusetts Elections Division at <http://www.sec.state.ma.us/ELE/elestu/stuidx.htm> or the United States Election Assistance Commission at [www.eac.gov](http://www.eac.gov). International students are not eligible to register to vote.

## REGISTRATION

Students are required to meet with their Academic Advisor during each registration period to select courses to complete their program. Students must be in good financial standing to register for classes. An Academic Advisor's approval is required to complete registration. International students should refer to page 35 for information on additional requirements for registration.

Students should refer to the Academic Calendar found on the Bay State College Portal and website for specific registration dates for each semester and term.

## CROSS-DIVISIONAL REGISTRATION

Students taking courses outside of their division (e.g. Day Division student taking an Online or Evening course) are charged their division's tuition rate. Exceptions may apply; students should contact their Academic Advisor for more information.

Any student taking more than 50% of their course load outside of their division is subject to an administrative

division change. Students are advised to contact a Financial Aid Counselor to discuss any financial implications.

International students are not permitted to enroll in any accelerated courses at the College, including fully-online courses. For more information, please refer to the *International Student Handbook*.

## NON-DEGREE COURSES

Interested students may also take non-degree coursework, providing they have met all prerequisites and can demonstrate so via an official transcript. All policies within this Handbook apply to non-degree students as well. Bay State College is continually reviewing, enhancing, and creating programs to meet the needs of students and industry. Please contact the Student Business Center for information regarding tuition and fees for non-degree courses.

## ACADEMIC CREDIT

The College awards academic semester credits. One credit is equal to one contact hour of lecture or two hours of lab per week for a semester. A contact hour (clock hour) is equal to 50 minutes.

## COURSE LOAD

Full-Time Student. A full-time student is registered for 12 or more credits per semester.

12-Credit Course Load. Students that place into Fundamentals of Algebra, Basic English/College Reading based on placement testing register for only 12 credits their first semester. The 12-credit course status is reviewed at the time of the next registration period by the student's Academic Advisor, who will determine if the student is ready to register for more than 12 credits. This registration condition can last anywhere from 1-4 semesters. Students that are on a 12-credit course load will take longer to earn their Associate/Bachelor Degrees and may take additional summer courses (or transfer credits from another institution) to make up for the missing credits.

Part-Time Student. A part-time student is registered for less than 12 credits per semester. Part-time status will impact a student's financial aid award. Students that take a part-time course load will take longer to earn their Associate/Bachelor Degrees.

International Students. In order to maintain F-1 status, international students are required to pursue a full course of study and make normal academic progress toward completion of a degree program. Students are required to register for a minimum of 12 credits per semester. Additional information may be found in the *International Student Handbook*.

## SCHEDULE/COURSE OVERLOAD

Students who wish to take more than five courses per semester must have permission from their Department/Program Chair (Day Division) and have a minimum cumulative grade point average of 2.4. Evening Division and Online students who wish to take more than two courses per term must petition their Campus Coordinator or the Office of Online and Continuing Education.

## ADD/DROP PERIOD

Students may add or drop courses during the first five business days of the term/semester (as defined in the Academic Calendar) via the Student Portal. A course dropped during this period will not appear on the student's transcript. Any change in enrollment will impact the student's financial aid. International students are required to maintain a full-time course load and must gain approval from an Academic Advisor and the International Student Success Coordinator (DSO) prior to dropping a course.

## WITHDRAWAL FROM A COURSE

Withdrawing from a course after the Add/Drop period, but before the Last Day to Withdraw, will result in a grade of W, which will impact the student's percentage of classes completed. Students who withdraw from a course after the Last Day to Withdraw, will result in a punitive grade of WF.

Students who wish to withdraw from a course must do so officially. Ceasing to attend class does not constitute withdrawal from an individual course. To withdraw from a course, the student must complete and sign a Student Action Form with his or her Department/Program Chair or Academic Advisor (Day Division) or Campus Coordinator/Academic Advisor (Evening Division and Online Programs) prior to the Last Day to Withdraw as published in the Academic Calendar.

Withdrawing from a course(s), especially if the student is taking less than 12 credits (a full-time course load), may result in an adjustment to the student's financial aid eligibility. Students are expected to contact their Financial Aid Counselor and the Student Business Center to discuss financial obligations to the College before withdrawing from a class.

International students are required to maintain a full-time course load and must gain approval from an Academic Advisor and the International Student Success Coordinator (DSO) prior to dropping a course.

The specific dates for the Last Day to Withdraw can be found on the Academic Calendar in the Student Portal and on the College's website.

## FAILING COURSES

A student who fails to meet the minimum grade requirement for a course that is required for his or her major must repeat that course. Any student who fails to meet the minimum grade requirement twice may be placed on program probation or withdrawn from the College at the discretion of the Department/Program Chair. (See pages 9-14 and program-specific handbooks for detailed requirements).

## REPEATING A COURSE

A student who wishes to repeat a course may do so at Bay State College. The original attempt will be listed with the original grade on the student transcript. Additionally, each subsequent attempt will also be listed with the grade. However, only the subsequent attempt(s) will be factored into the student's cumulative grade point average (GPA). Students receiving financial aid may only retake a passed course to improve a grade once.

## AUDITING A COURSE

A student who audits a course is merely an observer. A student may audit a course providing prior approval is obtained from the instructor of the class the student wishes to audit. Only one course per semester may be audited at no charge providing there is seating availability (in cases of computer labs, students may not be able to sit in front of a computer or may not be approved to audit the class). Students auditing a class will be required to register for the audited course at the time of registration or through the Add/Drop period and obtain the instructor signature for the course being audited. No grade is attached to the course; however, it will be noted on the student transcript (AU).

## CHANGE OF GRADE

A student who believes that an error in grading has occurred (related to course requirements or quality of work) may request a review by the instructor of record. If the instructor agrees that a change is justified, the instructor will initiate a Change of Grade Authorization Form, gain approval from the Vice President of Academic Affairs, and file it with the Registrar's Office. Students have one semester from the time the grade is issued to request and file a Change of Grade Authorization with the Registrar's Office. Grade changes are not permitted after a student graduates.

## RECORDING OF CLASSES

Students should be aware that the recording of class sessions may take place for academic purposes. If a student is planning to record a class session, he or she must first speak with the instructor.

## DEAN'S LIST

A full-time student who maintains a 3.40 GPA and completes 12 or more credits for the semester is placed on the Dean's List. Due to differences in scheduling, students enrolled in the Nursing program that maintain a 3.40 GPA and complete 9 or more credits for the semester are placed on the Dean's List.

## CHANGE TO PROGRAM CURRICULUM

A change to curriculum is made when action by the College makes it unfeasible for the student to follow the prescribed requirements of the program. Such changes must be sound and follow closely to the student's program of study. Additionally, it is the student's responsibility to know and follow the prescribed requirements of his/her program. Before a change/substitution to a student's program of study can be made, a Change of Program Curriculum Form must be submitted to the Registrar's Office at the time of registration. Changes cannot be made to allow for "Walk" status during May Commencement. Program curriculum changes for students in their last term of enrollment should be completed and submitted to the Registrar's Office by the Add/Drop period in September (for December graduates), January (for May graduates), and July (for August graduates). All changes are subject to final approval from the Department/Program Chair and the Vice President of Academic Affairs. Any documentation that indicates a required course should be waived or substituted will be reasonably accommodated at the discretion of the Department/Program Chair.

## CHANGE OF DIVISION

Students must contact their Academic Advisors prior to changing to a different division within the College. Students are also encouraged to speak with a Financial Aid Counselor to discuss the financial implications of a division switch.

### **Transfer to Day Division**

- Associate Degree students are required to have a minimum GPA of 2.0 and have completed at least 12 credits. Students with a GPA between 1.5 – 1.99, and not on academic warning, must meet with the Department/Program Chair and receive approval to transfer.
- Bachelor Degree students are required to have a minimum GPA of 2.3, have completed 12 credits, and submit a recommendation from the appropriate Department/Program Chair. Students who maintain a GPA of 2.5 or above are not required to submit a recommendation.
- Students must obtain a Division Change Form from their Academic Advisor and get signed approval from the Department/Program Chair.
- Students switching from the Online Division must submit a Certificate of Immunization according to the guidelines listed on page 70.

### **Transfer to Evening or Online Division**

Students must obtain a Division Change Form from the Registrar's Office and get signed approval from the Office of Online and Continuing Education. International students residing in the United States are not eligible to fully enroll in the Evening or Online Division. Information regarding online course restrictions for international students can be found in the *International Student Handbook*.

## ASSOCIATE-TO-BACCALAUREATE DEGREE ADMISSION

Bay State College students must meet the following criteria to be accepted into a Bachelor's Degree program:

- Be in good standing (academically, financially, and disciplinarily) with the College
- Maintain a minimum cumulative GPA of 2.3 with at least 12 credits completed
- Submit a recommendation from the appropriate Department/Program Chair
- Submit a Baccalaureate Acceptance Application (if not completing the Associate degree).

Students who are currently enrolled in an Associate degree program and intend to transfer to a Bachelor's degree program before completing the Associate degree should contact their Department/Program Chair. Students who have earned an Associate degree or plan to do so prior to enrolling in the Bachelor's degree program should contact the Admissions Office.

## READMISSION TO THE COLLEGE

A student who has voluntarily withdrawn from the College while in good academic standing and is seeking to re-enter must contact the Admissions Office at 122 Commonwealth Avenue. The student must be cleared academically, financially, and disciplinarily prior to registering for classes. A student who has been administratively withdrawn from his or her academic program and is seeking to enroll in a different program should contact the appropriate Department Chair for more information.

In general, veteran students who notify the College of their intent to return within three years of the end of their military service are entitled to readmission with the same academic standing and status that the student had when he or she last attended the College. With some exceptions, the readmission requirement does not apply if the length of military service exceeded five years. A student who submits an application for readmission must provide the College with evidence that he or she has not exceeded the length of service requirement, as well as proof that he or she left the service in good standing.

Students who have been administratively withdrawn from the College must appeal to the Academic Standing and Integrity Committee. Information on this process is available on the Bay State College website under "Academic Development."

## FINAL EXAMS

Final exams are typically given during the last week (Monday through Friday) of each semester. The final exam schedule is posted on the Student Portal and on the College's website. Final exams will not be given earlier than the scheduled final exam week. An "Incomplete" grade will not be given for a missed final. The College reserves the right to reschedule final exams in the event of an emergency.

## TRANSFER OF CREDIT

Students entering an Associate Degree program may transfer no more than 30 credits, students entering a Bachelor Degree program may transfer no more than 90 credits, and students entering a Certificate program may transfer no more than 9 credits from an accredited institution to Bay State College. The institution must be accredited by a recognized accrediting body, and the course(s) must be equivalent to one offered at Bay State College (excluding elective credit). Incoming students who wish to transfer credits from another institution must submit an official transcript prior to admission. The Registrar's Office will evaluate courses based on similarity in the scope and breadth of course content. Course descriptions and, if necessary, course syllabi, will be used to support this determination. A summary of the evaluation will be provided to the student.

Credits to be transferred must meet the following requirements: The grade earned must be a C or better; science, technical and other courses more than five years old will not be accepted if such courses are central to the current knowledge and/or skills base of a program of study; other courses not considered central to

current knowledge and/or skills base of a program of study will be considered regardless of the year completed. Credits transfer; grades and quality points do not. Developmental courses such as Basic English, Basic Mathematics, and College Reading, are not eligible for transfer.

The PTA program has special considerations for transfer credits. Anatomy and Physiology will be considered as a transfer class if passed with a B or better in both lecture and lab. Students who seek to transfer PTA courses must have attended an accredited PT or PTA program. Courses in which a student has received a B or better may be considered for transfer credit. In some cases, a course syllabus may be required to demonstrate equivalence. The Program Chair may require that a student either audit a portion of a course or the entire course in order to accept transfer credits. Further, a student may be required to demonstrate knowledge and competence in course content in order to transfer credit.

Once enrolled in the Nursing program at Bay State College, students may not take courses for credit at another institution. Requests for transfer credit must be made at the time of admission to the College. Please refer to pages 13-14 for additional information regarding the transfer of credits for students in the Nursing program.

International students seeking to transfer credits into the College must submit translated transcripts, as well as course descriptions, in order for transfer credits to be evaluated.

Students already attending Bay State College may also transfer courses under the above conditions. However, a minimum of 9 of the last 15 credits toward a degree must be earned at Bay State College. Current students seeking to have courses considered for transfer into Bay State College must have a Pre-Approval for Transfer Credit Form completed and signed by their Academic Advisor or Department/Program Chair before the course is undertaken.

### **Credit for Prior Learning**

In addition to credits from another institution, Bay State College also accepts proof of college-level learning through our Credit for Prior Learning program. Students may submit scores from the College Board's Advanced Placement Program (AP) and College Level Examination Program (CLEP); from International Baccalaureate (IB), DSST (DANTES), ACE (American Council on Education) recommendations; and from military transcripts. Bay State College will accept AP scores of 3 and higher and the College follows the ACE recommended CLEP scores. Portfolio-based Prior Learning Assessments (PLA) can also be submitted. Students interested in obtaining credit for any of the above should consult with their Academic Advisor for additional information. A student may earn up to 30 total semester credit hours toward a Baccalaureate Degree through portfolio and credit-by-standardized-exam and 15 total hours toward an Associate Degree for non-classroom learning. Total credit transfers of all types cannot exceed the limits listed above in the first paragraph of the Transfer of Credit Policy.

### **INDEPENDENT STUDY**

Qualified students may work on a one-to-one basis with a designated faculty member to complete a course not offered that academic year.

Criteria:

- A. Independent Study credit will be offered for courses currently offered at the College.
- B. A minimum GPA of 2.75 is required to qualify.
- C. The student must have an Independent Study Petition Form signed by his or her Department/Program Chair or the Office of Online and Continuing Education, the faculty member administering the independent study, and the Vice President of Academic Affairs prior to the start of the Independent Study. The Vice President of Academic Affairs will make the final approval and determination of whether the course is appropriate to be taken as an Independent Study.



- D. The Independent Study cannot be used to make up a previously failed course.
- E. The structure of the Independent Study will vary from course to course; however, guidelines for all courses are as follows:
  - Standard syllabus, with minimum number of contact hours, is used for each Independent Study.
  - Syllabus for the Independent Study is kept on file in the Office of Academic Affairs.
- F. A limit of 6 credits of Independent Study per student will be allowed.

## ATTENDANCE POLICY

At Bay State College, students are expected to attend all classes even during the Add/Drop period of a semester or term. Regular attendance is critical to succeed as a student.

The following attendance policy has been established after careful consideration of input from students and faculty.

- A. Attendance in classes is expected in all courses at Bay State College and is part of the student's record. All instructors are required to take attendance in all courses.
- B. Each day that a student misses all scheduled classes counts as an absence.
- C. Students are expected to wait for the faculty member for the first 15 minutes of class. If the instructor has not arrived at that time, students may leave class.
- D. Policy and procedure for any missed assignments, quizzes, and/or exams will be determined separately by the instructors.
- E. Instructors may exclude latecomers from their classes at their discretion.
- F. Instructors may set and announce penalties for excessive absences or tardiness. Students missing excessive classes may be advised to withdraw. A student who has been absent is responsible for making up any missed assignments.
- G. A student who is absent 2 consecutive weeks of scheduled classes (excluding final exam periods) without prior approval will be administratively withdrawn from the College the day after reaching his/her maximum consecutive days of absences. This will establish the date of determination.
- H. Day Division students are withdrawn from the College immediately following the Add/Drop period of the Fall and Spring semesters if they are not enrolled in either semester. Students in the Continuing Education and Online Divisions are withdrawn from the College immediately after the Add/Drop period of each term, after having missed one full 8-week term and failing to attend the following 8-week term.
- I. Students who have no attendance recorded during the Add/Drop period of each new semester/term may be unregistered from their courses at the College and will not be allowed to register again until the next semester/term.

Students who are administratively withdrawn from the College are subject to the same guidelines with regard to their funds (Title IV, veterans', state, institutional) as a student who has voluntarily withdrawn. Financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage of the semester he or she was enrolled. If the student withdraws during the first 60% of the semester, a portion of his or her federal funds must be returned. The student will be responsible for any balance created by this return. Once the student has completed more than 60% of the semester, no adjustment to the financial aid award is necessary. Additionally, resident students who are administratively withdrawn will be responsible for all housing-related charges, as outlined in the Residence Agreement.

Students have the right to appeal an administrative withdrawal. Appeals must be in writing and submitted along with documentation directly to the Chair of the Academic Standing and Integrity Committee.

### **Approved Absences**

Approved individual class absences are at the discretion of each instructor. Students should refer to the syllabus for each class regarding specific attendance requirements. Any documentation regarding individual class absences should be provided to the class instructor.

Extended class absences can only be approved by the student's Program or Department Chair. Students may be required to provide documentation. Approved absences may include, but are not limited to, such things as family or medical emergencies, or prolonged illness.

### **Online Courses**

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

- At least one Academic Activity by midnight Eastern Time (ET) Tuesday.
- At least one additional Academic Activity by midnight ET Friday.

"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 Tuesday and again for activity through Friday evenings at midnight ET).

### **International Students**

International students have stricter responsibilities in order to ensure compliance with federal regulations. International students must attend at least 80% of their classes. If a student does not meet this standard, he or she will be administratively withdrawn from the College and his or her I-20 will be terminated. As a result, the student will need to leave campus immediately. If a student is aware in advance that he or she will be absent from class and is in jeopardy of falling below this threshold, he or she should contact the International Student Success Coordinator immediately in order to discuss these implications. For additional information, please refer to the *International Student Handbook*.

### **WITHDRAWAL FROM THE COLLEGE**

Students are encouraged to consult with their Department/Program Chair or Academic Advisor (Day Division) or Campus Coordinator/Advisor (Evening Division and Online Programs) and/or Financial Aid Counselor and Student Affairs personnel, if appropriate, prior to withdrawal from the College.

### **Academic Withdrawal**

Students who withdraw from the College before fulfilling their graduation requirements must complete and sign a Student Action Form with their Department/Program Chair or Academic Advisor (Day Division) or Campus Coordinator/Advisor (Evening Division and Online Programs) or the Registrar. Students should refer to the College's refund policy (page 74). Students should not stop attending classes without officially withdrawing from the College.

Students who plan to take a designated amount of time off from their studies should still follow the formal withdrawal process, but should indicate their intent when meeting with an Academic Advisor. When ready to return to the College, the student should contact the Admissions Office to initiate the re-entry process.

Any resident student who withdraws from the College will be required to withdraw from the residence halls. By signing the Residence Agreement, students have committed to a contractual period that consists of a full academic year or summer term(s). Please refer to the Residence Agreement or the section below for additional information regarding withdrawal from the residence halls.

### **Administrative Withdrawal**

Students who do not meet the College's academic standards, who fail to adhere to the College's attendance policy, who do not fulfill warning guidelines determined by the Academic Standing and Integrity Committee, who are dismissed due to behavioral issues, or are non-responsive to official college correspondence can be withdrawn by the Academic Advisor, Department/Program Chair, or other heads of the College's administrative staff.

### **Withdrawal from the Residence Halls Only**

By signing the Residence Agreement, resident students have committed to a contractual period that consists of a full academic year or summer term(s). A resident is responsible for room and board charges for the entire term of the Agreement.

The resident will be charged for housing based on the date he or she moves into an on-campus room and the chart listed in the Residence Agreement.

Should a student leave housing for any reason during the term of the Agreement, he or she will remain responsible for all housing-related charges. In the event that the student's contractual obligations can be assumed by a new resident, the withdrawn student may be eligible for release from these financial obligations based on his or her date of vacancy. This date is defined as the date when the resident's belongings are completely removed from the room and all keys have been returned. In the event that this date falls between December 1 and the last day of final exams for the fall semester, the default date of vacancy will be the last day of final exams in all circumstances.

Residents who fulfill all graduation requirements, complete the Foundation Year Program, spend a semester studying abroad in a Bay State-sponsored program, or become Resident Assistants should speak with a Financial Aid Counselor about the process for obtaining a housing waiver.

Residents who are not in good academic or disciplinary status as defined in this Handbook will be given the lowest priority in release.

## **THE GRADING SYSTEM**

The grade point average (GPA) is computed for courses in which you earn grades A-F and their plus and minus forms. If you take a credit-bearing course pass/fail, an "F" will affect your grade point average; a "P" will give you credit for the course but will not affect your grade point average. To determine a GPA, first figure out the number of quality points by multiplying the number of credits assigned to a course times the quality points from the chart below based on the grade received (e.g., 9.9 quality points earned in a three [3.00] credit course with a final grade of "B+"). Divide the total number of quality points received for all courses in a term by the total number of credits attempted in that term (do not add in credits for courses in which you received a grade of P or W).

<b>Grade</b>	<b>Numerical Value</b>	<b>Quality Pts per Credit Unit</b>
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3

B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	below 60	0.0
IF	n/a	0.0
WF	n/a	0.0

AU Course being audited, no grade assigned.

I Incomplete: A student has one semester to make up a grade of incomplete before it turns into an IF, Incomplete Failure.

IF Incomplete Failure

NP Non-Pass Credit Not Earned

P Pass Credit Earned

S Satisfactory

TR Transfer Credit

W Withdrawal

WF Withdrawal (after last day of withdrawal)

## INCOMPLETE GRADES

A grade of "I" (Incomplete) is given to a student who has been unable to finish his or her work in the prescribed time for valid reasons. The purpose of an Incomplete is to allow a student time to deal with an unexpected occurrence that impacts his or her studies to the extent that an extended absence is warranted. The student will be required to provide his or her instructor a reason for the request, an estimated date of completion of work, and any required documentation related to the student's request for the Incomplete. A student is strongly encouraged to also speak with his or her Academic Advisor about requests for Incompletes.

This grade can be given only when the major portion of the completed work is of such quality that a student would be expected to pass the course if the remaining work is comparable to what has already been achieved. An "Incomplete" is not given to a student who misses his or her final exam unless there are unforeseen extenuating circumstances. The student has one semester (or two Evening terms) to make up any missing work and take the final exam before his or her grade will convert to an "IF" (Incomplete Failure). When an Incomplete grade is given, the instructor will have completed an Incomplete Grade Authorization Form approved by the Vice President of Academic Affairs at the time the final grades are submitted to the Registrar's Office. Incomplete grades given without this form will be replaced with an "F" grade. No extensions will be given for Incomplete requests.

A grade of "I" (Incomplete) may also be given to a student who has not completed his or her clinical affiliation or internship or if his or her affiliation or internship was terminated prior to completion due to circumstances beyond the control of the student or Bay State College. The student has one semester to make up this affiliation/internship before his or her grade will convert to an "IF" (Incomplete Failure).

## ACADEMIC STANDARDS

### Effective July 1, 2011

Bay State College has established the following policies and procedures to fulfill the requirements outlined in the reauthorization of the Higher Education Act (HEA) as revised for the 2011-12 academic year. The

Satisfactory Academic Progress (SAP) policies and procedures of Bay State College are reviewed and updated when changes at the Federal level require review to ensure compliance with Federal regulations. This policy applies to all Bay State College students. Any Bay State College students applying for Title IV Federal and other types of assistance must meet the criteria stated below regardless of whether or not they previously received any financial assistance.

Academic progress at Bay State College is measured both quantitatively and qualitatively. To remain in good academic standing, a student must satisfy the requirements of both standards as detailed below.

### **Quantitative Measurement – Academic Credits Earned by Semester**

At the end of each academic semester, students are evaluated to determine the rate of course completion, which is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. To remain in good standing a student must complete two-thirds of his/her cumulative attempted credits. Grades that are considered in the credits attempted and completed calculation of maximum credits include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IF, P, W, WF. Repeated courses are included in the evaluation only if the credit for the course was not earned when previously enrolled. Courses completed at other institutions that have been accepted for transfer credit at Bay State College are included in this calculation as both credits earned and credits attempted.

Students are also required to complete their academic program within a maximum timeframe defined as a period no longer than 150% of the length the program measured in credit hours.

- Evening Division Certificate programs are at least 29 credits and are designed to be completed in eight (8) months or two (2) academic semesters/four (4) academic terms. To meet the requirement of the 150% rule, the program should be completed within 43.5 attempted credits and/or twelve (12) months or three (3) academic semesters/six (6) academic terms.
- Day Division Associate Degree programs are at least 60 credits and designed to be completed in two (2) academic years or four (4) academic semesters. To meet the requirement of the 150% rule, Day students should complete the program within 90 attempted credits and/or three (3) academic years or six (6) semesters.
- Evening and Online Division Associate Degree programs are at least 60 credits and designed to be completed within twenty (20) months or five (5) academic semesters. To meet the requirement of the 150% rule, Evening and Online Division students should complete the program within 90 attempted credits and/or thirty (30) months or seven and one-half (7.5) academic semesters.
- Day Division Bachelor Degree programs are at least 120 credits and designed to be completed in four (4) academic years or eight (8) academic semesters. To meet the requirement of the 150% rule, Day students should complete the program within 180 attempted credits and/or six (6) academic years or twelve (12) academic semesters.
- Evening and Online Division Bachelor Degree programs are at least 120 credits and designed to be completed in 40 months or 10 semesters (20 terms). To meet the requirement of the 150% rule, the program should be completed within 180 attempted credits and/or sixty (60) months or fifteen (15) academic semesters (30 terms).

The guidelines above are based on students enrolling in 15 credits or more per semester. Day students enrolling in less than 15 credits and Evening and Online students enrolling in fewer than 12 credits per semester will take longer to complete their degrees.

### **Qualitative Measurement – Cumulative Grade Point Average (GPA)**

Students are evaluated at the end of each academic semester in which they are enrolled. Students must maintain a required cumulative GPA to remain in good standing, as outlined below. Students, with their

Academic Advisors, monitor their cumulative GPAs to ensure that progress toward degree completion requirements is being met as follows:

Cumulative Credits Attempted*	Satisfactory Academic Progress (SAP) Met	Warning Status	Suspension	Withdrawal
0-15 credits	Cumulative GPA 1.25 or greater and attempted credits completed 67% or greater	Cumulative GPA less than 1.25 but greater than or equal to 1.00 OR Attempted credits completed less than 67%	First semester student and cumulative GPA less than 1.0 OR Prior semester in Warning status and cumulative GPA less than 1.25 OR Prior semester in Warning status and attempted credits completed less than 67%	Failure to meet requirements of Academic Plan
16-30 credits	Cumulative GPA 1.50 or greater and attempted credits completed 67% or greater	Prior semester in SAP Met status and cumulative GPA less than 1.50 OR Prior semester in SAP Met status and attempted credits completed less than 67%	Prior semester in Warning status and cumulative GPA less than 1.50 OR Prior semester in Warning status and attempted credits completed less than 67%	Failure to meet requirements of Academic Plan
31-45 credits	Cumulative GPA 1.75 or greater and attempted credits completed 67% or greater	Prior semester in SAP Met status and cumulative GPA less than 1.75 OR Prior semester in SAP Met status and attempted credits completed less than 67%	Prior semester in Warning status and cumulative GPA less than 1.75 OR Prior semester in Warning status and attempted credits completed less than 67%	Failure to meet requirements of Academic Plan
46 credits and above	Cumulative GPA 2.00 or greater and attempted credits completed 67% or greater	Prior semester in SAP Met status and cumulative GPA less than 2.00 OR Prior semester in SAP Met status and attempted credits completed less than 67%	Prior semester in Warning status and cumulative GPA less than 2.00 OR Prior semester in Warning status and attempted credits completed less than 67%	Failure to meet requirements of Academic Plan

\*Number of Credits attempted includes courses accepted at Bay State College as transfer credits from other institutions.

### SAP Met

Students assigned to this status have met the quantitative and qualitative SAP requirements based on cumulative credits, as outlined in the chart above.

### Warning Status

A student placed on Warning status, based on the qualitative and quantitative requirements outlined in the above chart, will be allowed to retain funding (Title IV, veterans', state, institutional) for the academic semester during which the status is assigned. The student has this same time period to meet satisfactory academic progress standards. Students in Warning status will be required to complete an Academic Plan with their Academic Advisor, detailing the steps that must be taken to achieve academic success. Students in Warning status will also be required to enroll in an Academic Achievement course and will be evaluated for progress at mid-semester.

### Suspension

A student is assigned to this status if he/she has not met the qualitative and/or quantitative SAP requirements outlined in the chart. This policy applies to all Bay State College students. Any student placed in this category will not be eligible for any funding (Title IV, veterans', state, institutional) during the subsequent award year unless a successful appeal is submitted and approved by the Academic Standing and Integrity Committee (ASIC). See the Appeal Process section for more information.

### Probation

A student in Probation status has successfully appealed a suspension or administrative withdrawal to the Academic Standing and Integrity Committee and has been approved to retain funding (Title IV, veterans', state, institutional) for the academic semester during which the status is assigned. The student has this same time period to meet satisfactory academic progress standards. Students in Probation status must complete an Academic Plan with their Academic Advisor to ensure that academic deficiencies will be addressed and resolved within the timeframe specified by the plan. Students in Probation status will also be required to enroll in an Academic Achievement course and will be evaluated for progress at mid-semester.

### **Appeal Process - SAP**

A student who was placed in Suspension status will not be allowed to return to the College without successfully appealing this academic status. Students in this situation may appeal the decision and request to be reinstated if significant mitigating circumstances prevented the student from meeting SAP standards.

The appeal must be submitted in writing and must indicate the mitigating circumstances that resulted in the poor performance as well as changes in the student's situation that will ensure success by the end of the next semester. Where appropriate, documentation should be submitted in support of the appeal request. The appeal should be submitted to the Academic Standing and Integrity Committee (ASIC). The decision of the ASIC is final. The ASIC will review the appeal and if approved, the Academic Advisor or Department/Program Chair will provide the student with an Academic Plan to which the student will be bound during the next semester. The Academic Plan may require a reduced course load and/or retaking of failed courses and enrollment in an Academic Achievement course. If the appeal is granted, the student will be reinstated in a Probationary status for the semester. Funding (Title IV, veterans', state, institutional) will be disbursed during the academic semester that the student is on Probationary status. If the student does not meet satisfactory academic progress standards by the end of the time frame agreed to, the student will be administratively withdrawn from the College. The student can appeal for reinstatement but would need to demonstrate significant changes or accomplishments that show a degree of college readiness that would ensure academic success.

### **Academic Standards for Nursing and Allied Health Programs**

In addition to the requirements described above, there are specific requirements pertaining to minimum grades and GPA requirements, course progression, completion terms, laboratory sessions, professional attire,

liability insurance, vaccines, CPR certification, behavior, and internships for students in these programs. Information on specific requirements and standards are available from the Program Chairs of each program.

## MIDSEMESTER/MIDTERM PROGRESS REPORTS

At mid-semester (mid-term for Evening students), Progress Reports are given out in every class to all students. Students are encouraged to make an appointment with their instructors to discuss methods for improvement when indicated. Midsemester/Midterm Progress Reports are not considered part of the student's permanent college record.

## CLASS STATUS

The following chart indicates student class status with the College based on credits completed.

Freshman/Certificate Senior	0-30 credits
Sophomore/Associate's Degree Senior	31-60 credits
Junior	61-90 credits
Senior	91 credits and up

## DEGREE COMPLETION

The following rules are used to determine the appropriate curriculum to be followed by any student who incurred a lapse in his or her enrollment from Bay State College:

- A student returning after less than one year will follow the curriculum at the time he or she originally entered the College. However, if a student is changing programs, he or she will follow the current curriculum for the chosen program.
- If a student returns after a lapsed enrollment of one year or more, he or she will follow the current curriculum. Science, technical, and other courses more than five years old must be retaken if such courses are central to the current knowledge and/or skills base of a program of study. Other courses not considered central to the current knowledge and/or skills base of a program of study will be valid regardless of the year completed.

## GRADUATION

### Academic Requirements

To fulfill the graduation requirements in any program of study offered at Bay State College, the student must have a final cumulative grade point average of a 2.00 or higher, have successfully completed all required courses in his or her major, and have earned the number of credits prescribed for the program in which the student is enrolled.

### Pending Graduates

- All candidates for graduation must file an Intent to Graduate Form with the Registrar's Office at least one month prior to their expected conferral date.
- A minimum of 60 earned credit hours is required for the Associate Degree, a minimum of 120 earned credit hours is required for the Bachelor's Degree, and a minimum of 29 earned credit hours is required for the Certificate.
- A student who has withdrawn from the College may transfer no more than 6 credits back to Bay State, with the approval of the Department/Program Chair and Registrar in order to graduate from Bay State College.
- A minimum of 73 semester hours is required for the Associate in Science Degree in the Nursing Program. Students must pass all Nursing professional courses with a minimum of B- or better.
- A minimum of 71 semester hours is required for the Associate in Science Degree in the Physical Therapist Assistant Program. There is also a minimum grade in each professional course of a C+.



## **Walking Candidates**

In order to walk in the Graduation Ceremony a student must:

- Have 2 courses or less to complete at the end of the Spring term/semester and must be an active student in an Associate Degree, Bachelor's Degree, or Certificate program.
- Have a minimum cumulative GPA of 2.00.
- Indicate an intent to participate in the ceremony on the Intent to Graduate/Walk Form and submit the form to the Registrar's Office by the required deadline.
- Meet with his or her Academic Advisor to complete a Walker Action Plan and submit it to the Registrar's Office.

A diploma will not be awarded until all credits are completed. Since students who walk in the May ceremony are short two or fewer courses, these students should not expect to officially graduate or receive a diploma until a subsequent conferral date when all graduate requirements have been met.

## **Non-Academic Requirements**

In addition to fulfilling the above academic requirements, graduation candidates must meet the following criteria:

- Complete the Senior Survey from the Office of Career Services
- Clear through Student Financial Services Office and the Student Business Center. Student account balances may not exceed \$500.
- Attend a Loan Exit Counseling Session, if applicable
- Attend GYE (Graduate Year Experience) confirming completion of all graduate requirements (see below)
- Return all library materials
- Meet Immunization documentation requirements
- Meet with the Office of International Student Services regarding F-1 status (if applicable)

## **Graduate Year Experience (GYE)**

Graduate Year Experience is an event held two times per year to prepare students for their upcoming graduation and to ease and expedite the transition from college student to college graduate.

GYE offers students the opportunity to meet with all relevant departments for exit interviews (Student Accounts, Career Services, Financial Aid, Student Success, and Registrar's Office) in order to assist them with any remaining academic, financial or business issues. In-depth exit loan counseling is provided for those students who borrowed federal and/or private loans to help finance their education.

## **Graduation Exercises**

Bay State College awards degrees at the end of each term/semester. The annual graduation exercises for all graduates are held in May.

Students are required to complete an Intent to Graduate/Walk Form for the current conferral date in order to be placed on the graduation program and to participate in the ceremony. A student who has not attended GYE, has not fulfilled his/her financial obligations to the College, and has not completed his/her Student Financial Services Exit Interview or the Senior Survey (from Career Services) will not be allowed to participate in graduation exercises and will not be mailed his or her diploma until after he or she has completed all graduation requirements. Diplomas are mailed approximately 4-6 weeks after the conferral date providing all graduation requirements and all financial obligations have been met.

If attending the graduation ceremony, a student must purchase a cap and gown through the College. No student may walk across the stage without a cap and gown. There is a graduation fee assessed to each student.

Caps and gowns for Day and Boston Evening students may be picked up on campus during designated times. Caps and gowns for Taunton students attending will be delivered to that campus. Caps and gowns for Online Division students will be available for pick-up at the Commencement venue on the day of the ceremony if students are unable to pick up at the Boston or Taunton campus.

## AWARDS

The President's Award for Excellence is presented during the graduation ceremony to nominated graduates who have demonstrated the following qualities:

- Excellence in academic work
- Genuine enthusiasm for learning
- Competence in the field of study
- Positive contribution to the interpersonal relations among students
- High capacity for contribution to the industry
- College participation

The Valedictorian Award is presented to the graduate(s) who has attained the highest academic average while attending Bay State College. A student cannot have transferred more than 15 credits (Associate Degree) and 30 credits (Bachelor Degree) to Bay State College from another institution and be named valedictorian.

In recognition of students who have achieved and maintained superlative academic stature, Bay State College presents those graduating students with a cumulative GPA of 3.4 or higher with the Honors Award.

The Louis F. Musco Award is presented to a first-year student who combines good scholastic ability with outstanding college participation (a Bay State Scholarship is applied to the student's second year at Bay State College). Recipients of this award must be full-time students for the entire academic year.

The George J. Brennan Jr. Award is presented to a first-year student who has attained the highest academic average during the first year at the College (a Bay State Scholarship is applied to the student's second year at Bay State College). Recipients of this award must be full-time students for the entire academic year.

The Community Service Award is presented in appreciation to a graduating student who has demonstrated excellence in service to the community.

## STUDY ABROAD

Bay State College partners with Syracuse University, Suffolk University and CIS Abroad to offer a variety of opportunities for students to study abroad. Through these programs, students can customize their study abroad experiences to best match their academic, career and travel interests. Full-year, semester, winter, and summer programs are offered. Language skills are not required for most locations prior to departure but may be a part of the studies upon arrival. Interested students should meet with the Assistant Director of Student Activities to initiate study abroad opportunities. Bay State College grants and scholarships may be impacted.

Bay State College has also partnered with several leading business universities in Finland, Hungary, Austria, India and Dubai to offer students short-term and semester-long exchange programs. All programs are offered in English and provide not only classroom instruction, but also various cultural and language development activities. Moreover, these exchange programs may be combined with internship opportunities to enable

students to gain invaluable international work experience.

It is strongly recommended that you consult your Academic Advisor or Department Chair early in your program if you are considering study abroad. Requirements will vary by country and program, but most programs require a minimum cumulative GPA of 2.5 to apply. International students should also contact the Office of International Student Services to discuss eligibility and requirements for studying abroad. Further information can be found on the College's website or by calling the Assistant Director of Student Activities.

## PARTICIPATING IN OFFSITE EVENTS

Students participating in offsite events as representatives of Bay State College are required to sign the Student Waiver Form.

## INTERNSHIPS

The Internship Program was developed to provide field experience so that a student may acquire the skills and techniques used in a professional setting. Internships afford an opportunity for students to explore various career possibilities within each program. Internships are designed and intended to be a continuation of the student's education. Students are placed in professional settings, where they will receive a better understanding of the field and of their own potential contributions. The experience is available to students who have obtained a 2.0 grade point average in their major and/or by recommendation of the department. Because the internship experience is educational, students should not expect compensation. Some programs require internships for graduation. Due to state regulations, internships for fully-online programs are not required.

### **Internship Guidelines:**

- Students must pass the 1-credit internship seminar with a C or better before participating in the 2-credit internship course.
- Students are eligible for internships after having successfully completed two semesters.
- Students must meet academic requirements stated above.
- The College requires a minimum of 120 hours; program and employer requirements may vary.
- Students must register for an internship as a regular course.
- Students must be enrolled in a degree-granting program.
- All academic assignments, beyond the hourly requirement, must be completed in order to receive credit.
- It is the student's responsibility to arrange for an internship placement with the Department/Program Chair (Day Division) or Campus Coordinator/Advisor (Evening Division) in the semester prior to the internship.
- Students must conform to appearance guidelines and standards of his or her internship site as described in the individual program internship handbook.
- International students must meet with the International Student Success Coordinator prior to beginning an internship in order to be registered for Curricular Practical Training (CPT) within SEVIS. Additional information regarding CPT can be found in the *International Student Handbook*.
- Summer internships and clinicals are billed at the regular program rate.
- Please see specific programs for more information on internships.

## REQUIRED CLINICAL EDUCATION

### A. NURSING PROGRAM

All Associate Degree Nursing students will be assigned to clinical rotations. These clinical rotations will take place in accredited agencies with whom Bay State College has deemed appropriate for learning. Bay State College has a contract with each of these agencies to assure safe, effective, and quality student clinical experiences which will further enhance theory and evidence-based practice. Clinical instructors are Bay State College employees.

Clinical rotations require mandatory attendance and each student must satisfactorily complete the clinical assignment in order to continue in the Associate Degree Nursing program. (See *Nursing Student Handbook* for more details.)

### B. PHYSICAL THERAPIST ASSISTANT PROGRAM

Physical Therapist Assistant students must complete one 8-week and one 10-week clinical education experience, for a total of 13 credits. These clinical education experiences are full-time, 40 hours per week, for a total of 720 hours. Specific objectives and information for each clinical education experience are detailed in the course syllabi and in the *PTA Clinical Education Handbook*.

### C. MEDICAL ASSISTING PROGRAMS

For more information on Clinical Education within the Medical Assisting programs, please refer to pages 11-13.

## BACKGROUND CHECK POLICY

In order to be placed in a clinical affiliation or internship, students are required to complete a series of background checks, including Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI). When this applies, the following policies and procedures will be generally followed:

- Background checks will be conducted through an outside agency as authorized by the Criminal History Systems Board (CHSB) and Sex Offender Registry Board (SORB).
- Background checks may be conducted as a part of Orientation (prior to the start of classes).
- A record will not automatically disqualify a student from placement in a clinical affiliation or internship. Determinations of suitability based on the results of the background check(s) will be made consistent with the College's policy and any applicable law or regulations.
- If Bay State College is inclined to make an adverse decision based on the results of the background check(s), the student will be notified immediately and advised of the reason that he or she cannot be approved for placement in a clinical affiliation or internship. The student will be provided with a copy of the results and the College's Background Check Policy and advised on the procedures for disputing the accuracy of the CORI or SORI record.
- It is the student's responsibility to complete the online application for any requested background checks. The student is also responsible for the cost of the background check(s); the cost may vary due to past state residencies and marital status.

Students should refer to their program-specific handbooks for additional information regarding the impact background checks may have on their clinical education experiences.

In certain circumstances as stated in the Residence Agreement, a student may be required to complete a background check in order to reside in on-campus housing.

Students who are employed by the College in certain departments may be required to complete a background check in order to be eligible for employment. While a record may not automatically disqualify a student from employment, a determination of suitability will be made consistent with the College's human

resources policies and any applicable law or regulations.

For a copy of the complete Background Check Policy, please contact the Assistant Dean of Students.

## INTERNATIONAL STUDENTS

All international, non-immigrant students in F-1 status must possess an I-20 from the College. Students must complete their course of study by the end date shown on the I-20 form or request a "Program Extension" from the Office of International Student Services at least 45 days before the I-20 expires.

International, non-immigrant F-1 students must be enrolled at the College full-time, with a minimum of 12 credits per semester. Exceptions to the full-time requirement may be made under certain circumstances. The Office of International Student Services should be contacted for details.

International students in F-1 status may not accept employment without authorization from the Office of International Student Services and the United States Citizenship and Immigration Services (USCIS).

All F-1 international students must report to the Office of International Student Services within one week of the start of the semester. The International Student Success Coordinator (DSO) must verify the student's status at the College in the USCIS Student and Exchange Visitor Information System (SEVIS). The student is required to present the I-20 at this time, as well as copies of the passport information page, United States visa page, and front and back of the I-94 admission card. The student must also complete an International Student Information Form, providing an active local address and phone number. If there is a change of address, phone number or course of study at any time during the student's enrollment, he or she must notify the Office of International Student Services within seven days. This information should also be updated on the College's Portal.

Additional information regarding policies and procedures that specifically apply to international students can be found in the *International Student Handbook*, available on the Bay State College website and in the Office of International Student Services.

## VETERAN/MILITARY STUDENTS

Students that receive education benefits through the Veterans' Administration should contact the School Certifying Official, located in 122 Commonwealth Avenue, garden level. More information regarding these benefits is available in the *VA Benefits Student Guide*, which is available on the College's website.

Any student that receives some type of Department of Defense or Veteran's Affairs Educational Benefits is required to complete an educational plan within 60 days of attendance at Bay State College. This includes those students identified that are ineligible for monetary educational benefits. Dependents of service members receiving benefits, including tuition assistance, are also included.

The educational plan outlines the courses needed to graduate in the student's chosen program of study and includes a projected graduation date. Students who change their program of study at any time will be required to complete an updated plan within 60 days of the change of major.

To complete an educational plan, students should speak with the VA Academic Advisor at Bay State College, Dr. William Morrissette. He can be reached at [wmorrissette@baystate.edu](mailto:wmorrissette@baystate.edu) or 617-217-9304.

## ACCOMMODATIONS

Bay State College is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations. Bay State College is committed to providing individualized support to students with disabilities based on their unique needs. To fulfill this mission, the Disability Support Services Coordinator (DSS Coordinator) works with students who have documented disabilities to ensure equal educational access.

- A. To be eligible for accommodations at Bay State College, what criteria do I need to meet?
- You must be officially accepted to the College\*

- You must provide the required documentation: Day/Evening Division students must hand-deliver documentation to the DSS Coordinator. Online Division students must fax documentation to the DSS Coordinator.

\*Exceptions will be made for students who are eligible to receive accommodations during the enrollment process.

- B. As a student with a disability, what are my responsibilities?
- To meet and maintain the College's academic standards
  - To identify yourself to the DSS Coordinator
  - To deliver required documentation to the DSS Coordinator at least two weeks prior to intended use of accommodations
  - To maintain compliance with the College's documentation requirements
  - To bear the cost of the evaluation(s) necessary to produce all documentation required by the College
  - To schedule a meeting with the DSS Coordinator every semester to activate accommodations
  - To actively participate in the search for accommodations and auxiliary aids
  - To follow established procedures for delivering Accommodations Plans to instructors
  - To communicate with instructors about how accommodations will be implemented in each classroom
  - To notify instructors and the Director of Academic Development at least two days prior to the intended use of accommodations
- C. What are the College's responsibilities to a student with a disability?
- To review documentation and activate reasonable accommodations in a timely manner
  - To provide reasonable accommodations once they are activated (accommodations will not be provided retroactively)
  - To request additional documentation if that which is provided is inadequate or outdated (this may result in delayed activation of accommodations)
  - To share information regarding a student's accommodations only with those individuals involved in the assessment and implementation of their accommodations
  - To make every effort to reasonably accommodate students with disabilities unless unreasonable notice, undue hardship, or fundamental alteration of a program is corroborated
  - To, when feasible, assist temporarily injured and impaired students although not required by applicable law
  - To provide students with information about area medical facilities, but to abstain from providing medical care or dispensing medication
  - To retain students' disability-related documentation for five (5) years after their last date of enrollment before destroying it
- D. What are the College's documentation requirements?
- All documentation must be on letterhead, dated, signed, and include the diagnosing professional's name, title, organization, and license or certification.
  - All documentation should be reflective of the current student experience and will be reviewed for such appropriateness.
  - Specific documentation requirements apply based on the nature of one's disability and

individual circumstance.

- Individualized Education Plans (IEP) will not be accepted as the primary source of documentation.
- Documentation prepared by a family member will not be accepted as the primary source of documentation.

E. Based on my disability, what are the College's specific documentation requirements?

Learning Disabilities and/or Attention Deficit/Hyperactivity Disorders:

A psycho-educational or neuropsychological evaluation completed within the past three years to include:

- A clearly stated diagnosis of a learning disability and/or AD/HD
- Scores from any psychological and/or educational testing
- Recommendations for accommodations

Physical/Medical/Neurological Disorders:

Documentation completed within the past three years to include:

- A description of the nature of the disability and/or a clearly-stated diagnosis
- Scores from any psychological and/or educational testing
- Recommendations for accommodations

Psychiatric/Emotional/Behavioral Disorders:

Documentation completed within the past six months submitted to include:

- A clearly-stated diagnosis of a psychiatric/emotional/behavioral disorder
- Scores from any psychological and/or educational testing
- Recommendations for accommodations

Temporary Disabilities:

- Documentation completed within the past six months to include:
- A clearly-stated diagnosis of a temporary disability
- Scores from any psychological and/or educational testing
- Recommendations for accommodations

F. Where can I find contact information for the Disability Support Services Coordinator?

The contact information and office location for the Disability Support Services Coordinator can be found on the Bay State College website.

## STANDARDS FOR FORMAL WRITTEN WORK

In the academic world, as in the world at-large, readers judge written work primarily on the basis of its content, that is, on the quality of the information and opinions it contains. However, the careful organization and the clear, concise expression of that content are essential if readers are to grasp the student's full meaning. Therefore, the faculty will evaluate the organization and expression of written assignments along with the content. Grammar, mechanics, and appearance will also be considered, as problems in these areas can interfere with readers' comprehension of the work or even prevent them from giving it their serious attention.

### Standard English, Grammar, Style

- Papers should be written in formal, standard English. They should be free of nonstandard constructions (such as double negatives) and of informal usage (such as "The experiment went OK").

- Sentence structure should be free of grammatical problems, such as sentence fragments, subject-verb disagreement, inconsistent verb tenses, unclear pronoun reference, and misplaced modifiers.
- Sentences should be clear and concise.
- Choice of words should be precise and appropriate to the subject. Students may sometimes find it essential to use technical terms, but they should always avoid unnecessary jargon.

### **Library Research and Documentation**

- Students should be able to use materials published in various forms, including the College's selected handbook and a dictionary.
- Students should be able to summarize or paraphrase the written work of others. Paraphrased material must be completely restated in the student's own words and should blend smoothly into the student's style.
- All papers, reports, and research submitted by students shall be their own except as properly annotated. The copying or imitating of others' work is plagiarism. Students guilty of plagiarism may be subject to dismissal.

### **Mechanics and Appearance**

- Papers should contain no errors in spelling, punctuation, or capitalization.
- Papers should show careful attention to matters of appearance, including legibility, neat corrections, and suitable presentation.

### **TRANSCRIPT REQUESTS**

In order to release an official transcript from Bay State College, a Transcript Release Form must be completed by the student and submitted to the Registrar's Office at 122 Commonwealth Avenue. Transcript Release Forms are available from the Registrar's Office and on the College's website. There is a fee for each transcript requested, which must be submitted with the release form. Students should allow 2-3 working days for processing the transcript request. During peak periods (September, January, May), allow up to 5 working days. "While you wait" official transcript requests (not requiring microfilm search, credit card/personal check payments) are available for an additional fee.

Transcripts released directly to the student will be stamped "Official Copy Issued to Student." Students with an outstanding balance with the College must settle the account before a transcript will be issued.

### **DUPLICATE DIPLOMA REQUESTS**

Replacement diplomas are available upon request in writing to the Registrar. There is a fee for each diploma requested. Processing time is 4-6 weeks.

### **ONLINE COURSES AND PROGRAMS**

Bay State College offers certain degree programs online at the Bachelor's and Associate's Degree levels. Students enrolling in the Online Division may complete their programs fully online. The College also offers access to courses in the online format to accommodate the varying schedules and obligations of our Day and Evening students as needed.

Online courses carry the same credit and meet the same learning objectives as their classroom-based counterparts. Online courses are eight weeks long and are offered in six terms each year in coordination with the Evening and Online Division schedule. Both Day and Evening students are eligible to take online courses; however restrictions and tuition rate changes may apply. Day and Evening Division students should consult their Advisor or Department Chair and the Cross- Divisional Registration policy prior to registration. International students should refer to the *International Student Handbook* for more information regarding online course restrictions.



The online courses are offered fully online; there is no physical meeting of the class. All readings, activities, assessments and homework are submitted through <http://baystate.itslearning.com>, the College's Learning Management System (LMS). All Bay State College online courses are instructor-led and are limited to a maximum class size so faculty can offer the same level of support as in classroom-based courses. Students taking an online class will be required to have a valid Bay State College email account and a computer with reliable internet access. Online technical support is available to students 24 hours a day, seven days a week, and 365 days a year through the LMS.

Prior to taking an online course, students are strongly encouraged to complete Online Student Orientation (OSO101) through the Learning Management System (LMS). OSO101 runs prior to the start of each eight-week term and is designed to help students become acquainted with the platform and the specific logistics of taking an online course at Bay State College.

The Office of Online and Continuing Education is located on the second floor of 31 St. James Avenue.

# STUDENT SERVICES

Bay State College provides a comprehensive program of academic and student support services designed to help students achieve their educational goals. These services are intended to help students balance their academic, career, and personal concerns. The following departments, activities, and programs are available to the students:

## CAREER SERVICES

Bay State College offers a variety of career development opportunities and job search resources for both students and alumni. Full- and part-time jobs, internships, and volunteer opportunities are available in the Career Services Office. Workshops are hosted by the Career Services team during the academic year on topics specific to career preparation, including resume and cover letter writing, interview techniques, networking, communication skills, utilizing social media, and job search strategies. In addition, the Office hosts Career Fairs, recruiting events, and job fairs for part-time work. Staff members work closely with Academic Affairs to source appropriate leads to meet the needs of both students and alumni. For hours of operation or to schedule an appointment, contact the Career Services Office at [careers@baystate.edu](mailto:careers@baystate.edu) or visit [www.baystate.edu/exploring-careers/](http://www.baystate.edu/exploring-careers/). The Career Services Office is located at 31 St. James Avenue.

## CENTER FOR LEARNING AND ACADEMIC SUCCESS (CLAS)

The Center for Learning and Academic Success serves as a supplementary learning tool for students to improve skills through individual and small group tutoring, labs, and workshops. Working with faculty, professional, and peer tutors, students are offered assistance in a variety of academic subjects. Additionally, CLAS offers free online tutoring to all students. The goal of CLAS is to support students to become self-confident, independent, and successful learners. CLAS is located in the Learning Commons at 31 St. James Avenue and has convenient day and evening hours.

## DISABILITY SUPPORT SERVICES

Bay State College is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations. Bay State College is committed to providing individualized support to students with disabilities based on their unique needs. To fulfill this mission, the Disability Support Services Coordinator works with students who have documented disabilities to ensure equal educational access.

Resources are available to assist students with documented disabilities. Students can receive information by contacting: Aubry Fappiano, Mental Health & Wellness Counselor/Disability Support Services Coordinator, 31 St. James Avenue, (617) 217-9246, [afappiano@baystate.edu](mailto:afappiano@baystate.edu).

## Service Animals

Service animals are defined as specific animals that are individually trained to do work or perform tasks for people with disabilities. They are working animals, not pets; the work or task the animal has been trained to provide must be directly related to the person's disability.

Any student who requires a service animal on campus should contact the Disability Support Services Coordinator for information about this process.

## DEPARTMENT OF STUDENT AFFAIRS

The Department of Student Affairs handles several components of student life on campus and is made up of eight areas: The Dean of Students' Office, The Office of Residence Life and Student Success, The Office of Student Activities, , Disability Support Services, Counseling & Wellness Services, The Office of International Student Services, The Office of the Registrar, and Security. All offices are located at 31 St. James Avenue,

with the exception of the Registrar's Office, which is located at 122 Commonwealth Avenue.

### **The Dean of Students' Office**

The Dean of Students' Office is responsible for overseeing all student development initiatives on campus. Through collaboration with faculty, staff, administration, and students, the Vice President of Student Affairs/Dean of Students works to improve the quality of student life.

The Vice President/Dean is also responsible for ensuring a safe, secure, and civil community through a variety of measures, including: the Code of Conduct, emergency procedures, and state and federal reporting.

#### Code of Conduct

All college-level Code of Conduct violations are reported directly to the Vice President of Student Affairs/Dean of Students. In conjunction with other members of the administration, the Vice President/Dean ensures compliance with the Code of Conduct, which can be found in this Handbook.

#### Emergency Notification Procedures

Bay State College has an Emergency Notification System which will send alert messages to all members of the community who sign up and register their preferred modes of communication with the College. An account is automatically created for each student, using his/her Bay State College email address. Students can edit their information by following these steps:

- Go to the Bay State College Student Portal and click on the "Emergency System" link.
- Enter your Bay State College username and the password that you have already established through the system. If it is your first time or you have forgotten your password, click on the "Lost Password" tab and a new one will be sent to you via email. Once you log in, you can reset your password to one of your choosing.
- To enter in your contact information, click on the "Devices" tab. You may enter as many points of contact as you wish. Please note that all devices you enter will be contacted when a notification is sent out. Only fill in those you want to be contacted in the event of an emergency.
- If your contact information changes at any time, please be sure to update it in the system.

All members of the Bay State College community should familiarize themselves with emergency procedures and the location of the emergency exits in each facility on campus. In the majority of emergency situations, students should remain inside their residence hall or classroom building until given instructions by emergency personnel or a College official, unless there is a direct threat to one's physical location within a given building, such as fire or structural damage.

For emergency assistance on campus, please contact the Department of Student Affairs at (617) 217-9222 or, after hours, at (617) 217-9211. If you need immediate assistance, please dial 911 or contact the Boston Police at (617) 343-4911 or Taunton Police at (508) 824-7522 and then notify the Department of Student Affairs.

### **The Office of Residence Life and Student Success**

The Office of Residence Life and Student Success supervises all operational and programming activities within the four residence halls on campus. The Office is comprised of paraprofessional student staff members, graduate student staff members, and full-time professional staff members, all of whom reside on campus. Staff members interact with students on an individual and group basis in a variety of areas, including programming, community development, crisis response, and counseling. As an additional level of support, this Office also assists and advocates for students with academic, personal, social, or financial concerns.

### **The Office of Student Activities**

The Office of Student Activities offers numerous events throughout the year to bring together students with common interests and goals. Some of the activities are geared toward academics, while others are more

social and community events. Students can find information about upcoming events and activities in a variety of ways, including bulletin boards, the *Bay State Beat*, the Bay State College website and social media.

Every Wednesday during the academic year, the hour from 11 a.m. to 12:15 p.m. is designated as "Prime Time." During this period, no classes are scheduled in order for students to attend tutorials, participate in workshops, and meet with their instructors. In addition, a variety of activities such as club meetings and advising sessions are held at this time.

This Office also oversees all student-run clubs and organizations on campus. All students are encouraged to join an existing organization or to form one that does not yet exist but that represents their interests and goals. Current clubs and organizations include:

- Governing Boards/Event Planning/Social: Student Government Association, Residence Hall Association, Student Ambassadors, Gamers' Guild, President's Council
- Academic: Collegiate DECA, Fashion Club, Justice Society, Medical Assisting Society, Physical Therapist Assistant Club, Music Entertainment Industry Student Association (MEISA), Audio Engineering Society (AES), Nursing Association, Club Pulse
- Community Service/Awareness: Community O's, Multicultural Club

Each Day Division student pays an annual Student Activities Fee to support activities on campus. Funds from this fee are allocated by the Department of Student Affairs annually to various clubs and college events.

#### Posting Policy

All flyers, banners, and table tents must be approved by the Office of Student Activities prior to being displayed on campus.

The Office of Student Activities will approve and stamp up to ten (10) flyers per organization per week to be hung on designated bulletin boards around campus. Flyers must be removed two weeks after the date of approval or the day after the event, whichever comes first. Flyers should not be posted on windows, doors, or painted surfaces.

No more than one (1) table tent can appear on a table at the same time, with the exception of postings provided by ARAMARK. A table tent cannot appear in the dining hall for more than two weeks.

Student groups and organizations must be mindful of copyright issues when preparing promotional materials, showing films, designing T-shirts, etc. Please utilize the following website, [www.copyright.gov/records/](http://www.copyright.gov/records/) to get the most current copyright information.

#### **Counseling & Wellness Services**

Students often have difficulty adjusting to the college experience. The Counselors provides a safe, confidential atmosphere where students may discuss any problems or difficulties they are experiencing. The Counselors are available for private assessment and referral to mental and physical health facilities in the Boston area. An appropriate referral may be made for long-term counseling. Students may seek counseling referral assistance for academic issues, personal issues, and social issues. Counseling resources are also available on the Bay State College Portal.

The Mental Health & Wellness Counselor also provides regular workshops, programs, and events on a variety of topics relating to student wellness. Topics addressed include, but are not limited to, stress relief, nutrition, financial well-being, sleep habits, and healthy habits.

#### **Office of International Student Services**

The Office of International Student Services strives to foster an environment that complements the academic mission of the College. To this end, staff members are visible, available, and approachable in order to assist international students with personal growth opportunities and academic success. The focus of the staff is on

creating a connected international student population within the campus where students feel a sense of belonging, community, and support so that each individual has the opportunity to be both academically and socially successful.

### **Office of the Registrar**

The Office of the Registrar is responsible for maintaining student academic records, ensuring students are complying with all academic regulations and policies, and ultimately certifying students for graduation.

### **Security**

Bay State College is committed to providing a safe and secure environment for students, staff and faculty. Our Security Officer patrols the campus and responds to any concerns in a timely manner. The Security Officer also oversees the Campus Buddy System, a service that is provided free-of-charge to all members of the Bay State College community. Individuals looking to have our Security Officer accompany them to their destination (public transportation, residence halls, academic buildings) in the evening hours may do so by sending an email to [buddysystem@baystate.edu](mailto:buddysystem@baystate.edu). This service runs Monday through Thursday from 6:00pm to 9:30pm at the Boston location.

### **FACILITIES**

The Facilities staff is responsible for providing a clean and comfortable living and learning and environment for all members of the Bay State College community. Work orders may be submitted 24 hours a day, 7 days a week via email at [facilities@baystate.edu](mailto:facilities@baystate.edu). For emergencies, please contact the Department of Student Affairs main line at (617) 217-9222 or after-hours at (617) 217-9211.

# STUDENT CONDUCT

## STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Bay State College is committed to supporting students in all their endeavors; however, all members of the community must remain conscious of how truly fortunate they are to be studying, working, and living in an academic community.

As members of the Bay State College community, all students have certain rights, as well as a responsibility to behave in an appropriate manner, consistent with the mission of the College and the policies listed throughout this Handbook. These rights include:

- The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.
- The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse.
- The right to be free of any action that unduly interferes with a student's rights and/or learning environment.
- The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
- The right to have access to a process through which to resolve deprivations of rights and, in the case of disciplinary procedures, the right to be informed of any charges of misconduct, the right to adequate time to prepare a response to the charges, the right to hear evidence in support of the charges, the right to present evidence against the charges, the right to a fair procedure which is appropriate to the circumstances, and the right to be informed of the outcome of any proceeding.

All Bay State College students also have certain responsibilities to the institution and to its members, including:

- Respect for the rights of others, including the obligation to refrain from conduct that violates or adversely affects the rights of other members of the Bay State College community.
- The obligation to refrain from interfering with the freedom of expression of others.
- Avoidance of force, violence, threat, or harassment, and the avoidance of disruption.
- Compliance with local, state, and federal laws and regulations. Bay State College students must be aware that they continue to be subject to the obligations of all citizens while they attend the College. The institution is committed to the observance of the laws. Bay State College students, as adults, are fully expected to comply with all local, state, and federal laws and bear the ultimate responsibility for their actions.
- The obligation to ensure that the conduct of others who come to the College as guests of the student complies with the rules and regulations of the College.
- The obligation to respect the environment of Bay State College, which includes respect for the physical features of the campus and its facilities, as well as the special needs of an academic institution, such as quiet and privacy.
- The obligation to provide proper identification when requested to do so by a representative of the College.
- Cooperation with College officials in the performance of their duties.
- Knowledge of the information published in this Handbook, on the Bay State College website and Portal, and in other official publications of the College. Students are also responsible for any information delivered to them via College mail and/or sent to their Bay State College email accounts.

## STUDENT CODE OF CONDUCT

In addition to providing a quality education, Bay State College is committed to developing socially and ethically aware citizens. As such, in order to remain in good standing at the College, students must abide by a set of policies and regulations governing student conduct both in and out of the classroom. These regulations may be amended, as deemed necessary, in writing. Any violations of these regulations are subject to the College's conduct process. The right to determine appropriate conduct not otherwise covered by this code and to impose sanctions for misconduct shall be reserved for the administrators and faculty members of the College.

The responsibility to abide by and respect College policy is held by all members of the Bay State community. If students willingly remain in the presence of a policy violation without taking action to dissociate themselves, they may be perceived as supporting the violation and will be held accountable as such. When in the presence of a violation, an individual has the responsibility to leave the area where the violation is occurring and/or to contact appropriate College officials so that the violation is confronted.

All Bay State College students are expected to fully comply with all of the policies and procedures listed in this Handbook. Additionally, resident students are expected to fully comply with the guidelines detailed in the *Resident Student Handbook*, available from the Office of Residence Life.

At Bay State College, we are very serious about making sure that students meet the responsibilities listed in this Code of Conduct. Students who are unable or unwilling to act with appropriate decorum, who do not act with good citizenship, or who engage in antisocial behavior toward others, will find that they are not welcome to remain at the College.

### **Academic Integrity**

As members of an academic community, all students have an obligation to respect the rules of academic integrity. Please refer to the Academic Integrity Policy on pages 7-9 for details regarding these responsibilities.

### **Alcohol**

Policies with regard to alcohol include, but are not limited to, the following: possession or consumption of alcohol, providing alcohol, public intoxication (intoxication which causes a disturbance or is dangerous to self, others, or property, or in any way requires the attention of College staff), false identification, and alcohol containers (including empties).

Students are subject to all applicable local, state, and federal laws regarding alcohol and are not exempt from enforcement of these laws by virtue of their student status or their presence on College property.

#### Use of Alcohol on Campus

With the exception of students who are eligible for the Personal Consumption Policy (listed below), Bay State College students, regardless of age, are not permitted to possess, consume, or transport alcohol onto the campus.

Additionally, Bay State College regards being in the presence of alcohol or alcoholic beverage containers (full or empty) as a violation of College policy and those students found to be in violation will be subject to action through the conduct system.

Any guest of the Bay State College campus is subject to this policy, and guests are the responsibility of the Bay State College student host.

#### Personal Consumption

A student will be eligible to possess and consume a specified amount of alcohol within the residence halls under the following conditions: the student is at least 21 years old and all roommates are at least 21 years of

age. To be eligible, students must also participate in an educational program sponsored by the Office of Residence Life. For additional information regarding this policy, please refer to the *Resident Student Handbook*.

#### Use of Alcohol off Campus

Students 21 years of age or over may consume alcohol off campus. However, the College expects these students to drink responsibly, and not to provide or procure alcohol for persons under the age of 21.

If these students are involved in unlawful behavior or creating a disturbance off campus and the College is notified, they will be subject to action through the conduct system. Additionally, College officials will fully cooperate with external law enforcement agencies when such situations arise.

If the student returns to the College campus in an intoxicated state, endangers his/her health through irresponsible drinking, or causes a disturbance due to inebriation, he or she will be subject to action through the conduct system.

#### Social Host Liability Law

It is against College policy and state law to provide alcohol to minors or to allow minors to drink in your home or on property under your control, including college residences. This includes instances where the minor purchases and/or brings his/her own alcohol into your residence. There is no need to show that the person actually supplied the alcohol to the minor. Criminal penalties include a fine up to \$2000, imprisonment for up to a year, or both (MA General Law Chapter 138, section 34). In addition, you may also be sued civilly if the minor becomes ill or dies from ingesting alcohol, if the minor causes damage to property, or the minor causes harm to another person.

#### Public and/or Acute Intoxication

Public intoxication is prohibited on campus, regardless of a student's age or status as a commuter or resident student, and will be subject to action through the conduct system. In the event that a faculty or staff member suspects a student to be in an intoxicated state, that student may be asked to leave the College facility or off-campus College event immediately. Any student given such instructions is required to immediately comply or face additional and more severe sanctions. Students that demonstrate behavior consistent with acute intoxication, as deemed by a College official, may be transported by ambulance to a local hospital. If a student refuses transportation, College officials may contact a parent or guardian and apprise that individual of the situation.

Instances in which alcohol is a contributing factor to another incident or policy violation, such as violence, fighting, vandalism, and noncompliance, will result in a more serious disciplinary response.

#### Effects and Signs of Use

Alcohol has the following effects:

- Central Nervous System: depresses, does not stimulate, the action of all parts of the central nervous system. It depresses normal mental activity and normal muscle function. Short-term effects of an average amount: relaxation, breakdown of inhibitions, euphoria, decreased alertness. Short-term effects of large amounts: nausea, stupor, hangover, unconsciousness, death.
- Heart and Blood Vessels: decreased normal function, leading to heart diseases such as cardiomyopathy and disorders of the blood vessels and kidneys, such as high blood pressure. Bleeding from the esophagus and stomach frequently accompany liver disease caused by chronic alcoholism.
- Unborn Fetus (teratogenicity): alcoholism in the mother carrying a fetus causes fetal alcohol syndrome (FAS), which includes the production of mental deficiency, facial abnormalities, slow growth, and other major and minor malformations in the newborn.



- **Addiction:** compulsive use of alcohol. Persons addicted to alcohol have severe withdrawal symptoms when alcohol is unavailable. Even with successful treatment, addiction to alcohol (and other drugs that cause addiction) has a high tendency to relapse. (Memories of euphoric feelings plus family, social, emotional, psychological, and genetic history are all important factors in producing the addiction.)
- **Liver Disease:** usually cirrhosis; also deleterious effects on the unborn child of an alcoholic mother.
- **Loss of Sexual Function:** impotence, erectile dysfunction, loss of libido.
- **Increased Incidence of Cancer:** mouth, pharynx, larynx, esophagus, liver, and lung.
- **Changes in Blood:** makes clotting less efficient.
- **Heart Disease:** decreased normal function leading to possible damage and disease.
- **Stomach and Intestinal Problems:** increased production of stomach acid.
- **Interference with Expected or Normal Actions of Many Medications:** drugs such as sedatives, painkillers, narcotics, antihistamines, anticonvulsants, anticoagulants, and others.

Signs of use include: prominent smell of alcohol on breath and behavior changes (aggressiveness, passivity, poor judgment, outbursts of uncontrolled emotion such as rage or tearfulness).

#### Services and Information

The College maintains alcohol education information and a list of counseling and support services that can be obtained in the Counseling Office. The College also has a designated contact person who is available to hear concerns regarding alcohol use and to offer referrals, advice, and information on alcohol education and services in the community. The contact is: Cheryl Raiche, Mental Health Counselor, 31 St. James Avenue, (617) 217-9212, craiche@baystate.edu.

#### **Cell Phones and Other Electronic Equipment**

The use of cell phones and other similar electronic devices in classrooms and/or hallways is distracting and disruptive to classes that are in session. Use of these devices is at the discretion of each individual instructor. Devices should be turned off while in classrooms, the library, computer labs and neighboring areas.

Additionally, the use of cell phones and other electronic devices in any manner that invades another individual's privacy or is disrespectful is strictly prohibited. This includes misuse of cellular devices through the use of the photographic or text messaging function.

#### **Civility**

Students are expected to maintain courteous and respectful relationships with their fellow students, faculty, and staff members, and to treat other people's property with respect. Students are also expected to refrain from the use of obscene or inflammatory language or gestures. Disrespectful and/or disruptive behavior will not be tolerated.

#### **Compliance**

A student must comply in a timely manner with directions issued by any College official in the performance of his/her regular job duties. This includes, but is not limited to, requests to search property or person and confiscate prohibited items.

#### **Dangerous Weapons**

Bay State College strictly prohibits the possession on College premises or at off-campus College events of any handgun, rifle, shotgun, bow and arrow, BB gun, paintball gun, air rifle, ammunition, or other device of a physically harmful nature or which resembles actual items. Bomb threats are also a serious violation of policy, as well as state and federal statutes.

Additionally, Massachusetts General Statutes, Chapter 269, Section 10, prohibits knives, swords, nun chucks, and the like. Knives of any type, guns (firearms – real, counterfeit, or toy), ammunition, or any weapon or object that could be used as a weapon is also prohibited and subject to confiscation by College officials.

Mace and pepper spray are not allowed on the College campus or at College-sponsored events, even if a student possesses a permit for it.

## **Drugs**

### Drug-Free School Policy

This institution embraces the spirit of the public law that requires schools to provide a drug-free campus and workplace. The school will abide by the law as outlined in the accompanying policy. As part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and the irresponsible use of alcohol. Additionally, the College abides by federal law, which prohibits the possession/consumption of marijuana, even if the individual involved is in possession of a medical marijuana license.

The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life: relationships, family, job, school, physical and emotional health.

Any student or employee who suspects either he or she or someone else may be at risk is invited to seek services that can be of help.

The school maintains drug and alcohol education information and a list of counseling and support services that can be obtained in the Counseling Office.

We have also designated a contact person who is available to hear concerns regarding drug and alcohol use and offer referrals, advice, and information on drug and alcohol education and services in the community. The contact is Cheryl Raiche, Mental Health Counselor, 31 St. James Avenue, (617) 217-9212, craiche@baystate.edu.

### Drug-Free School and Workplace Statement

In accordance with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, this institution is hereby declared a drug- and alcohol-free school and workplace.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the school, including grounds, parking areas, anywhere within the building(s), or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including dismissal or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or we will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy:

- Reporting the violation to law enforcement officials
- Taking appropriate disciplinary action against such student or employee, up to and including dismissal or termination of employment
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency

In compliance with the law, this institution will make a good-faith effort to maintain a drug- and alcohol-free school and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

We are providing the facts, health risks, and sanctions associated with unlawful use, possession, or distribution of illicit drugs and alcohol and consider their inclusion an integral part of our drug-free school and workplace policy.

### Drugs of Abuse

Drugs of potential abuse include those that are addictive and harmful. They usually produce a temporary, false sense of well-being, but their long-term effects can be devastating. The most common drugs of abuse include:

#### Marijuana (Cannabis, Hashish)

- *What it does:* heightens perception, causes mood swings, relaxes mind and body.
- *Signs of use:* red eyes, lethargy, uncoordinated body movements.
- *Long-term effects:* decreased motivation. Possible brain, heart, lung, and reproductive system damage.

#### Amphetamines

- *What they do:* speed up physical and mental processes to cause a false sense of energy and excitement. The moods are temporary and unreal.
- *Signs of use:* dilated pupils, insomnia, trembling.
- *Long-term effects:* violent behavior, paranoia, possible death from overdose.

#### Barbiturates

- *What they do:* produce drowsiness and lethargy.
- *Signs of use:* confused speech, lack of coordination and balance.
- *Long-term effects:* disruption of normal sleep pattern. Possible death from overdose, especially in combination with alcohol.

#### Cocaine

- *What it does:* stimulates the nervous system, heightens sensations, and may produce hallucinations.
- *Signs of use:* trembling, intoxication, dilated pupils, constant sniffing.
- *Long-term effects:* ulceration of nasal passages where sniffed. Itching all over body, sometimes with open sores. Possible brain damage or heart rhythm disturbance. Possible death from overdose.

#### Opiates (Codeine, Heroin, Methadone, Morphine, Opium)

- *What they do:* relieve pain, create temporary and false sense of well-being.
- *Signs of use:* constricted pupils, mood swings, slurred speech, sore eyes, lethargy, weight loss, sweating.
- *Long-term effects:* malnutrition, extreme susceptibility to infection, the need to increase drug amount to produce the same effects. Possible death from overdose.

### Services and Information

Resources are available to assist Bay State College students in understanding and dealing with drug and alcohol abuse. Students can receive information by contacting: Cheryl Raiche, Mental Health Counselor, 31 St. James Avenue, (617) 217-9212 or email [craiche@baystate.edu](mailto:craiche@baystate.edu).

The following hotlines are also available to assist members of the College community:

- ALCOHOLICS ANONYMOUS (support group for alcoholics): (617) 426-9444
- 1-800-ALCOHOL (active alcohol referral line): (800) 252-6465
- DRUG & ALCOHOL HOTLINE (Massachusetts hotline): (800) 327-5050

- NATIONAL DRUG & ALCOHOL TREATMENT REFERRAL SERVICE (the national service of the Substance Abuse and Mental Health Services Administration): (800) 662-HELP (4357).

### Drug Penalties

As under federal law, most crimes involving the unlawful possession, use, sale, and distribution of drugs are set forth under Massachusetts General Laws, Chapter 94C. Under Chapter 94C, it is a criminal violation to manufacture, possess, distribute, or dispense a “controlled substance” or to manufacture, sell, or possess with intent to sell drug paraphernalia. Violations of Chapter 94C are punishable by prison sentences, fines, or both.

Mandatory sentences are also imposed for trafficking in marijuana, cocaine, heroin, morphine, opium, etc. Under federal law, it is an offense to manufacture, distribute, or possess with intent to distribute a controlled substance. Under both federal and state law, any property associated with the unlawful sale, manufacture, storage, or transportation of controlled substances may be forfeited to the authorities. Federal law also provides for increased terms of imprisonment and magnitude of fines when a drug offense is committed within 1,000 feet of college property.

### **Fire Safety**

Deliberately setting a fire on the campus will be treated as one of the most serious forms of misconduct. Any conduct having a foreseeable risk that a fire will result is unacceptable, even if no fire is intended or does occur.

Occupants are required to exit any College building immediately any time the fire alarm sounds. Students should become familiar with the fire exits in each section of the residence halls and classroom buildings on campus. Occupants are to evacuate the building immediately and stay at least 50 feet away from the building until the “all clear” signal is given from an appropriate College official.

Tampering with or misusing fire protection devices such as extinguishers, smoke detectors, and alarms, or setting off a false alarm threatens the safety of the community and is unacceptable. Refusing to leave a building during a fire alarm, or exhibiting uncooperative behavior toward a College or Boston City employee are also considered violations of College policy.

The use or storage of hoverboards on College property is strictly prohibited.

### **Good Neighbor/Good Citizenship**

The College takes its relationship with its neighbors in the Back Bay and the Cities of Boston and Taunton very seriously. The maintenance of the rights, tranquility, and attractiveness of the neighborhood and the concern for the welfare of the people and property on the campus are of the utmost importance to everyone.

Students who attend Bay State College and/or reside in the residence halls or visit the College neighborhood or housing are expected to demonstrate respect and concern for all members of the local community.

Whether or not alleged misconduct constitutes a violation of criminal law, students may be sanctioned by the College’s conduct system for violations of the Code of Conduct occurring on or off of the Bay State College campus.

### **Guests**

In order to provide a safe environment that is conducive to the academic pursuits of its students, Bay State College has established some guidelines regarding guests on campus. Visitors are permitted in the classroom only with the prior approval of the instructor. Children are not permitted in the classroom or unsupervised in other areas on campus (lounges, offices, Learning Commons, etc.).

Any student who hosts a visitor, guest, family member, or any individual that is accompanying a guest on campus or at a College-sponsored event is responsible for ensuring that the guest knows and adheres to all regulations of the Code of Conduct. In instances where guests violate rules or policies, the student host may

be held responsible for guest misconduct under the conduct system.

Bay State College reserves the right to deny access to any guest who exhibits inappropriate behavior, refuses to abide by current guest policies, or is deemed a danger to him/herself or to others.

### **Harassment**

Bay State College is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This can exist only when each member of the community is assured an atmosphere of mutual respect, in which each person is judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination, and ensuring students and employees the right to an environment free from discriminatory intimidation, ridicule and insult. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy.

Harassment is defined as inappropriate or unwanted contact with a student, whether verbal (including telephone and computer), physical, or emotional. Incidents of harassment will be investigated by the Department of Student Affairs and, if a student is found responsible, he or she may be banned from the particular building or floor, be removed from campus housing and/or the College, be charged by the criminal system, and be subject to further college sanctions.

### **Bullying**

Bullying consists of abusive conduct relative to acts, omissions, or both, that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct and without regard to the method of delivery, such as verbal, written or electronic. Abusive conduct may include, but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct of a threatening, intimidating, or humiliating nature; the sabotage or undermining of an individual's work performance; or attempts to exploit an individual's known psychological or physical vulnerability. A single act normally will not constitute abusive conduct, but an especially severe and egregious act may meet the standard.

Bay State College prohibits conduct which may be interpreted as bullying as described in this policy. Staff members are required and students are strongly encouraged to provide support to individuals who are bullied or harassed and to report incidents to the appropriate college official. This policy applies to the entire college community, including full-time and part-time administration, faculty, staff, students, consultants, and vendors. It includes conduct in the workplace and conduct in connection with college-sponsored events.

### **Hate Crimes**

Hate crimes are serious offenses and Bay State College takes these matters very seriously. A hate crime is any traditional criminal offense that is motivated in whole or in part by the offender's bias toward the victim's race, religion, sex, disability, sexual orientation, gender identity, nationality, or ethnicity.

Bias-motivated offensive conduct is behavior that, whether or not criminal, constitutes a violation of behavioral standards and policies listed in this Handbook, and that is motivated in whole or in part by the offender's bias toward the victim's race, religion, sex, disability, sexual orientation, gender identity, nationality, or ethnicity.

Hate or bias crime encompasses not only violence against individuals or groups, but also crimes against property, such as arson or vandalism. Hostile or hateful speech, or other disrespectful or discriminatory behavior, may or may not be a crime depending on the situation and the specific acts of the individual.

### **Hazing**

In 1985, the Massachusetts House of Representatives passed legislation that prohibits any form of hazing on

campuses throughout the Commonwealth. The College, as well as the Commonwealth of Massachusetts, forbids the hazing or harassment of any student on or off the campus. Any student who organizes or participates in hazing will be subject to dismissal from the College.

269:17. Hazing; organizing or participating; hazing defined.

Section 17. Whoever is a principal organizer or participant 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" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers 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 that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18. Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen 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.

269:19. Notice to schools and colleges; Annual Reports; Adoption of Disciplinary Policy

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 shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibilities to inform student groups, teams, or organizations and 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 Regents, 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.

### **Health and Welfare**

In the interest of promoting a safe and healthy environment for all students and staff, Bay State College reserves the right to restrict students with certain physical and/or mental health issues from attending classes and/or living in the residence halls until satisfactory treatment is received and documented. Included in these rights is the authority to mandate ongoing therapy or counseling for any student deemed to be a threat to him/herself or others.

### **Identification**

In order to ensure the safety of the College community, each student is given a *myBayStateCard* upon entering Bay State College. Students are required to carry this picture ID at all times while on campus and may be asked to produce identification by faculty or staff at any time. Failure to do so may result in denial of entry into College facilities and may result in disciplinary action for the student.

It is considered misrepresentation to alter, deface, or falsify IDs or in any way obtain or conspire to obtain fake identification for the purpose of presenting oneself as 21 years of age or older. Manufacturing fraudulent IDs is a very serious offense and will result in suspension or dismissal from the College, as well as possible criminal prosecution.

### **Misconduct**

Students will not act in a manner which will infringe upon the privacy rights, privileges, health or safety of other persons. Any activity that has a negative impact on another person's ability to be a successful member of the Bay State College community will not be tolerated.

Disorderly conduct including, but not limited to, fighting, boisterousness, rowdiness, obscene or indecent conduct or appearance, or unbecoming language directed at another, is prohibited.

Conduct which may be considered a violation of local, state, and/or federal law is prohibited.

### **Physical Violence**

Physical violence such as hitting, pushing, slapping, kicking, choking, restraining, pinching, hair pulling, spitting, biting, or throwing of any object at an individual is considered a most serious type of offense. Any person engaging in these forms of violent behavior will be subject to dismissal from the College.

### **Residence Halls**

Students who reside in or visit the residence halls are subject to the policies and procedures listed in the *Resident Student Handbook*, which is available in the Office of Residence Life.

In the event that a student is dismissed from the residence halls for disciplinary infractions, he or she will be provided with a timeline for moving out. In certain cases, as determined by the Office of Residence Life, students may be asked to move out immediately. If this is the case, a College official will accompany the student as belongings are collected. Please note that students who are dismissed from housing are liable for housing charges for the entire term of the Residence Agreement.

In the event that a student is dismissed from the residence halls for a disciplinary infraction, the Assistant Dean of Students or designee will make a determination as to whether or not a hearing must be held to decide if the individual can remain a student at Bay State College.

## **Restraining Orders**

If a student or employee has a restraining order against another student, this may inhibit the latter student's ability to reside on campus or continue classes.

If a student has filed a restraining order against another person (regardless of that person's affiliation to Bay State College), and has listed the College's location on the order, he or she must provide a copy of the order to the Dean of Students' Office.

## **Restricted Areas**

Bay State College prohibits entrance into restricted areas such as, but not limited to, roofs, fire escapes, balconies, and buildings closed for vacation. This also includes areas to which the student has not been given access rights via the College's card access system.

## **Sexual Violence**

The full Sexual Violence Policy can be found on the College's website and is available in the Dean of Students' Office. There you will find more detailed information about consent, statements of confidentiality, and rights of the victim and the accused.

Sexual violence in any form is one of the most serious violations of respect for others and will not be tolerated within our community. Some forms of sexual violence, often referred to as sexual assault or rape, are punishable by both civil and criminal legal action.

Emergency support services are available on a 24-hour basis by calling the Student Affairs Emergency On-Call Number at (617) 217-9211. On-campus counseling is available with either of the College's two Mental Health Counselors: Cheryl Raiche, LICSW and Aubry Fappiano, LCSW are both located on the second floor of 31 St. James Avenue. Cheryl Raiche can be reached at (617) 217-9212 or [craiche@baystate.edu](mailto:craiche@baystate.edu). Aubry Fappiano can be reached at (617) 217-9246 or [afappiano@baystate.edu](mailto:afappiano@baystate.edu). Any student who reports an incident of sexual violence is entitled to a change in residence (if living on campus) and/or adjustment of academic class schedule (if schedule allows).

### Title IX

#### ***What is Title IX?***

Title IX of the Education Amendments of 1972 protects individuals from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.

Bay State College is committed to providing an environment free from discrimination on the basis of sex. The College provides many resources to students, faculty, and staff to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct and assault. Kate O'Hara, Vice President of Student Affairs/Dean of Students, serves as the College's Title IX Coordinator, and oversees and provides leadership for the activities of the Title IX deputies, compliance-related responsibilities, and Title IX training.

The Dean of Students' Office is located on the second floor of 31 St. James Avenue. The Vice President/Dean can be reached at [kohara@baystate.edu](mailto:kohara@baystate.edu) or (617) 217-9225.

#### ***Title IX Responsibilities***

Bay State College has appointed Title IX deputies to assist in developing an efficient and effective college response to each complaint and, where appropriate, assist with investigations of particular situations.

The Title IX deputies are:

- Jeremy Shepard, Assistant Dean of Students  
31 St. James Avenue  
(617) 217-9218 or [jshepard@baystate.edu](mailto:jshepard@baystate.edu)



- Dustin Martin, Assistant Director of Residence Life  
31 St. James Avenue  
(617) 217-9231 or dmartin@baystate.edu

***When should you contact the Title IX Coordinator or Deputies?***

Any student, faculty or staff member, or applicant for admission who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator or a deputy. Contact one of these individuals if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
- Learn of a situation that you believe may warrant a College investigation;
- Have questions about the College's policies and procedures.

Types of Sexual Violence Offenses

Bay State College prohibits all types of sexual violence, whether perpetrated by a stranger or acquaintance, whether between individuals of the same sex or opposite sex, whether occurring on or off campus, and whether directed against a member of the College community or someone outside of the College community. Sexual violence offenses include, but are not limited to the following:

***Sexual Assault***

Sexual Assault is any sexual penetration (anal, oral, or vaginal), however slight, with any object, or sexual intercourse by a person upon another person without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger and oral copulation by mouth-to-genital or genital-to-mouth contact.

Effective consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. Silence, in and of itself, cannot be interpreted as consent. Consent must be present throughout the sexual activity by all parties involved. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Consent may never be obtained through the use of force, coercion, or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator or victim's use of alcohol or other drugs does not diminish the perpetrator's responsibility.

***Sexual Misconduct***

Sexual Misconduct is any intentional sexual touching, however slight, with any object by one person upon another person without effective consent (see "Sexual Assault" for a definition of effective consent). Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another, or any other bodily contact in a sexual manner. Any disrobing of another or exposure to another by a man or a woman without effective consent is considered a violation of this policy.

***Sexual Harassment***

Sexual Harassment consists of any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. This includes, but is not limited to: submission to, or rejection of, such conduct that is made either implicitly or explicitly a term or condition of employment or participation in an education program; submission to, or rejection of, such conduct that is used as the basis for employment or academic decisions affecting a student; such conduct that has the purpose or effect of

interfering with a student's work or academic performance; or such conduct that creates a hostile or intimidating work environment.

### ***Sexual Exploitation***

Sexual Exploitation occurs when a student takes nonconsensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include, but are not limited to: making public sexual activity with another student without that student's consent; prostituting another student; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); voyeurism; and/or knowingly transmitting HIV or an STI to another student.

### ***Stalking***

Stalking is defined as any pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile, or offensive environment. A "pattern of conduct" is defined as two or more times and constitutes a repeated attempt to initiate unwanted, inappropriate, and/or threatening interactions against a particular person or group. Examples of stalking behavior include, but are not limited to: unwelcome communication that can be face-to-face, phone, text, email, voice messages, written messages, gifts, etc.; pursuing and/or following another person or group; surveillance; trespassing; gaining unauthorized access to personal, medical, financial, or any other identifying piece of information without explicit permission; and accessing email, phone, or other forms of personal communication in order to follow or monitor another's activity.

Cyberstalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones, or other similar devices or mediums to pursue, track, harass, monitor, or make unwanted contact with another person is a violation of this policy.

### ***Relationship Violence***

Relationship Violence is a pattern of coercive behaviors that serves to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal, and/or emotional. Relationship violence can occur between current and former intimate partners who have dated, lived together, currently reside together on or off campus, or who otherwise are connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships. Relationship violence is sometimes referred to as intimate partner violence, domestic violence, or dating violence.

Examples of relationship violence include, but are not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair-pulling, kicking, sexual assault and/or other forms of unwanted physical contact that cause harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; and exhibiting extreme possessiveness or jealousy.

### **Additional Clarifying Rules**

- A person who is the victim of sexual violence is not required to physically or otherwise resist a sexual aggressor.
- Intentional use of alcohol or other drugs does not excuse a violation of the Sexual Violence Policy.
- Attempts to commit acts of sexual violence are also prohibited under this policy, as is aiding in the commission of sexual violence as an accomplice.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated

clearly, and all sexual activity must cease.

- An "intent to rape" is not required under the Sexual Assault definition, as sexual assault is not an intent-based concept. The requisite intent for sexual assault is demonstrated by engaging in the act of intercourse intentionally.

#### Retaliation Policy

It is a violation of the Code of Conduct for any individual, whether by his or her self or through agents acting on his or her behalf, to engage in any form of retaliation or intimidation in connection with complaints of sexual violence.

#### False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

#### **Smoking**

Smoking is prohibited in all Bay State College buildings. Smoking in rooms, hallways, stairwells, lounges, lobbies, fire escapes, balconies, and bathrooms is strictly prohibited.

Additionally, smoking near Bay State College buildings is prohibited. This includes, but is not limited to, the front and back entryways to the buildings, as well as the front steps of each building.

In addition to cigarettes, beedi and clove cigarettes, cigars, pipes, and e-cigarettes are also prohibited in and around Bay State College buildings.

#### **Solicitation**

No soliciting by outside individuals or organizations will be permitted on the Bay State College campus, unless permission is granted by the Vice President of Student Affairs/Dean of Students.

#### **Student Demonstrations**

Bay State College encourages an atmosphere of open dialogue between students and other members of the College community and recognizes that a spirit of inquiry and debate is an essential piece of the academic experience.

To ensure that public demonstrations of opinion do not violate directly or indirectly the rights of others by preventing the ordinary operation of the College, the Vice President of Student Affairs/Dean of Students must be notified 72 hours in advance of any planned demonstrations. If approved, the activities must be conducted in accordance with the rules set forth below. The Vice President/Dean reserves the right to determine the time and place of any public demonstration. Participation in a demonstration without prior authorization could result in disciplinary action. The organizers of any demonstration should be aware that they are also responsible for compliance with local, state, and federal law.

The following types of conduct will be treated as disruptive and unacceptable:

- Physical or verbal abuse of any person on property owned or controlled by the College.
- Causing damage to the property of the College, an organization recognized by the College, or an individual.
- Obstruction or disruption of the affairs of the College, including, but not limited to, teaching, public presentations, administration, disciplinary procedures, or placement or recruitment services.
- Unauthorized entry to a College facility and failure to leave a College facility when requested to do so by a College official.
- Continued obstruction of the entrance or exit to a College facility after being asked to cease the

obstruction by a College official.

- Possession of a firearm, dangerous weapon, or explosive device while taking part in a demonstration of any kind.

Anyone participating in a demonstration must be willing to produce his/her *myBayStateCard* upon request by a College official.

Please note that in emergency situations, this right to hold demonstrations may be suspended by the College and replaced with mandates from College or other public officials.

## Technology Use

As part of its educational mission, Bay State College acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for use by authorized members of the College community for college-related purposes. Bay State College values openness and promotes access to a wide range of information. Campus information systems have been designed to be as open as possible and, as such, the College insists on responsible use of these systems. Because the electronic environment is easily disrupted and electronic information is readily reproduced, respect for the work and rights of others is especially important.

The College's information systems consist of all networking, computing, and telecommunications wiring, equipment, networks, security devices, passwords, servers, computer systems, computers, computer laboratory equipment, workstations, internet connections, cable television plant, and all other intermediary equipment, services, and facilities.

To protect the integrity of computing and information resources against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, the College reserves the right, with or without notice, to monitor, record, limit, or restrict any account holder's access and/or usage. The College may also monitor, record, inspect, copy, remove or otherwise alter any data, file, or system resources. The College reserves the right to periodically check these systems and to take any other actions necessary to protect the computer, network, and telecommunications facilities. The College also retains access rights to all files and electronic mail on its computing and network facilities. Anyone using these systems or networks expressly consents to such monitoring.

### General Rules

Bay State College information systems may be used for lawful purposes only. Users must not use their accounts of College information systems for unlawful purposes, including, but not limited to, the installation of fraudulently- or illegally-obtained software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, propagating unlawful or deceptive schemes, or for any purpose contrary to local, state, and federal law or College policy.

Examples of applicable laws, rules, and policies include: the laws of libel, privacy, copyright, trademark, obscenity and child pornography, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities, and the College's Code of Conduct. Users who engage in electronic communication with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks.

Users are responsible for ascertaining what authorizations are necessary and for obtaining them before using college computing resources. Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned by the account administrator. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner or party that discovers the unauthorized use should immediately change the password and report the incident to the

Campus Technology Solutions (CTS) Department.

Use of College information systems must comply with the provisions of the College's Copyrighted Works Use Policy, copyright law, and fair use. Copyright law limits the right of a user to decrypt, copy, edit, transmit or retransmit another's intellectual property, including written materials, images, sounds, music, and performances, even in educational context, without permission, except where such use is in compliance with Fair Use or TEACH Act provisions.

The user is responsible for the correct use of the tools each computer system provides for maintaining the security of stored information. A summary of the security procedures relevant to this end are given below:

- Computer accounts, passwords, access cards, and other types of authorization are assigned to individual users and should not be shared with others. The person to whom an authorization is assigned will be held accountable for any activity originating from that account;
- The user should select an obscure password and change it frequently;
- It is incumbent upon every user to adhere to security policies and procedures and to call to the attention of the CTS Department those whom they feel are violating these procedures;
- The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being either their victim or propagator.

Although there is currently no set bandwidth, CPU time, or other limit applicable to all uses of college computing resources, the College may require users of those resources to limit or refrain from specific uses if, in the opinion of the Director of Campus Technology Solutions or designee, such use interferes with the efficient operations of the system. These restrictions and limitations may be implemented at any time with or without notice.

Users may not state or imply that they speak on behalf of the College or use college trademarks and logos without authorization to do so.

Users must not use computing resources to gain unauthorized access to remote computers on any network or to impair or damage the operations of Bay State College computers or networks, terminals, or peripherals. This includes blocking communication lines, intercepting or monitoring communications, and running, installing, or sharing virus or other malicious programs. Deliberate attempts to circumvent data protection or other security measures are not allowed.

Electronic messages pertaining to the official business of the College, including all academic and administrative matters, shall be sent from College-owned or other College-recognized messaging systems. In cases where unrecognized third-party messaging systems are used to originate a message and/or where the party chooses to forward messages from a College-owned or College-recognized system to a third-party unrecognized system, individuals using these systems shall be solely responsible for all consequences arising from such use.

Bay State College reserves the right to reject from the network or block electronic communications and content deemed not in compliance with policies governing the use of information systems, including with respect to an investigation of alleged misconduct or wrongdoing and/or to law enforcement, pursuant to lawful inquiries and/or legal process. By accessing Bay State College information systems, users give the College permission to conduct each of the options described above.

The College reserves the right at any time, without prior notice or permission from the user or users of a computer or other College-owned computing device, to seize such devices and/or copy or have copied, any and all information from the data storage mechanisms of such devices, as may be required in the sole discretion of the College in conjunction with investigations of possible wrongdoing.

Theft, vandalism, destruction, modification, or intentional damage to any Bay State College computer,

network, equipment, or data is prohibited.

By accessing and/or using any Bay State College information or telecommunications system, including its network, email, or Internet services, the user agrees and expressly consents to the terms of this policy and gives the College permission to conduct each of the operations, monitoring, or oversight practices described in this policy.

### Security & Privacy

The College employs various measures to protect the security of its computing resources and its users' accounts. Users should be aware, however, that the College cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of college computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The College may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and the content of individual communications without notice when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet, website, social networking site, blog, or any other publicly-accessible system or forum;
- It reasonably appears necessary to do so to protect the confidentiality, integrity, or availability of college or other computing resources or to protect the College from liability;
- There is reasonable cause to believe that the user has violated or is violating this or any other applicable policy or local, state, or federal law;
- An account appears to be engaged in unusual or unusually-excessive activity, or;
- It is otherwise required or permitted by law.

The College's information systems and the messages, email, files, attachments, graphics, and network traffic generated through or within these systems are the property of the College. They are not the private property of any College employee, contractor, student, or any other person. No user of College systems should have an expectation of privacy in their electronic communications. All electronic communications, files, and content presented to and/or passed on Bay State networks, including those to, from, or through Internet connections, may be monitored, examined, saved, read, transcribed, stored or re-transmitted by an authorized employee or agent of the College, in its sole discretion with or without prior notice to the user. The College reserves and intends to exercise the right to do so. Electronic communications and content may also be examined by automated means.

The electronic privacy rights of other users shall be respected at all times. Use of audio, video, cell phone, webcam, or related technologies for the purpose of capturing images and/or recording speech in locations or circumstances where a reasonable expectation of privacy exists is prohibited without the prior consent of the subject(s) depicted and/or recorded. These provisions shall not apply to lawful surveillance conducted by appropriately-authorized law enforcement agencies. The College reserves the right to impose additional restrictions on the use of electronic recording devices, in its sole discretion.

Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the appropriate administrative department. The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate

college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

Requests for the disclosure of confidential information will be governed by the provisions of the various local, state, and federal laws that apply, including, but not limited to: Family Educational Rights and Privacy Act (FERPA), Healthcare Insurance Portability and Accountability Act (HIPAA), Massachusetts Data Protection Regulation (201 CMR 17.00), and Payment Card Industry (PCI).

All such requests will be honored only when approved by College officials who are the legal custodians of the information requested or when required by state or federal law or court order. Users found to be copying, modifying, or otherwise accessing information for which they have not been granted permission or using information in an unauthorized manner will be liable to disciplinary action up to and including dismissal from the College and prosecution.

### Inappropriate Usage

Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the College or members of the College community will be regarded as unethical and may lead to disciplinary action under the Code of Conduct.

Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to, the following:

- Destruction of, unauthorized removal of, or damage to equipment, software, or data belonging to Bay State College or other users;
- Disruption or unauthorized monitoring of electronic communications;
- Tampering, modification, or additions to network software, hardware, or wiring;
- Generation of excessive network traffic exceeding levels which create errors or performance problems for other users. Applications or computer hardware found to cause such problems may be moved to a different location or removed from the network at the discretion of CTS;
- Willful violations of computer system security;
- Use of email or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail. Some mass mailings may be authorized by the appropriate College authority. This also applies to material originating from this campus but sent to other sites or persons on the Internet;
- Use of College information systems to harass, threaten, defame, slander, or intimidate any individual or group;
- Generate and/or spread intolerant or hateful material which, in the sole judgment of the College, is directed against any individual or group based on race, color, sex, gender identity, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or nondisqualifying disability;
- Transmit or make accessible material which, in the sole judgment of the College, is offensive, violent, pornographic, annoying or harassing, including use of College information systems to access and/or distribute obscene or sexually-explicit material unrelated to College-sanctioned work or bona fide scholarship;
- Generate unsolicited email such as chain letters, unsolicited job applications, or commercial announcements;

- Generate falsely-identified messages or message content, including using forged content or any description;
- Transmit or make accessible password information;
- Attempt to access and/or access information systems and/or resources for which authority has not been explicitly granted by the system owner(s);
- Capture, decipher, or record user IDs, passwords, or keystrokes;
- Manipulate or tamper with uniform resource locators (URLs):
- Intercept electronic communications not intended for the recipient;
- Probe by any means the security mechanisms of any resource on any College network or on any other network through a connection to the College network;
- Disclose or publish by any means the means to defeat or disable the security mechanisms of any component of a College information system or network;
- Alter, degrade, damage, or destroy data;
- Transmit computer viruses or malicious/destructive code of any description;
- Conduct illegal, deceptive, or fraudulent activity;
- Obtain, use, or retransmit copyrighted information without the permission of the copyright holder;
- Place bets, wagers, or operate games of chance;
- Tax, overload, impede, interfere with, damage, or degrade the normal functionality, performance, or integrity of any device, service, or function of College information systems, content, components, or the resources of any other electronic system, network service, or property of another party, corporation, institution, or organization;
- Use of computer accounts, access codes, or network identification names or numbers other than those assigned to you;
- Use of computer and/or network facilities in ways that impede the computing activities of others (for example, randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities or applications, playing games on shared resources, or the overuse of network-accessible discussion lists or file-transfer sites);
- Setting up network servers or network services (such as naming and/or address servers, web servers, dial-in access, file servers, peer-to-peer applications, etc.) without the prior authorization of CTS. Unauthorized activity of this type may be detrimental to the overall operation of the network and is not allowed;
- Users must not attempt to implement their own network infrastructure. This includes, but is not limited to, basic network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users must not offer alternate methods of access to Bay State CTS resources such as modems and virtual private networks (VPNs). Users must not offer network infrastructure services such as DHCP and DNS;
- Intentionally creating, displaying, printing, or transmitting information which violates the College's harassment policy, including images, text, and media files;
- Use of computing facilities for financial gain or commercial purposes unrelated to the mission of the College;
- Violation of software copyrights and usage licensing agreements;



- Violation of the usage policies and regulations of the networks of which the College is a member or has authority to use;
- Academic integrity violations.

The above enumeration is not all-inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, the College's sole determination will prevail.

Please refer to the full *Computer and Telecommunication Appropriate Use Policy*, available in the CTS Office, for additional information.

### Social Media

Bay State College does not, as a matter of policy, routinely monitor Internet sites (e.g. Facebook, Twitter, YouTube, Tumblr, MySpace, iTunes, Instagram, blogs, etc.). However, if a student uses such sites to express sentiments, activities, or intentions that are unlawful and/or violate the Code of Conduct, and this is brought to an administrator's concern, the College will review the site(s) and material posted therein. After review, this may then be addressed with the student through the conduct system. Additionally, all students should be advised that they may be jeopardizing their personal safety and/or career prospects by posting personal and/or questionable material on these sites.

### **Theft**

Unauthorized attempts to take and use, misappropriate, or possess any property or information owned, leased, or maintained by Bay State College or any member of the College community is strictly prohibited.

### **Threats**

Bay State College does not take the use of threatening remarks or actions lightly and treats these types of remarks or behaviors as the most serious type of offense. Any student who threatens the use of violent behavior, either directly or indirectly, will be subject to disciplinary action, up to and including dismissal from the College.

### **Violations of Criminal Law**

If a student is charged with a violation of federal, state, or local law off the College's premises when such activities adversely affect the interests of or pose a threat (directly or indirectly) to the life, safety and/or well-being of the College community or any of its members, action may be taken through the conduct system and sanctions imposed.

Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. In situations where the Vice President of Student Affairs/Dean of Students or designee feels that the individual poses a potential threat to the safety of the College community, a summary suspension may be implemented and will remain in effect until the matter is resolved in a conduct hearing.

The College reserves the right to report any felonies to the appropriate local authorities for further action.

# THE CONDUCT SYSTEM

## PHILOSOPHY OF THE CONDUCT SYSTEM

The Department of Student Affairs coordinates the conduct system and all matters that relate to student conduct and behavior in order to maintain a community that is conducive to the overall mission of Bay State College. The conduct system is first and foremost educational in nature. It focuses on the growth and development of student potential through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others. However, there may be occasions when issues of community or personal safety and well-being require severe but appropriate responses that appear to supersede, but actually enhance, learning. Overall, the goal of the system is to create socially- and ethically-aware citizens amongst our student body.

## THE CONDUCT PROCESS

The focus of the conduct process is to determine whether the accused is responsible or not responsible for violating the regulations listed in the Code of Conduct. The process is designed to enforce college rules and regulations, not criminal laws, though at times the two may coincide. Formal rules of evidence will not be applicable and determinations of responsibility will be based upon a preponderance of the evidence or whether it is "more likely than not" that the student is responsible.

### **The Complaint**

A student will become involved with the conduct system as a result of alleged violations of the Code of Conduct. A formal complaint is written by a student, College official, security guard, or local police department and is submitted to the Assistant Dean of Students. All complaints must be submitted in writing and will contain the name or names of the students involved in the incident, as well as a clear statement explaining the nature and circumstances of the complaint. The Assistant Dean of Students or designee will determine if a hearing is necessary and will either schedule a meeting or refer the case to the Administrative Hearing Board. Any violations of the Academic Integrity Policy will be referred to the Academic Standing and Integrity Committee.

### **Notification of Meeting**

A student who has had a complaint lodged against him or her will receive written, verbal, or electronic notification that a complaint has been filed. This notice will also contain the date and time of a formal conduct hearing, which the student must attend.

### **Hearing**

In most instances, a College official will hold a hearing with the accused student. If the incident occurred in the residence halls, the hearing officer will most likely be the Assistant Director of Residence Life. If the incident occurred in an academic building or off-campus, the hearing officer will most likely be the Assistant Dean of Students or a designee.

The purpose of the conduct hearing is to determine whether or not the student is responsible for violating the Code of Conduct. During the hearing, the student will have the opportunity to discuss the complaint and alleged violations and explain his or her perception of the incident. Information is gathered by staff prior to the hearing and is presented to the student in the hearing. Possible sanctions may be discussed and reviewed. A student who does not appear for his or her scheduled hearing could have the case heard without the opportunity to present a statement on his or her behalf and a decision may be made in his or her absence.

The Assistant Dean of Students or designee also has the authority to convene an emergency hearing without the student being present. These situations would include, but are not limited to, the following: the incident occurring at the end of an academic semester, the student has been incarcerated or hospitalized after any

such incident, or, in the Assistant Dean's or designee's opinion, the student's presence on campus for a hearing could in some way jeopardize the safety and well-being of any other member of the College community.

### **Administrative Hearing Board**

In certain instances, the Assistant Dean of Students will refer the case to the Administrative Hearing Board. Typically, these cases would involve substantial threats to the health, safety, or well-being of the members of the community and/or involve a possible suspension or dismissal from the College. Students appealing a separation from housing will also be brought before the Administrative Hearing Board.

The Administrative Hearing Board is composed of a mix of faculty, staff, and administrators and the Assistant Dean of Students or designee, who serves as the Chairperson.

Decisions that can be reached by the Administrative Hearing Board are "responsible," "not responsible," "no finding," or "responsible for a lesser inclusive charge." A simple majority vote is required to make a decision. If the decision is "responsible," the Board will provide recommended sanctions to the Assistant Dean of Students. The Assistant Dean will review these recommendations and will impose sanctions on the student.

The Board may require students to appear as witnesses in cases where it is determined that additional information is needed for a full and fair hearing. Failure of a student to cooperate with the Board's request may result in sanctions through the conduct system.

If a case is referred to the Administrative Hearing Board, the student will receive notification of the time and date of the hearing, information regarding the members of the Board who will attend the hearing, and a copy of the Hearing Board Procedures. All attempts will be made to convene the Hearing Board within ten days of the incident. In some instances, the Board may convene an emergency hearing in the student's absence, such as when the incident occurs at the end of an academic semester, the student has been incarcerated or hospitalized after any such incident, or the student's presence on campus for a hearing could in some way jeopardize the safety and well-being of any other member of the College community.

### **Notification of Decision**

Following a hearing, a letter containing the official decision and any assigned sanctions will be sent to the student via mail or Bay State College email. A letter may also be sent to the parent(s)/guardian(s) and possibly to other members of the faculty and administration of the College, as appropriate and to the full extent permitted by law. Please note that the College, reserves the right to disclose the results of campus conduct meetings to those victims of crimes of violence or non-forcible sex offenses.

### **APPEALS**

A student has the right to appeal a decision made by a conduct hearing officer or Administrative Hearing Board if he or she can demonstrate one or both of the following:

- Substantive new evidence exists that was previously unknown, alters the facts, and could have had an impact on the outcome.
- There was a procedural error of fairness.

Please note that the severity of a sanction is not legitimate grounds for an appeal and therefore will not be considered.

In order to appeal a decision based on the grounds listed above, the student must submit a formal letter, in writing, to the appropriate College official, as listed below. This letter must be received within 48 hours of notice of the original decision and must include the following information:

- The name, address, and telephone number of the student.
- A clear statement explaining the nature and circumstances of the appeal, citing the new evidence

and/or the explanation with specifics of the alleged lack of fairness in the prior hearing.

- The names, addresses, telephone numbers, and written statements of new witnesses. Written statements should include the general nature of their testimony and their assent to appear at an appeal hearing. These statements should be factual in nature and relate to the incident in question. Character witnesses or statements regarding other incidents involving this student will not be accepted.

The following is a guide that indicates to whom the appeal should be addressed:

**If your original hearing was with the:**

Assistant Director of Residence Life

Assistant Dean of Students or Hearing Board

**Appeal to the:**

Assistant Dean of Students

Vice President of Student Affairs/Dean of Students

Upon receipt of the appeal letter, the appeal officer will determine if in fact the student's appeal has any merit. If the appeal does not meet either of the criteria listed above, the student will be notified in writing that the appeal has been denied and that the original decision stands. If there is merit, the appeal officer will convene a hearing with the student to review the incident. The appeal officer can make one of three decisions: uphold the original decision, dismiss the case by finding the student is not responsible, or a modified finding of responsibility based on new information presented during the appeal process. The student will be notified in writing of the decision.

The appeal officer will issue a final and binding decision. Students will not be granted more than one appeal opportunity per incident. For instances when the Administrative Hearing Board is considering an appeal for a separation from housing, this decision will be final and the student will not be able to appeal further to the Vice President of Student Affairs/Dean of Students.

## RECORDS

All documentation involving an incident will be kept on file in the Assistant Dean of Students' Office and/or the Office of Residence Life. A copy of all documentation relating to a particular student will be placed in a permanent disciplinary record and will be maintained by the Assistant Dean of Students or a designee.

## SANCTIONS

The main objective of the conduct system at Bay State College is that of education of all participants through the conduct process. Sanctions are not meant to be punitive in nature, but rather to assist the student's development into a mature and responsible citizen within our community and society at large.

The following is a list of typical sanctions that may be assigned based on the severity of the violation(s). The College reserves the right to create other sanctions, given the nature of the misconduct. Please note that these sanctions relate directly to the non-academic policies listed in this Handbook. Questions regarding academic policies should be referred to the Vice President of Academic Affairs.

Sanctions are broken down into two categories: College and Residential. College sanctions apply to all students (commuter and resident). Residential sanctions apply only to resident students. Therefore, a resident student might be subjected to a residential sanction, college sanction, or both, depending on the severity of the incident in which he or she was involved.

Bay State College also reserves the right to immediately sanction a student without following the above procedures. In the event that a student is deemed a danger to him/herself or to others, a summary suspension may be issued until the issue can be resolved. In the case of summary suspensions imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both on- and off-campus.

Please note that a record of disciplinary sanctions may impact a student's ability to hold a leadership position on campus, such as a Resident Assistant, Orientation Leader, or Student Government position. Additionally,

such information must be reported on most college transfer forms and, in some instances, job applications, particularly for federal or state positions. Disciplinary records may also impact a student's ability to participate in a study abroad program.

### **College Sanctions**

Sanctions classified as a college sanction include:

*Disciplinary Warning*: a written reprimand for violation of College policies, including a warning that continuation or repetition of prohibited conduct may result in further action through the conduct system.

*Disciplinary Probation*: a change in student status indicating that any future violation of College policy will most likely result in suspension or dismissal from the College.

*College Suspension*: a separation of the student from the College for a specified period of time, after which the student is eligible to return.

*College Dismissal*: a permanent separation of the student from the College. The student is permanently banned from entering all College property and prohibited from participating in any College-sponsored activities.

Any of the above sanctions may be combined with a loss of privileges, fines, restitution, educational assignments, community service, or referral to support services.

### **Residential Sanctions**

Residential sanctions impact a student's status in the residence halls. Detailed descriptions of these sanctions can be found in the *Resident Student Handbook*, which is available from the Office of Residence Life.

# GRIEVANCE POLICY

The purpose of this policy is to ensure that each student is treated in an equitable manner and that any student complaint will be handled promptly and fairly.

The first attempt at resolution of a conflict will be informal, consisting of the parties involved. It is expected that most grievances can come to an equitable resolution in this manner. However, if the complaint is not resolved, the grievance can be presented in writing with supporting allegations, within 10 days of the incident, to the appropriate personnel.

**Academic Issues** (instructor methodology, grading, course requirements, classroom behavior, misconduct, academic integrity, etc.)

1 <sup>st</sup> Recourse	Course Instructor
2 <sup>nd</sup> Recourse	Department/Program Chair (Day Division) or Director of Evening and Distance Education (Evening and Online Programs) or Academic Standing and Integrity Committee (for academic integrity issues)
3 <sup>rd</sup> Recourse	Vice President of Academic Affairs

## **Clinical Education Issues**

All students in the Physical Therapist Assistant and Nursing programs are subject to program-specific policies which can be found in their respective program handbooks.

## **Student Violations of Conduct**

1 <sup>st</sup> Recourse	Assistant Dean of Students
2 <sup>nd</sup> Recourse	Vice President of Student Affairs/Dean of Students

## **Sexual, Racial, or Cultural Discrimination**

1 <sup>st</sup> Recourse	Assistant Dean of Students
2 <sup>nd</sup> Recourse	Vice President of Student Affairs/Dean of Students

## **Disability Support Services Issues**

1 <sup>st</sup> Recourse	Disability Support Services Coordinator
2 <sup>nd</sup> Recourse	Vice President of Student Affairs/Dean of Students

## **Financial Issues**

1 <sup>st</sup> Recourse	Director of Student Financial Services
2 <sup>nd</sup> Recourse	Vice President of Administration and Finance

## **Security Issues**

1 <sup>st</sup> Recourse	Assistant Dean of Students
2 <sup>nd</sup> Recourse	Vice President of Student Affairs/Dean of Students

## **The Family Educational Rights and Privacy Act**

1 <sup>st</sup> Recourse	Registrar
2 <sup>nd</sup> Recourse	Vice President of Academic Affairs

**Title IX (Sexual Violence/Sex Discrimination)**

- 1<sup>st</sup> Recourse      Mental Health Counselor (Confidential) or Assistant Dean of Students (Quasi-Confidential)
- 2<sup>nd</sup> Recourse      Vice President of Student Affairs/Dean of Students (Title IX Coordinator)

**International Student Issues**

- 1<sup>st</sup> Recourse      International Student Success Coordinator (DSO)
- 2<sup>nd</sup> Recourse      Vice President of Student Affairs/Dean of Students (PDSO)

Maximum effort will be made to maintain confidentiality at every level of recourse. A grievance will be acknowledged within 10 days of receiving it. Decisions concerning student offenses and infractions of college regulations shall be made by the Assistant Dean of Students or a designee. Decisions concerning Academic Integrity will be made by the Academic Standing and Integrity Committee. All decisions will be final, subject to the student's right of appeal.

**REPORTING OF INCIDENTS AND CRIMES**

Students who have been involved in an incident or crime (theft, assault, etc.) and/or wish to report a security issue, should follow the following procedures:

- Obtain an Incident Report from the Department of Student Affairs.
- Complete the report, including all witness statements and evidence, keeping one copy for yourself. Submit one copy of the report, with supporting documentation, to the Assistant Dean of Students at 31 St. James Avenue.

After the report has been filed with the Assistant Dean, the incident or security issue will be investigated and all necessary steps will be taken.

# INSURANCE & IMMUNIZATION

## HEALTH INSURANCE

The Massachusetts University Health Insurance Law requires every student carrying nine (9) credits or more in the Day or Evening Division and all international students to participate in the student health insurance program or in a U.S. health insurance program with comparable coverage. Proof of insurance must be in place prior to a student's ability to sit in class and must be provided annually. Students who do not have health insurance will be enrolled in the Student Health Insurance program and will be charged the nonrefundable premium by the College. Waiving the Accident and Sickness Insurance or enrolling in the College-sponsored plan must be completed online through the Bay State College website. Once a student is charged the student health insurance fee and their name is submitted for coverage, the charge cannot be removed. Additional information can be found at <http://www.universityhealthplans.com>.

## LIABILITY INSURANCE

Students enrolled in the Medical Assisting and Physical Therapist Assistant programs are required to purchase liability insurance prior to participation in clinical education internship courses. The student is responsible for contacting the appropriate insurance carrier to make arrangements. Forms are available through the Academic Coordinator of Clinical Education.

## IMMUNIZATIONS

The Massachusetts Department of Public Health outlines the required immunizations for students under regulation 220.000. The required immunizations, as well as definitions of terms, can be found online at <http://www.mass.gov/eohhs/>. Bay State College students must adhere to those requirements detailed in sections 220.600 and 220.700. The only circumstances under which a student may be exempted from the Massachusetts Immunization Law are as follows:

- Certification in writing by an examining physician who is of the opinion that the physical condition is such that health would be endangered by one or more of the immunizations. The student will be required to submit laboratory evidence of immunity to Measles, Meningitis, Mumps, Rubella, and Hepatitis B; if not immune, (s)he will have to leave campus in the event of an outbreak;
- The student states in writing that the required immunizations would conflict with his/her religious belief. It is recommended that (s)he present evidence of immunity, as above. Otherwise, (s)he will have to leave campus in the event of an outbreak.
- Students in fully-online programs are permitted to waive the Certificate of Immunization. However, if the student enrolls in a ground course or attends a campus event, the Certificate of Immunization must be submitted.

## IMMUNIZATION REQUIREMENTS FOR STUDENTS IN HEALTH AND HUMAN SERVICES PROGRAMS

Prior to working at any clinical or internship site, all PTA, HS-MA, and Nursing students are required to document that they have obtained a test for tuberculosis (TB) either in the form of a Mantoux test or chest x-ray. HS-MA students must be tested for TB within one year prior to the end date of their clinical experiences. Nursing students must have an annual TB test and the first must be prior to the start of the clinical experience. The minimum standard for the PTA program is that TB screening must be performed within one year prior to the end of each clinical experience. Other immunizations or proof of immunity to other contagious diseases may be required. The costs of all vaccinations and TB testing are the responsibility of the student. Physical Therapist Assistant and Nursing students should refer to their student manuals and clinical education handbooks for specific information on these and other requirements for clinical education.



# STUDENT FINANCIAL SERVICES

## STUDENT BUSINESS CENTER

The Student Business Center is a centralized area to provide students with access to the Registrar, Student Accounts and Financial Aid Services.

The office is located on the garden level of 122 Commonwealth Avenue.

The Student Business Center is open from:

8 a.m. to 6 p.m. Monday through Thursday

8 a.m. to 5 p.m. Friday

Evenings and all other times, by appointment as needed at (617) 217-9066.

## STUDENT ACCOUNTS OFFICE

Tuition charges are assessed on a per-credit hour basis and program of study. This provides students with maximum flexibility based on individual financial and academic needs, ultimately making a Bay State College education more accommodating and affordable.

Payments are due for the fall semester on or before July 1; for spring semester, payments are due on or before December 1; and for summer semester, payments are due on or before April 1. Students cannot attend class without having their balance covered. The College accepts full payments via the Portal at <https://my.baystate.edu> or check, money order, ACH, American Express, MasterCard, Visa or Discover. Accounts may also be covered fully or partially by financial aid or by using the interest-free Bay State Payment Plan.

Students should make arrangements with the Student Accounts Office to review their accounts after any changes to their class schedules.

The Student Accounts Office will monitor the timely receipt of all payments. Students/parents will be notified should there be any delinquent payments and are responsible for coordinating their outstanding account with the Student Accounts Office. If an account is not paid in full by the due date, the College regards the account as delinquent, unless satisfactory financial arrangements have been made with the Student Accounts Office. Students with accounts considered delinquent are not entitled to future registration, room, board, or issuance of transcripts and diplomas, and are subject to late fees.

Bay State College policy requires the withholding of all course credit, educational services, issuance of official transcripts, and certification of academic records from any person whose financial obligations to the College are due and unpaid. If any overdue obligation is sued upon by the College or referred to a third party for collection, the debt is increased to cover all reasonable costs of collection, including collection agency and attorney fees, and court costs (up to 40% of unpaid balance).

A book voucher is a result of excess financial aid. Students are eligible to receive a book voucher if their total financial aid award is greater than charges. Any change in registration could alter the book voucher amount. Book vouchers are eligible for use up to two weeks after classes start each term/semester.

## COST OF ATTENDANCE AND FINANCIAL ASSISTANCE

The mission of the Office of Student Financial Assistance is to assist students and their families in affording the cost of a college education. This is accomplished through the awarding of various federal, state, and institutional scholarships, grants, loans, and student work-study. The goal of this office is to provide students with a supportive and comfortable environment where counselors are willing to work with students and families to obtain the necessary funds needed to attend the College. Regardless of family income, students are encouraged to apply for financial aid. Many factors are taken into consideration in the awarding process, including financial need, academic achievement, and filing deadlines. Both need-based and merit-based aid

are awarded. It is the intent of the College to meet as much of a student's financial need as available funds will permit.

To determine eligibility, a student should complete the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The financial information reported on the FAFSA determines the student's Expected Family Contribution (EFC) to pay for the college education. This is an estimate of the amount of money the student will need to supplement the financial aid for which he or she is qualified to receive.

Bay State College institutional funds are available to Day Division students enrolled at least half-time, and are prorated if enrollment is less than full-time. Most Bay State funds are adjusted to reflect the student's enrollment status on the 60th day of each semester. The student's account must be in good financial standing to be eligible. Due to limited institutional funds, students are asked to meet the annual priority deadline of March 31st.

All Financial Aid Awards are subject to change based on Federal, State and Institutional guidelines. For more information, including a list of all available funding sources and a breakdown of tuition and fees, please visit the College's website or Student Portal.

#### Grade Level Determination

When determining Title IV loan eligibility, the following credit ranges are used:

<u>Earned Credits</u>	<u>Grade</u>
0-23	Level 1
24-47	Level 2
48+	Levels 3 and 4

Students pursuing a Certificate program of less than one academic year in length are eligible for up to a Grade Level 1 loan. Students pursuing an Associate degree are eligible for Grade Levels 1 and 2.

Up to 12 remedial credits are eligible in the Grade Level determination.

#### INTERNATIONAL STUDENT PAYMENTS

Tuition, fees and any housing charges (if applicable) are due in full two weeks prior to the start of each semester. A student's advising and registration will be placed on hold until payment has been received.

Payments will be accepted for billable charges only. The College is not able to process payments that exceed more than \$500 over the balance due on the student account. Credit balances of \$500 or less will be refunded at the student's request, but no later than the end of the award year. In the event that a credit balance exceeds \$500, it will be held on the student's account until he or she is no longer active at the College.

International payments may be submitted utilizing **FlyWire**, with the following benefits:

- Savings on bank fees and exchange rates in over 48 currencies.
- Ability to track payments from start to finish.
- Dedicated customer support.

Students can visit [www.flywire.com](http://www.flywire.com) to make a payment. Students relying on funds through their respective governments should plan accordingly in order to comply with the payment due dates listed above.

## RESIDENCE HALL CHARGES

By signing the Residence Agreement, resident students have committed to a contractual period that consists of a full academic year or summer term(s). A resident is responsible for room and board charges for the entire term of the Agreement. For more information, please refer to the Residence Agreement.

Resident students must also submit a \$300 Deposit with the Residence Agreement in order to reserve a space. Upon occupancy, this initial deposit will be applied as the student's Security Deposit. The Security Deposit is only refundable once the student attends classes and permanently withdraws from housing without damages to the housing facility. Bay State will have up to 90 days after the final move-out date to make residence damage assessments and to issue a return of Security Deposits. Security Deposit refunds will be made after damage assessments (if any) have been deducted. Residents who contract for an additional term of residence will have any remaining balance of their deposits applied to the following housing term.

Residents are required to maintain \$300 in their Security Deposit account at all times. Residents will be sent a bill outlining their damage charges (if any) at the end of the academic year or summer term(s). Residents will be required to replenish the account before reserving a space for the following academic year or summer term(s). Residents also will be required to replenish the account before receiving a formal housing assignment and being allowed to move into the residence halls. Once the resident decides not to renew his or her housing for the following term and permanently withdraws from the residence halls, a refund may be available.

## CREDIT BALANCES

Credit balances occur when cash payments, financial aid, and other forms of payment exceed billable charges on a student account. Credit balances can be held on a student's account to cover future charges within the same award year. Some exceptions to this rule apply to international students. Please refer to the International Student Payment section of this Handbook for more information regarding these exceptions. Federal regulations require credit balances as a result of Title IV funds to be returned within 14 days unless otherwise authorized. Credit balances resulting from Title IV loans must be issued within 14 days from the end of the loan period. Additionally, Title IV funds for which a student is eligible and accepted are limited to paying for allowable charges, which are defined as tuition, fees, and residence hall charges. All students are required to fill out a Credit Balance Authorization Form. This form authorizes Bay State College to use Title IV funds to pay other institutional charges on a student account, such as health insurance, book charges, library fines, or future term charges.

## CREDIT BALANCE REFUNDS/STIPENDS

At some point during the current or future semester, a student account may have a credit balance after all tuition and fees are paid. This credit may be due to unused financial aid or an overpayment.

RefundSelect from ECSI, Bay State College's chosen refund provider, offers convenient, fast, and secure access to student refund monies. ECSI partners with more than 1300 colleges and universities to help students and families manage college financial services.

It is so EASY to do and only requires a few quick steps.

<https://www.ecsi.net/refund/?client=REF-E4>

Students have the option to receive a refund electronically or via a paper check. All students are strongly encouraged to elect for the electronic method. Refunds will be electronically deposited to the bank account of the student's choosing. If an option is not selected, the refund will default to a paper check. Credit balances often do not appear until mid-way through each semester. Students should not rely on their student refunds to pay for living expenses during the first two months of each semester.

## INSTITUTIONAL REFUND POLICY

### Withdrawal from the College

Students who need to withdraw from Bay State College must officially withdraw by completing and submitting a Student Action Form to their Department/Program Chair. The student's official date of withdrawal is the date the College is notified. Tuition will be adjusted in accordance with the published refund schedule, based on the official date of withdrawal. All fees are nonrefundable after the Add/Drop period. Deposits toward tuition and housing are nonrefundable. Residence Hall charges are for the entire term of the signed Agreement and are not subject to refunds (see Residence Agreement).

#### DAY DIVISION\*

<u>Refund Schedule</u>	<u>% Refundable</u>
Prior to Week 1	100%
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
No refunds after Week 4	

#### EVENING AND ONLINE DIVISIONS\*

<u>Refund Schedule</u>	<u>% Refundable</u>
Prior to week 1	100%
Week 1	100%
Week 2	75%
Week 3	50%
No Refunds After Week 3	0%

\* Withdrawing from the College after the established Drop date for that term will result in a zero percent refund. Please speak to the Student Accounts Administrator prior to withdrawing from the College. The refund schedule is based on the full semester for students enrolled in both terms within a semester. A student who completes Term I and subsequently withdraws from Term II is not eligible for any reduction of tuition.

### Withdrawal from a Course

Students who withdraw from a course after the Add/Drop deadline are not entitled to a refund. Withdrawing from a course(s), especially if the student is taking less than 12 credits (a full-time course load), may result in an adjustment to the student's financial aid eligibility. Students are expected to contact their Financial Aid Counselor and the Student Business Center to discuss financial obligations to the College before withdrawing from a class.

## SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

Satisfactory Academic Progress (SAP) is reviewed each semester as described in this Handbook. If a student does not meet SAP, he or she will be placed on Warning status for the following semester. The student will continue to maintain financial aid eligibility and to receive financial aid funding for the Warning semester. A student may only receive aid for one Warning semester. Exceptions to this may be granted on appeal. At the end of the Warning semester, the student's SAP will be reviewed again and must be brought up to an appropriate level or the student's eligibility for aid is terminated.

If a student's financial aid eligibility is terminated due to SAP, he or she does have the right to appeal this termination. Refer to the appeal process under the Academic Standards section of this Handbook.

Students who are ineligible for aid due to SAP may only regain eligibility if one of the following occurs:

- The student meets the SAP requirements and is within the maximum time frame allowed.
- The student appeals and the appeal is granted, allowing the student a specific amount of time to regain academic standing.
- Even if an appeal is granted the student is not guaranteed institutional aid.

## TREATMENT OF STUDENT FEDERAL AID WHEN A STUDENT WITHDRAWS

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he or she withdraws from the school. The Title IV programs provided at Bay State College that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount he or she earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or student. Approximately two weeks after his or her withdrawal, the student will receive a written statement from the College indicating which funds are impacted. This statement will identify any funds the school is required to return, funds the student may be required to return, any post-withdrawal funds for which the student may be eligible, and how to request them. It will also indicate the balance now owed to the College, if any.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, he or she will earn 30% of the assistance originally scheduled to be received. Once the student has completed more than 60% of the payment period or period of enrollment, he or she earns all of the assistance scheduled to be received for that period. The amount of earned assistance is determined by actual attendance. Bay State College requires all instructors to take attendance through the end of each course. The last day of positive attendance posted determines the student's last date of attendance. This holds true for both voluntary and administrative withdrawals.

Bay State College disburses Title IV funds approximately two weeks after the start of each semester. However, there are instances when this does not happen. Funds may be delayed due to late applications, 30-day holds for new borrowers, and other miscellaneous reasons. If a student did not receive all of the earned funds, he or she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the College must get the student's permission before the funds can be disbursed. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. The student will receive a post-withdrawal disbursement notification in writing, outlining which funds and amounts are eligible to be received. The student has 14 days from the date on the post-withdrawal disbursement notification to respond, in writing, if he or she wishes to have the federal loan funds disbursed. If the College does not receive such a response, the federal loan funds will be forfeited. In some cases, these funds may be more than what is owed on the student's Bay State College account. It may be in the student's best interest not to authorize a portion or all of a post-withdrawal disbursement of federal loan funds, as it may result in a refund to the student, thus increasing his or her overall student debt. The College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. The College needs permission from the student to use the post-withdrawal grant disbursement for all other school charges. If the student does not grant permission when signing the authorization form, the funds will be returned to the student within 14 days of the post-withdrawal disbursement. However, it may be in the student's best interest to allow the College to keep the funds to reduce his or her account balance with the College. There are some Title IV funds that may be scheduled that

cannot be disbursed to the student once he or she withdraws due to other eligibility requirements. For example, if a student is a first-time, first-year undergraduate and has not completed the first 30 days of his or her program before withdrawing, the student will not receive any Direct Loan funds that would have been received had he or she remained enrolled past the 30th day.

If the student (or parent on his/her behalf) receives excess Title IV funds that must be returned, the College must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds.

The College must return this amount even if it didn't keep this amount of the student's Title IV program funds. For example, the student's original disbursement may have been more than what was owed on his/her account, resulting in a refund made directly to the student. After performing the calculation to determine the student's earned eligibility after withdrawing, the school may be required to return funds that may have been initially refunded to him/her. This will create a balance that the student will owe the College. Approximately two weeks after a voluntary or administrative withdrawal from the College, this calculation is computed and the student is notified in writing. Unearned funds received by the student will be returned by the College at the same time the calculation is completed.

If the College is not required to return all of the excess funds, the student must return the remaining amount. Bay State College returns these funds on the student's behalf. This creates a debt owed to the College, rather than to the Department of Education. Unearned funds are returned in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Perkins Loan
- Direct PLUS (Parent Loan)
- Pell Grant
- FSEOG

Any loan funds that the student must return are repaid in accordance with the terms of the promissory note signed by the student (or parent for a PLUS Loan). That is, the student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds he or she received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Bay State College returns these funds on the student's behalf, thus resulting in a debt owed to the College.

The requirements for the Title IV program funds when a student withdraws are separate from the College's general refund policy. Therefore, the student may still owe the College in order to cover unpaid charges. The College may also charge the student for any Title IV program funds that it was required to return or returned on the student's behalf. Students are eligible for prorated tuition and fee refunds when their withdrawal dates fall within a specific time frame. This refund policy is based on the Date of Determination rather than the date the actual withdrawal is processed. The Date of Determination is the earliest date the College became aware of the student's withdrawal. This could be 14 days after no positive attendance, or the date of an email from a student wishing to withdraw, for example. Please see the refund section of this Handbook for more information on the College's refund policy. The requirements and procedures for officially withdrawing from the College are also explained in this Handbook. A notice is sent electronically to all students annually notifying them that this Handbook has been updated. Students are also provided with the URL and the link to the Student Portal where the Handbook is located. Printed copies are available from the Student Business Center.

If a student has any questions about his/her Title IV program funds, he or she should contact the Office of Financial Aid. Students can also call the Federal Student Aid Information Center at 1-800-4-FEDAID

(1-800-433-3243). TYY users may call 1-800-730-8913. Information is also available online at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## FINANCIAL AID DISBURSEMENT

With the exception of Federal Work-Study, all financial aid is applied directly to the student account for the appropriate semester. Before any aid will be disbursed, the student must meet all financial aid eligibility criteria as outlined previously in this Handbook.

The student's enrollment status must also be determined as either full-time, 3/4-time, 1/2-time, or less than 1/2-time, and all appropriate aid adjustments must have been done. This determination is made after the Add/Drop period of each semester or term. In addition, there may be requirements specific to an award that must be met before that award can be applied to the student account.

Institutional aid is disbursed on the 60th day of the semester. Students' aid is adjusted at this time to reflect current enrollment status. Institutional aid may be cancelled if the account is past due.

## TUITION REIMBURSEMENT

To accommodate individual tuition reimbursement programs, students participating in their company's reimbursement program are not required to pay their tuition and fees prior to the start of each semester. Students who have notified the Student Accounts Office of their participation in a reimbursement program are offered an extended tuition due date. This extension is offered to allow for enough time for the company to issue the reimbursement. The College agrees to extend the semester due date to coincide with the company's reimbursement policy. In the event that the company does not issue a reimbursement, the student is still responsible for paying the balance due. Late payment fees may also apply and future registrations may be denied if a student's account becomes delinquent. Contact the Student Business Center for more information and required forms. A signed contract with supporting documentation is required and must be on file in the Student Accounts Office prior to the start of each semester.

## EXIT INTERVIEW

Students who borrow from a federal student loan program during their enrollment at Bay State College are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Subsidized/Unsubsidized Stafford Loan may complete this requirement online at [www.nslds.ed.gov](http://www.nslds.ed.gov). Students who borrow a Federal Perkins Loan are required to meet one-on-one with a Financial Aid Counselor to complete this requirement. We recommend scheduling an appointment within 30 days of your anticipated date of graduation.

## STUDENT LOAN COUNSELING SERVICES

Financial Aid Counselors are available to assist borrowers of all Federal and State loan programs while they attend Bay State College and after they leave (post-graduate and withdrawal). In addition, these counselors provide in-depth entrance and exit loan counseling sessions on all Federal and State student loan programs. Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and credit issues.

# GENERAL INFORMATION

## CONTACT INFORMATION CHANGE

In the event of a change in contact information (address, phone number, email address), students are required to update this information via the Bay State College Portal available at <https://my.baystate.edu>. Students who wish to have their mail sent to a different address for the winter or summer breaks must follow the same procedure and then change it back again once the semester begins. International students must also notify the International Student Success Coordinator within seven days of a change of address, phone number, name or major.

## NAME CHANGE

Students must notify the Registrar's Office at 122 Commonwealth Avenue of any changes in name and may need to provide documentation (i.e., copy of marriage certificate, driver's license) to support the change.

## MEDICAL CARE

Students with medical conditions are encouraged to contact the Disability Support Services Coordinator. For more information, please see the "Accommodations" section of this Handbook on pages 35-37. Please note that staff, faculty, and administration will not provide medical care or dispense medication to students. Information regarding local hospitals and medical centers is available on the Bay State College website.

## SCHOOL CANCELLATION

When classes have been cancelled because of inclement weather or other emergency conditions students will be notified through the College's Emergency Notification System (see page 41). This information will also be available on the College website and Student Portal.

### **Day Division Cancellation Policy**

When classes have been cancelled for the Day Division, announcements will be made before 7 a.m. whenever possible. Students are directed to the Emergency Notification System for any cancellations or alerts rather than calling the College for cancellation notices.

### **Evening Division Cancellation Policy**

A decision to cancel Evening classes is usually made by 4 p.m. Evening classes are not automatically cancelled when Day classes are cancelled. Cancellation is based upon current weather conditions, which may improve or become worse throughout the day. Also, each location will make its own decision based on local weather conditions. Cancellation notices will be sent via the Emergency Notification System. If a student is still unsure as to whether classes are cancelled, he or she should check the Bay State College website or his or her Bay State College email.

### **Online Programs Cancellation Policy**

Online courses typically will not be cancelled due to weather or any other campus closing. Courses may be cancelled due to situations such as natural disasters, interrupted services, or catastrophic events.

## STUDENT ID CARDS

*myBayStateCards* may be obtained free-of-charge during orientation for all incoming students studying on-site. There is a fee for replacement cards, which are available during normal business hours in the Student Business Center at 122 Commonwealth Avenue. Students must use their ID to gain entry to the academic buildings as well as the residence halls. In addition, students are required to carry their ID at all times while on campus and may be asked to produce identification by faculty and staff at any campus building at any time.



## STUDENT EMAIL ACCOUNTS AND PORTAL ACCESS

All registered Bay State College students will be assigned an email account by the College. Student email accounts can be accessed at <http://www.baystate.edu> by clicking on "Student Quick Links."

Students will also be able to access several components of their educational records via the My Bay State Portal, which can be accessed at <https://my.baystate.edu>. Through this Portal, students will be able to update demographic information, print a class schedule, view a degree audit, access grades, view financial information, and register for classes, along with many other functions.

Students are responsible for adhering to the College's Technology Use policy as found in this Handbook. Students who do not adhere to this policy will have their privileges revoked. Additionally, students are expected to check their Bay State email accounts and Student Portal regularly and are responsible for all information contained within.

Any problems or concerns with email accounts or the Portal should be addressed to the Bay State College CTS department at [helpdesk@baystate.edu](mailto:helpdesk@baystate.edu).

## STUDENT VERIFICATION POLICY

The College establishes that the student who registers for a distance education or online course is the same student who participates and completes the program by the following methods:

- Upon registration to an online course each Bay State College online student is issued a secure email account which is accessed with a unique login and password combination.
- The Bay State College Online Learning Management System (LMS) is a private and secure area. Each online student entered into the LMS has a unique user ID and password to access their courses. As students complete their assignments and participate in class activities their user activity is recorded and can be reviewed by the faculty and administration of the College based on their unique user ID.
- All Bay State College online courses require active student participation throughout the term in a combination of the following methods: asynchronous threaded discussions, written assignments, group activities and assignments, synchronous web meetings, quizzes, exams, and projects. The sum total of these activities establishes a portfolio of student work which can help identify the efforts of a particular student.

## TRANSPORTATION

There is no on-campus parking available to students; therefore, students should make every attempt to utilize public transportation. The MBTA offers "T" passes, which can be purchased at local MBTA stations (i.e., Back Bay Station on Clarendon Street). Bay State College offers discounted MBTA passes. See the Office of Student Affairs, for information. A non-refundable payment is due at the time of purchase.

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