

Bay State College

2011 - 2012



**STUDENT
HANDBOOK**



Bay State College

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Information contained in this publication is accurate at the time of printing but is subject to change at the discretion of Bay State College.

MISSION STATEMENT

Bay State College is a private college whose mission is to provide students with a quality education that prepares them for professional careers and increasing levels of higher education. Bay State College accomplishes this mission by providing a learning environment where teaching excellence and student services are blended to support the uniqueness of individual students, preparing them to achieve their full potential as ethically and socially aware citizens.

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

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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 209 Burlington Road, Suite 201, Bedford, MA 01730; (781) 271-0022.

SPECIFIC PROGRAM ACCREDITATION

The Medical Assisting program is accredited by 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@abhes.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 has been granted Candidate Status by the National League for Nursing Accrediting Commission (NLNAC).

STATEMENT OF NONDISCRIMINATION

Bay State College prohibits discrimination on the basis of race, color, 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 Services, Bay State College, 122 Commonwealth Avenue, Boston, MA 02116, (617) 217-9237. The Office of Student Services is located on the third floor of 35 Commonwealth Avenue.

COLLEGE FACILITIES

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

BOOKSTORE

Textbooks are available online at the Bay State College website <http://www.baystate.edu> through a link to a secure virtual bookstore for Bay State College. The online bookstore sells new and used textbooks in an open marketplace.

College merchandise and logo-wear can be purchased online via the Bay State College website at <http://www.baystate.edu>.

COMPUTER LABS

Bay State College has computer labs at 35 Commonwealth Avenue (Room 400B) and 31 St. James Avenue (Room 226 and within the Library), which 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 students' academic work only (no socializing or computer games allowed).

RESIDENCE HALLS

One of the most exciting aspects about college is living on campus. The live-in staff of the Department 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 December for each upcoming academic year. Room assignments are designated on a first-come, first-served basis, according to availability and the compatibility worksheet. 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 Department of Residence Life located at 35 Commonwealth Avenue, 1st floor, Boston, MA 02116; (617) 217-9223.

FOOD 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. Brochures explaining the service's various features are available in the dining hall and the Department 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 Hours:	11 a.m. to 3 p.m.
Dinner Hours:	4:30 p.m. to 7:00 p.m.

Weekends/Holidays Dining Hours

Brunch	11 a.m. to 1 p.m.
Dinner	4:30 p.m. to 7:00 p.m.

CENTER FOR LEARNING AND ACADEMIC SUCCESS (CLAS)

The Center for Learning and Academic Success is located at 31 St. James Avenue, 2nd Floor. Open weekdays from 8 a.m. to 5 p.m., the Center offers academic assistance, including one-on-one tutoring by both faculty and peers. Summer hours will be posted at the beginning of Summer Session. The Director of CLAS can be reached at 617-217-9421 or via email at clas@baystate.edu.

CLAS is equipped with computers and laser printers, offering students the opportunity to produce professional work under the guidance of faculty and student tutors. Internet access and quiet study areas are also available to students.

LIBRARY RESOURCES

Boston Campus

The Bay State College Library, located at 31 St. James Avenue, is committed to providing quality library services to students by helping them meet their educational and informational needs. Directed by a professional librarian, the library provides learning resources designed to support the curriculum and a learning space in which students can do research and study. The library is an essential part of the college experience.

The Bay State College Library houses more than 8,500 books and over 75 print periodical subscriptions. The library catalog and online research databases are accessible through the library's home page, both in the library, and remotely with a Bay State College email address. Through Massachusetts Library System membership, the library participates in a regional and national system of inter-library loan. Resources not available at Bay State College may be borrowed from other libraries through this inter-library loan service. In addition, students have full borrowing privileges at the Boston Public Library, an excellent research facility located just a few short blocks from the College.

Circulating books may be borrowed for a two-week period with a Bay State College ID Card and may be renewed twice. Reference materials, reserve textbooks, and periodicals may not be removed from the library. Students are responsible for all items that are loaned to them. Any student who loses or fails to return library items that he or she has checked out or who willfully damages or destroys library materials, will be billed for the replacement of each item. The College maintains the policy of withholding grades and/or degrees if overdue books are not returned or replaced.

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 policies:

- Loud conversations will not be tolerated within the library, and those students who wish to socialize will be encouraged to use the student lounges on campus.
- Cell phone use is not permitted anywhere in the library.
- Library computers are for academic use only. Students using library computers for non-academic purposes will be asked to give up their computers.
- The librarian reserves the right to ask any individual acting in an inappropriate manner to leave the library.

Hours

Operating hours during fall and spring semesters are Monday through Thursday, 8 a.m. - 10 p.m. Friday from 8 a.m. - 4:30 p.m., Saturday from 10 a.m. - 6 p.m., and Sunday from 12 - 8 p.m. Library hours are subject to change during college vacations and holidays. During the summer terms, the library is open for limited hours. Check the Bay State College website for summer hours.

Middleborough Campus Library

The Middleborough High School Library is open to Evening students on Tuesdays and Thursdays. In addition, Middleborough students can benefit from Bay State's agreement with Maxwell library at Bridgewater State College, which enables Middleborough students to access walk-in librarian assistance, additional resources for academic research, and study space.

Middleborough students are encouraged to use the library's online resources and to contact the librarian for any research or citation help they might need. Any students who are current residents of the town of Bridgewater are also eligible for a free community borrower's card, which would allow for the borrowing of library materials from the Bridgewater State College Library. Non-Bridgewater residents may purchase a community borrowers' card. For more information about the Bridgewater State College Library, please visit <http://www.bridgew.edu/library/circ.cfm>.

Bay State College Library Services for Online Students

Bay State College students taking courses online can make use of many of the library's most valuable resources. The online databases below will provide students with high-quality articles from scholarly journals, newspapers, and magazines. These online resources include: ProQuest, LexisNexis, JSTOR, and Gale.

Students can access these library resources with their valid Bay State email and password.

Please use the following link or URL to access the Bay State College Online Library Services: <http://marcy.baystate.edu/login>

Online students can contact the Bay State College Librarian during regular library hours via phone, email or from the Meebo Chat widget found inside the online courses.

STUDENT LOUNGES

Student lounges are located in the following buildings and open at 8 a.m.

437 Boylston Street	3rd floor
35 Commonwealth Avenue	2nd floor
31 St. James Avenue	2nd floor

CLASSROOM LOCATIONS

BOSTON CAMPUS	FLOOR	USE
437 Boylston Street		
Room 101D	3rd	Classroom
Room 102D	3rd	EM AUD Lab
Room 103D	3rd	EM Classroom

BOSTON CAMPUS	FLOOR	USE
122 Commonwealth Avenue		
Room 200A	2nd	Classroom
Room 300A	3rd	Classroom
35 Commonwealth Avenue		
Room 300B	3rd	Classroom
Room 400B	4th	Computer Lab
Room 401B	4th	Classroom
Room 500B	5th	Classroom
Room 501B	5th	Classroom
31 St. James Avenue (Park Square Building)		
Room 220	2nd	PTA Classroom/Lab
Room 221	2nd	PTA Classroom/Lab
Room 222	2nd	Science Lab
Room 223	2nd	Nursing Classroom
Room 224	2nd	Nursing Debriefing Room
Room 225	2nd	Nursing Lab
Room 226	2nd	Computer Lab
Room 227	2nd	Classroom
Room 228	2nd	Fashion Merchandising
Room 229	2nd	Fashion Design
Room 230	2nd	Classroom
Room 231	2nd	Classroom

BOSTON OFFICE LOCATIONS

DEPARTMENT	FLOOR	LOCATION
Academic Affairs	2nd	31 St. James Ave.
Admissions - Day/Evening	1st	122 Commonwealth Ave.
Career Services	3rd	35 Commonwealth Ave.
Evening Division	2nd	31 St. James Ave.
International Students Office	3rd	35 Commonwealth Ave.
Online Programs	2nd	31 St. James Ave.
Registrar	Garden level	122 Commonwealth Ave.
Residence Life	1st	35 Commonwealth Ave.
Student Business Center	Garden level	122 Commonwealth Ave.
Student Accounts Office	Garden level	122 Commonwealth Ave.
Student Activities	1st	35 Commonwealth Ave.
Student Financial Services	Garden level	122 Commonwealth Ave.
Student Services	3rd	35 Commonwealth Ave.
Student Success & Wellness	1st/5th	35 Commonwealth Ave.
Tuition Planning	Garden level	122 Commonwealth Ave.

MIDDLEBOROUGH CAMPUS

Use 1st South Entrance. Please refer to the classroom map at Middleborough High School.

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 and counselors, 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 throughout the semester 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 stealing or receiving stolen examinations, papers, computer assignments, research, and/or library materials, and the copying of computer software.

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.

REPORTING VIOLATIONS

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 Dean of Students. Instructors should fill out the Academic Integrity Violation Form and forward it to the Dean of Students who will keep the forms on file in the Dean's office.

SANCTIONS

Sanctions for Violations of the Academic Integrity Policy:

1. Censure or written reprimand copied to the Dean of Students
2. Repetition of exam or rewrite of paper
3. Grade reduction or failure of the exam/paper
4. Failure of course
5. Semester suspension
6. Dismissal from the College
7. Restitution reimbursement for damage or theft of property

MULTIPLE OFFENSES

Students with multiple offenses face a strong possibility of dismissal from the College. If the Dean of Students receives a second report of a

violation by an individual student, the Dean of Students will forward the information to the Academic Standing and Integrity Committee. The Academic Standing and Integrity Committee will meet within seven days of receiving report of the second violation. The Academic Standing and Integrity Committee will determine the appropriate sanction for the second offense. Within seven days of making its decision, the Academic Standing and Integrity Committee will mail the student a letter that explains the sanction that is being issued and the process for appealing the committee's decision.

APPEAL PROCESS

A. Appeals of an instructor's decision:

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. 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 Academic Standing and Integrity Committee will decide by a majority vote of its members to reverse or affirm the instructor's decision.

B. Appeals from a decision of the Academic Standing and Integrity Committee:

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 Dr. William Carroll, Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs will be final.

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 to the Academic Standing and Integrity Committee.

DISCLOSURE POLICY

Bay State College reserves the right to deny and/or revoke acceptance and/or enrollment of any incoming or current student based on a student's criminal conviction. Bay State College reserves this right in order

to enroll and maintain a student body whose behavior is compatible with Bay State College's values and mission.

A criminal conviction includes any instance where you have pleaded guilty or no contest or were found to be guilty by a judge or jury to charges that you 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 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 Department of Residence Life if the student intends to live on campus).

ACADEMIC CURRICULUM SPECIAL COURSES AND PROGRAMS

A. Placement Testing

1. Day, Evening, and Online

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. If a student does not meet the minimum requirements for entrance into English 101 or Math 101, he or she will be required to take Basic English (ENG099), College Reading (ENG098) and/or Basic Mathematics (MAT099), before beginning the English and/or Mathematics sequence. Please note: ENG099, ENG098, and MAT099 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.

2. Online Programs

English placement testing is required before the student starts classes. Should a student place into English 099, student acceptance will be re-evaluated and Bay State College reserves the right to revoke acceptance. Students can practice for both the English and math placement tests. Math placement tests must be completed prior to second term.

Transfer students will not be required to take the Accuplacer placement test if transfer credits meet Bay State College guidelines as outlined in the Student Handbook.

B. BASIC COURSES

- Basic Math for College (MAT099)

This course will help students to understand and operate with whole numbers, fractions, decimals, percents, ratios and proportions, exponents, and square roots. An introduction to operations on integers is also included. Basic Math is required for students who do not pass the basic math portion of 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 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. BUSINESS ADMINISTRATION/MANAGEMENT

Business majors must receive a minimum grade of C- in Financial Accounting I (ACC100) in order to register for Financial Accounting II (ACC110).

D. ENTERTAINMENT MANAGEMENT - AUDIO PRODUCTION CONCENTRATION PROGRAM

Students wishing to pursue an Audio Production Concentration within the Entertainment Management Department, either for the Associate or the Bachelor degree, need to meet two criteria for their program. Initially,

a student needs to place into MAT101 College Algebra in order to start in AUD101 Audio Theory. The student does not need to enroll in MAT101 his or her first semester, but placement in MAT101 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.

E. FASHION DESIGN

Fashion Design majors must pass Clothing Construction (FAD103) with a minimum grade of C in order to register for Tailoring (FAD104). They must also pass Flat Pattern I (FAD101) with a grade of C in order to register for Flat Pattern Design II (FAD102).

F. FIRST YEAR EXPERIENCE (FYE101)

First Year Experience provides an intensive orientation to the College and the demands of higher education. Many students enter college with only vague notions of what undergraduate education is all about, where it is supposed to lead, and what is expected of them. This class is designed to assist students in successfully making the transition from high school to college. This is a required non-credit course for all incoming students and must be completed in order to graduate from the institution.

G. 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

BIO202 - Anatomy & Physiology II

2. Internship Requirements:

- In addition to meeting all academic requirements, a student must have a Professional Readiness score average of 2.0 (in all classes). Prior to internship, a student will need to meet with the Program Chair to discuss any current or pending professionalism issues including unresolved professional incident reports.
- If an internship site requires it, students must give permission to Bay State College and/or an 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 school.

H. HONORS PROGRAM

The Bay State College Honors Program is designed to enrich the academic experiences of students who have excelled in their previous academic endeavors. The program offers students exciting educational opportunities and courses with increased academic rigor. The goal of the program is to identify academically talented and motivated students and to assist them in enriching their academic experience by providing the opportunity for intensive individual learning with faculty.

The mission of the Honors Program is to promote intellectual growth on campus. The program does this by offering interesting, challenging courses for qualified students and by sponsoring lectures and other programs that contribute to the intellectual life of the College community.

I. MEDICAL ASSISTING (MA) PROGRAM

1. The MA program is a full-time program with expected completion in two years.
2. Students enrolled in the MA 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:

MED116 – Clinical Assisting I

MED217 – Clinical Assisting II

MED218 – Clinical Assisting III

MED210 – Pharmacology

MED150 – Medical Office Procedures

3. Students enrolled in the MA program must attain a C- or better in the following courses in order to progress in the MA program and follow the specified curriculum:

BIO201 – Anatomy & Physiology I

BIO202 – Anatomy & Physiology II

4. 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.

5. Progression through the MA Program

- Students are made aware of the standards for progression through the MA program 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 they fail 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.
- At the conclusion of each semester, the Program Chair/Advisor calculates each student's professional course GPA. This is documented for each student and becomes part of the MA student file. The student must maintain a professional course GPA of 2.5 each semester. For students whose GPA is < 2.5, the program notifies the student in writing that he or she is on MA Program probation and must bring his/her GPA up to 2.5 at the conclusion of the following academic semester. If a student's GPA is not brought up to a 2.5, he or she will be withdrawn from the MA Program.
- Students are also withdrawn from the MA Program in any of the following circumstances:
 - a) Failure of the same professional course twice
 - b) Failure of three professional courses (cumulative)
 - c) A GPA of 2.0 or less in professional courses in any semester
 - d) After an oral and two written warnings, the student continues to exhibit inappropriate professional behaviors (refer to specific policy for details).

6. Internship Requirements:

- A 160-hour medical assisting internship is required of all MA majors.

- In addition to meeting all academic requirements, MA students must complete 20 hours of community service, and receive permission of the Program Chair in order to participate in a clinical internship.
7. All MA students must complete documentation that they have declined to be vaccinated for Hepatitis B or received vaccination for Hepatitis B.
 8. All students must be certified in CPR prior to participation in an internship. This certification will be made available through the school.
 9. 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.

J. NURSING PROGRAM

1. This is a full-time, full-year Day program designed to be completed in a two-year period. In order to progress to the next nursing course, students must achieve a C+ or better in their nursing, science and math courses as well as successfully complete all co-requisite courses. Nursing courses may not be taken out of sequence as they build upon previous knowledge.
2. If a student, for any reason, is unable to progress to the next nursing course he or she will need to apply for re-admission to the program. (See Associate Degree Registered Nurse Student Handbook for details). If the student is accepted for re-entry it will be on a space-available basis.
3. Those nursing courses that include skills laboratory and/or clinical learning experiences will require successful completion and evaluation in all three areas for the student to achieve a passing grade.
4. In order to participate in patient care in the clinical setting students will need to show evidence of a variety of abilities, as listed below. This is for the safety of both patients and students.

Technical Standards for Nursing Practice

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the Americans with Disabilities Act.

In order to successfully complete the Nursing Program, certain physical and behavioral capabilities are required in course work and as

part of your clinical experience. All nursing students must be able to satisfy these standards with or without a reasonable accommodation. (See Associate Degree Registered Nurse Student Handbook for details). These include:

- Communication (Verbal and Non-Verbal)
 - Auditory Ability
 - Visual Ability
 - Physical Strength (Gross Motor Control)
 - Manual Dexterity (Fine Motor Movement)
 - Behavioral/Mental Performance
5. Students will also be required to submit to background checks for criminal records and sex offender records. These are required for the protection of patient populations and for compliance with the Massachusetts Board of Registration in Nursing's Good Moral Character requirement.
6. Other requirements for participation in the clinical experiences include evidence of required immunizations, submission to random drug testing, if required by clinical agencies, and evidence of current Basic Life Support (BLS) at Healthcare Provider level with an Automated External Defibrillator (AED) and a signed agreement to seek medical clearance in the event of any change in health, including pregnancy.

Purified Protein Derivative (PPD; tuberculosis screening) – must be current for first clinical and throughout program (annual testing).

Must be negative or, if positive, chest X-ray (treatment if necessary) with agreement to report any symptoms to healthcare provider.

Evidence of immunizations or titer showing immunity:

- Tetanus with Diphtheria & Pertussis – within last 10 years
- Measles, Mumps, Rubella – two doses or titer showing immunity
- Hepatitis B – three doses or titer showing immunity
- Varicella – two doses or titer showing immunity
- Any other immunization required by the facility or Department of Public Health.

K. PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

1. Students enrolled in the PTA program must receive a C or better in the following courses and their corresponding labs in order to progress in the PTA program and follow the specified curriculum sequence:

BIO201	- Anatomy & Physiology I
BIO202	- Anatomy & Physiology II
ENG102	- English II
PTA101	- Introduction to Physical Therapy
PTA104	- PTA Seminar I
PTA121	- Physical Therapy Assessment/Measurement
PTA122	- Clinical Pathologies
PTA123	- Kinesiology
PTA124	- PTA Seminar II
PTA130	- Clinical Education I
PTA212	- Soft Tissue Techniques and Modalities
PTA213	- Musculoskeletal PT Intervention
PTA215	- Cardiopulmonary PT Intervention
PTA216	- Neuromuscular PT Intervention
PTA217	- PTA Senior Seminar I
PTA221	- PTA Senior Seminar II
PTA240*	- Clinical Education II
PTA250*	- Clinical Education III

PTA students must receive a C- or better in:

PSY101	- Psychology
SOC101	- Sociology
LIT	- Literature Elective

* The following courses are pass/fail and must be passed to progress in the program.

The PTA program is a full-time Day program with expected completion within two years. Repeating a professional course will result in a one-year delay in graduation.

Professional courses include: BIO201, BIO202, PTA101, PTA104, PTA121, PTA122, PTA123, PTA124, PTA130, PTA212, PTA213, PTA215, PTA216, PTA217, PTA221, PTA240, and PTA250. They do not include required General Education courses: PSY101, SOC101 or English courses.

- PTA students must maintain a GPA of 2.5 in professional courses per semester and achieve a minimum cumulative GPA of 2.5 in all professional courses to graduate. If a student achieves a GPA of less than 2.5 in professional courses for one semester, he or she will be placed on program probation. The student must achieve a minimum cumulative GPA in professional courses of 2.5 by the end of the following semester or he or she will be withdrawn from the PTA program. If a student achieves a GPA of 2.0 or less in a professional course any semester, or fails the same course twice, or fails to achieve

the minimum passing grade in three professional courses, he or she will be withdrawn from the PTA program.

3. If a PTA student is unable to obtain a passing grade in PTA130 or if a PTA student is withheld from taking PTA130 by the PTA Program Chair for inappropriate behavior/misconduct, the student will not progress in the PTA program, until the course is successfully completed. The student may take non-professional courses within the curriculum but is informed that delay or failure of PTA130 will delay graduation by one year.

If a student fails PTA240 or PTA250, he or she will not graduate in May. The student will be assigned a repeat affiliation by the Academic Coordinators of Clinical Education (ACCE) as resources permit. Further, the Program Chair and ACCE may require additional remediation before the student is allowed to retake any clinical affiliation. This remediation is undertaken at the student's expense. For additional information, refer to the PTA Student Manual.

4. All PTA courses consisting of both lab and lecture require a minimum of a 74% on each lab practical in order to pass the course. If the student is unable to achieve a 74% on a practical exam, he or she is allowed one make-up per practical exam, which must be taken within one week or later at the discretion of the instructor. If the student passes the retake practical exam, the highest allowable grade will be a 74%. Inability to achieve a 74% on retake will result in failure of the course. Students who fail two practical exams due to critical safety, in the same course, will fail the course. The student may take non-professional courses within the curriculum but is informed that failure of a course will delay graduation by one year.
5. All PTA courses with a lab require a minimum of 30% of the total grade to be based on the student's performance in lab. All PTA courses that have both a lecture and lab component require a passing grade for each component to pass the course. The student must achieve a minimum grade of "C" (74%) in both the lab and lecture components of the course.

PTA courses with both lecture and lab components include: PTA101, PTA121, PTA123, PTA212, PTA213, PTA215, PTA216, PTA221. They do not include PTA104, PTA122, PTA124, PTA130, PTA217, PTA221, PTA240 and PTA250 or required General Education courses.

6. All PTA students must wear appropriate clothing during laboratory

practice. Proper attire will facilitate laboratory exercises including postural assessment and physical examinations. In order to accommodate these exercises, shorts and form-fitting tops should be worn (e.g. halter tops, sports bras, for women). Name tags may also be required at the discretion of the instructor.

7. Prior to participating in Clinical Education, PTA students are required to provide documentation of the following:
 - Current professional liability insurance (estimated cost to student of \$50)
 - TB test performed within one year of the end date of the clinical education experience (cost varies depending on the student's health care insurance).
 - Hepatitis B vaccine series either completed or waived (cost varies depending on student's health care insurance coverage).
 - Current Healthcare Provider level CPR certification for adults, children and infants as well as certification in Basic First Aid. (CPR and Basic First Aid training sessions are offered to PTA students by the College each year. Students are responsible for the cost of the related training manuals estimated at \$50.00).
 - Other requirements as specified by the clinical site, which may include additional documentation regarding health and immunization status.
8. Prior to participation in Clinical Education students are required to permit Bay State College and/or clinical education sites to conduct criminal record background checks. In addition, students may be required to undergo drug testing as well as to provide additional documentation of current health status.
9. In addition to meeting all academic requirements, PTA students must receive permission of the Program Chair in order to participate in Clinical Education I, II, and III.
10. For more specifics on PTA policies and procedures, please refer to the PTA Student Manual.

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 educational 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 educational 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 to 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 educational 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), 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 name, major field of study, dates of attendance, anticipated or actual graduation date and degrees conferred. Attendance records and the professional readiness grade may also be released to prospective employers. A student may, to the extent permitted by FERPA, block the release of directory information by submitting a written request to the Office of the Registrar.

If a student wishes to authorize the release of education record information to parents, guardians or any other individual, a Release 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 Release 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:

Thirty-two percent of the Fall 2007 Cohort of Associate Degree-Seeking Freshmen received a recognized educational credential from Bay State College by August 31, 2010.

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 2007 Cohort of Full-Time, First-Time, Degree-Seeking Freshmen who transferred out of Bay State College to a four-year institution before completion of their program of studies was 9.5 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?
- For our graduation rates and campus crime statistics, according to Public Law 101-542, the Student Right-to-Know, and Crime Awareness and Campus Security Act (written requests are to be directed to the Registrar's Office for graduation rates).

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 College 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.
- To inform the College in writing that information is to be released to parents.
- Complete the Health Insurance Waiver/Enrollment Form online at <http://www.baystate.edu>.
- Return a completed Immunization Form.
- Ensure a final transcript is on file in the Registrar's Office.

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.

VOTER REGISTRATION

Voter Registration Forms are also available in the Registrar's Office at 122 Commonwealth Avenue during registration periods. Students can also contact the Massachusetts Elections Division at <http://www.sec.state.ma.us/ELE/elestu/stuidx.htm>.

REGISTRATION

Day students are required to meet with their Academic Advisors during each registration period (April for the Fall semester and November for the Spring semester) to develop an academic plan to complete their program. Students must be in good financial standing to participate in early registration. An Academic Advisor's approval is required to complete registration.

Registration for Evening and Online students is in July for the Fall semester (September and November terms); in November for the Spring semester (January and March terms); and in March for the Summer semester (May and July terms).

CROSS-DIVISIONAL REGISTRATION

Cross-divisional registration must be approved by the Academic Advisor and may be subject to additional tuition charges.

COURSE LOAD

Full-Time Student. A full-time student is registered for 12 or more credits per semester. The maximum number of courses in which a student may register for per semester is six, pending approval of Department/Program Chair. Students must also have a GPA of 2.4 or higher to qualify. International students must be registered for 12 or more credits per semester and must receive passing grades for at least 12 credits in order to maintain F-1 Visa status. If international students fall below this requirement, permission must be obtained from the International Student Advisor prior to withdrawing from any classes that would result in a part-time course load.

12-Credit Course Load. Students that place into Basic Math, 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 15 credits. This registration condition can last anywhere from 1-4 semesters. Students that are on a 12-credit course load will take longer to achieve 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 achieve their Associate/Bachelor Degrees.

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/Advisor or the Director of Evening and Distance Education.

ADDING/DROPPING A COURSE

Students may add or drop courses during the first five days of the term/semester (as defined in the Academic Calendar). A form must be completed and signed by the student's Department/Program Chair or Academic Advisor (Day Division) or Campus Coordinator/Advisor (Evening Division and Online Programs) during designated Add/Drop hours, posted on college bulletin boards. A course dropped during this period will not appear on the student's transcript.

WITHDRAWAL FROM A COURSE

A student must officially withdraw from a course. 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/Advisor (Evening Division and Online Programs) prior to the Last Day to Withdraw as published in the academic calendar.

Withdrawing from a course after the Add/Drop period, but before the Last Day to Withdraw, will result in a non-punitive grade of W. Students who withdraw from a course after the Last Day to Withdraw, will result in a punitive grade of WF.

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.

The Last Day to Withdraw is within the 12th week of the semester. For Evening Division and Online students, the Last Day to Withdraw is within the 6th week of the term.

FAILING COURSES

A student who fails a course that is required for his or her major must repeat that course. Any student who fails a course twice may be placed

on program probation or withdrawn from the College at the discretion of the Department/Program Chair. (See PTA for program-specific 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).

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, student 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 and file it with the Registrar's Office. The active Day student has one semester and the active Evening or Online student has one term 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 you are planning to record a class session, you must first speak with your instructor.

HONORS LIST

A full-time student who maintains a 3.40 GPA and completes 12 or more credits for the semester is placed on the Honors List.

CHANGE TO PROGRAM CURRICULUM REQUIREMENT

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 the change is to occur. 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) and January (for May graduates). All changes are subject to final approval from the Department/Program Chairs and the Director of Evening and Distance Education and in some instances, the Vice President of Academic Affairs.

EVENING STUDENTS TRANSFERRING TO FULL-TIME DAY STATUS

Students must contact their Academic Advisors to ensure that they meet academic standards to transfer to the Day Program.

- 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 the Registrar's Office and get signed approval from the Student Accounts Office.

FINAL EXAMS

Final exams are given during the last week (Monday through Friday) of each semester. The final exam schedule is posted on the campus bulletin boards and on the College's website at <http://www.baystate.edu>. Final exams will not be given earlier than the scheduled final exam week. Students are expected to make travel arrangements after the last final examination on Friday regardless if they are scheduled for an exam or not. An "incomplete" grade will not be given for a missed final.

TRANSFER OF CREDIT

Students entering the Associate Degree program may transfer no more than 30 credits, and students entering the Bachelor Degree program may transfer no more than 60 credits, from an accredited institution to Bay State College. Incoming students who wish to transfer credits from another institution must submit an official transcript prior to admission. An evaluation by the Registrar's Office will be provided to the student after the evaluation is completed.

Credits to be transferred must meet the following requirements: The grade earned must be a C or better; science courses must be taken in the last five years; and general education courses must be taken in the last 20 years. The institution must be accredited by a recognized organization, and the course must be equivalent to one offered at Bay State College (excluding elective credit). 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.

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 in residence 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.

In addition to credits from another institution, students may submit credits from the Advanced Placement Program (AP) and from College Level Examination Program (CLEP). Only 30 CLEP credits will be allowed to be transferred into Bay State College. Bay State College will accept AP scores of 3 and higher. For example, a score of 3, 4 or 5 on the AP English Language Exam will earn a student 6 credits for English I and English II. Students interested in obtaining credit for CLEP examinations should

contact the Registrar (Day Division) or Campus Coordinator/Advisor (Evening Division and Online Programs).

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 1-, 2-, or 3-credit courses currently offered at the College.
- B. Minimum student GPA of 2.75 is required to qualify.
- C. Student must have a pre-approval Independent Study Petition Form signed by his or her Department/Program Chair, the faculty member administrating the independent study, and the Vice President of Academic Affairs or the Director of Evening and Distance Education. The Vice President of Academic Affairs or Director of Evening and Distance Education 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. Courses not offered at Bay State College will be available for Independent Study credit, using the guidelines of the Independent Study proposal. These courses will carry either 1 or 2 credits. If a student needs a 3-credit Independent Study, it must be fulfilled by an existing course at Bay State College.
- F. 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.
- G. A limit of 6 credits of Independent Study per program will be allowed, with a maximum of 2 credits per semester for non-existing courses.

ATTENDANCE POLICY - DAY STUDENTS

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.
 - 1. International students must attend a minimum of 80% of all class sessions in order to stay in status as students at Bay State College and maintain legal status in the United States as defined by the United States Citizenship and Immigration Services (USCIS).
- G. A student who is absent 2 consecutive weeks of scheduled classes within the same term as outlined in the following schedule will be administratively withdrawn from the College on the following day. This will establish the date of determination.

<u>Days with Scheduled Classes Per Week</u>	<u>Maximum Consecutive Days of Absences</u>
5	10
4	8
3	6
2	4
1	2

Students who are administratively withdrawn from the College are subject to the same guidelines with regard to their Title IV funds 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, and in accordance with the Contract Release Policy.

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 Absence Policy

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

Approved absences for individual classes 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.

ATTENDANCE POLICY - EVENING STUDENTS

The Evening Division policy follows the Day policy *except* that a student will be administratively withdrawn after they miss two consecutive classes without an excused absence. This is due to the accelerated nature of the evening program. It is the student's responsibility to communicate their status to their instructors and the evening administrative staff using the student's Bay State College email account.

ATTENDANCE POLICY - ONLINE STUDENTS

A. 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) Wednesday
- At least one additional Academic Activity by midnight ET Sunday.

Students who fail to complete an academic activity for two attendance periods in a row will be administratively withdrawn from their online course.

- B. "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.
- C. 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.
- D. Students who are considered absent for more than a full week during the term, or two consecutive attendance periods, without prior approval will be administratively withdrawn.
- E. Attendance will be taken two times each week (for activity through Wednesday and again for activity through Sunday evenings at midnight ET).
- F. 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.

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 (pages 97-98). Students should not stop attending classes without officially withdrawing from the College.

Any resident student who withdraws from the College will be required to withdraw from the residence halls. By signing the Residence Agreement, resident students have committed to a contractual period that consists of a full academic year. Under this agreement, a resident is responsible

for room and board charges for the entire year, even in the event of a withdrawal from the College. In rare instances, the contractual obligations of the withdrawn resident can be assumed by a new resident and a release can be granted after the completion of the three-step withdrawal process. To be considered for a release, a student must complete the Petition for Release from the Residence Agreement and all associated steps in the process. To obtain more information on this process and/or the Petition for Release, please visit the Department of Residence Life on the first floor of 35 Commonwealth Avenue.

Administrative Withdrawal

Students who do not meet the College's academic standards, 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, Director of Evening and Distance Education 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. Under this agreement, a resident is responsible for room and board charges for the entire year. In rare instances, the contractual obligations of the withdrawn resident can be assumed by a new resident and a pro-rated release can be granted after the completion of the three-step withdrawal process. To be considered for a release, a student must complete the Petition for Release from the Residence Agreement and all associated steps in the process. To obtain more information on this process and/or the Petition for Release, please visit the Department of Residence Life on the first floor of 35 Commonwealth Avenue.

LEAVE OF ABSENCE (LOA) POLICY

A Leave of Absence for up to 180 days in any 12-month period may be granted to matriculated students who are in good academic and financial standing. The purpose of a Leave of Absence is to allow a student time to deal with an unexpected occurrence that impacts his or her studies to the extent that long-term absence is warranted.

A student must complete and sign a Student Action Form with the Registrar to initiate a Leave of Absence. This form must include a reason for the leave and be accompanied by documentation related to the student's request for the Leave of Absence. The Student Action Form

and any accompanying documentation will be forwarded to the Vice President of Academic Affairs or the Director of Evening and Distance Education for their review and approval. Please note, retroactive Leave of Absence will not be granted.

In the event a Leave of Absence is approved, the student's status will be noted as "On Leave" effective the date of the request. There are two kinds of leaves:

A Leave of Absence Mid Semester/Term

This type of leave is requested when a semester/term is in active session. In this case, all courses that the student is registered for will have grades submitted for them.

For a Leave of Absence requested after two-thirds of the semester or term is completed, faculty may submit a grade appropriate for the student. Incomplete grades may be submitted if the faculty requires additional work to be submitted before a grade can be determined. If the request is prior to two-thirds being completed, incomplete grades will be entered. Students will be required to resolve the incomplete grade within one semester of returning to the College. Students who fail to return to the College from an approved Leave of Absence will be withdrawn with an effective date equal to their original leave date and any incomplete grades will be changed to IF, Incomplete Failing (if applicable).

A Leave of Absence End of Semester/Term

This type of leave is requested when a semester/term is not in active session and there is an unexpected occurrence in the student's life that impacts his or her ability to continue for the upcoming semester/term. In this type of leave no grade entries are made. The student's schedule for the upcoming semester will be deleted. The student will be placed on leave for up to 180 days in any 12-month period. In the event that the student does not return to the College, he or she will be withdrawn from the College with an effective date equal to the original leave date.

If a leave is not approved, students have the right to appeal the decision to the Vice President of Academic Affairs within two weeks of the date of the denial of leave.

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 earned in that term (do not add in credits for courses in which you received a grade of P or W).

Grade	Numerical Value	Quality Pts per Credit Unit
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

TO Test Out

W Withdrawal (non-punitive)

WF Withdrawal (punitive 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. 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 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).

PROFESSIONAL READINESS GRADE

In addition to the traditional course grade based on academic achievement, Bay State College students also receive a Professional Readiness Grade. This additional measure represents each student's readiness to enter the work force as measured by professional communication skills, respect for professors and peers, timeliness of submitted work, punctuality and attendance. This grade, when shared with a prospective employer, will provide additional insight into the potential of Bay State graduates in their new careers. This grade will also be used by Department/Program Chairs to determine whether a student is ready to participate in an off-campus internship experience.

All Professional Readiness scores on file for each student will be tabulated at the end of every semester prior to a scheduled internship. Students whose cumulative average falls below a 2.0 (meets expectations) in any of the categories may be prohibited from participating in that internship.

3 = exceeds expectations

2 = meets expectations

1 = below expectations

The Professional Readiness grade will be based on the following criteria:

- Attendance
- Punctuality
- Meeting deadlines
- Class participation
- Professional presentation of work
- Professional behavior

ACADEMIC STANDARDS - DAY, EVENING AND ONLINE STUDENTS

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.

A student's 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.

Qualitative 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 67% of his/her attempted credits each academic semester rounded to the nearest or highest 3-credit increment. Grades that are considered in the hours 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 completed and attempted credits.

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.

- 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 121 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 121 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 GPA's 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 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
46-121 credits	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 Financial Aid/Title IV funding for the academic semester during which the status is assigned. The student has the semester during which the status is assigned to meet satisfactory academic progress standards. Students in Warning status will be required to sign a contract 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 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 Title IV funding during the subsequent award year unless a successful appeal is submitted and approved by the Academic Standing and Integrity Committee (see Appeal Process).

Reinstated

A student in Reinstated status has successfully appealed to the Academic Standing and Integrity Committee (ASIC) and has been approved to retain Title IV funding. Students in Reinstated status must sign a contract and follow the academic plan designed and communicated by the ASIC to ensure that academic deficiencies will be addressed and resolved within the timeframe specified by the ASIC. Students in Reinstated status will also be required to enroll in an Academic Achievement course and will be evaluated for progress at mid-semester.

Withdrawal

Students who are reinstated based on an appeal are given an academic plan with specific requirements to fulfill in order to regain satisfactory academic standing. Students who do not meet the requirements of their academic plan will be withdrawn from the college.

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.

Examples of such mitigating circumstances may include family emergencies or changes in family circumstances, financial hardship, employment-related changes or concerns, and short- or long-term physical/mental challenges. 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, 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 placed on Reinstated status for the semester. Financial Aid/Title IV funds will be disbursed during the academic semester that the student is on Reinstated status. If the student does not meet satisfactory academic progress standards by the end of the time frame agreed to the student will be withdrawn. 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 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 midsemester (midterm 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.

<u>Associate Degree</u>	<u>Bachelor Degree</u>
Freshman 1st Semester: 0-15	Freshman: 0-30
Freshman 2nd Semester: 16-30	Sophomore: 31-60
Senior 3rd Semester: 31-45	Junior: 61-90
Senior 4th Semester: 45 and up	Senior: 91 and up

DEGREE COMPLETION

Students who leave the College and return will follow the curriculum based on the time they originally entered Bay State College with these exceptions:

- If a student returns after 10 years, any previously taken coursework will need to be retaken and current curriculum will be followed.
- If a student returns between 6 and 10 years, he or she will follow the current curriculum. A student who completed courses with the prefix CIS (Computer and Information Systems) or ACC (Accounting) more than 5 years previously must repeat those courses to meet any program requirements.
- A student returning 5 years and earlier will follow the curriculum at the time he or she originally entered the College. Unless such student has changed programs, he or she will follow the current curriculum for the chosen program.

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. May candidates should file no later than March 1. Candidates for May graduation must complete all credit requirements by the end of the spring term in order to graduate. December graduates should file no later than November 1.

- Candidates for December graduation must complete all credit requirements by the end of the fall term in order to graduate.
- A minimum of 60 earned credit hours is required for the Associate Degree and a minimum of 120-121 earned credit hours is required for the Bachelor Degree.
- A student has five years from the date of entrance in which to graduate under his/her required curriculum. After five years, a student must graduate under the present curriculum. If a course is changed before the student is able to fulfill his/her curriculum requirements, Bay State College reserves the right to make a substitution for the changed course(s).
- 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 or Registrar in order to graduate from Bay State College.
- A minimum of 71 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 C+ or better.
- A minimum of 69 semester hours is required for the Associate in Science Degree in the Physical Therapist Assistant Program. There is also a minimum GPA of all professional courses of 2.5.

Walking Candidates

Day Students:

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

1. Have 6 credits or less to complete at the end of Spring semester.
2. Have a minimum cumulative GPA of 2.00.
3. Complete the Intent to Walk form and submit to the Registrar's Office by the required deadline.
4. Complete a Walker Completion Plan for Graduation and submit it to the appropriate Student Success Coordinator.

Evening and Online Students:

In order to walk in the Graduation Ceremony an Evening or Online student must:

1. Have 6 credits or less to complete at the end of the second Spring term.

2. Have a minimum cumulative GPA of 2.00.
3. Complete the Intent to Walk form and submit to the Registrar's Office by the required deadline.
4. Complete a Walker Completion Plan for Graduation and submit it in person to the appropriate Student Success Coordinator.

Students taking internships during the summer term will not be eligible to walk. A diploma will not be awarded until all credits are completed. Since students who walk in the May ceremony are six or fewer credits short, these students should not expect to officially graduate or receive a diploma until a subsequent graduation 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
- 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

Graduate Year Experience (GYE)

Graduate Year Experience is an event held prior to graduation each spring 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, and Registrar's Office) in order to assist them with any remaining academic, financial or business issues.

Graduation Exercises

Bay State College awards degrees at the end of the Fall and Spring semesters (December and May). The annual graduation exercises for all graduates are held in May.

Students are required to complete an Intent to Graduate or Intent to 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 one month after the graduation 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 Registrar's Office. No student may walk across the stage without a cap and gown. The cap and gown fee is \$35.

Caps and gowns for Day and Boston Evening students may be picked up at the Registrar's Office at 122 Commonwealth Avenue. Caps and gowns for students attending Middleborough will be delivered to the Middleborough 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 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.

The Louis F. Musco Award is presented to a first year undergraduate who combines good scholastic ability with outstanding college participation (\$1,000 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 undergraduate who has attained the highest academic average during the first year at the College (\$1,000 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 is a partner of the Suffolk University Study Abroad and Syracuse University Study Abroad programs. Through these programs students can customize their study abroad experiences to best match their academic, career and travel interests. Full-year, semester and summer programs are offered. Language skills are not required for most locations prior to your departure but will be a part of your studies when you arrive.

Bay State College has also partnered with several leading business universities in India and Kazakhstan 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. Interested students should contact the Dean of the School of Management for more information.

It is strongly recommended that you consult your 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. Further information can be found online at <http://suabroad.syr.edu> or <http://www.suffolk.edu> or by calling Alice Potenza at 617-217-9244. Students are not eligible for Bay State grants or scholarships during a study abroad semester.

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 seniors 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.

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
- Students must maintain a Professional Readiness Grade of 2.0 to participate in an internship
- 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 who are attending college on a student visa must receive permission from the U.S. Immigration Office in order to receive a salary at a paid internship
- Summer internships and clinicals are billed separately (i.e. Day Students pay Day rates.)

Please see specific programs for more information on internships.

International Students Internships

An internship for an international student is called Curricular Practical Training, or CPT. International students are permitted to participate in a paid internship that is a requirement of the course of study. At least one month prior to the start of the internship, the international student must:

- Ask his/her Academic Advisor for a letter stating that the student is recommended for an internship at (name of company) for the period of (dates) as part of his/her program requirements.
- The student is responsible for bringing the letter to the International Student Advisor.
- The International Student Advisor will then ascertain if the student is in good status with the United States Citizenship and Immigrations Services (USCIS) and is eligible to participate in the internship.
- The International Student Advisor will update, reprint, and endorse the student's I-20 with a notation authorizing Curricular Practical Training at the above location for the above dates.

ADDITIONAL INTERNSHIP REQUIREMENTS

I. Early Childhood Education Program

Two professional internships of a minimum of 150 hours each are required of all Early Childhood Education (ECE) majors in accordance with the guidelines established by the Massachusetts State Department of Early Education and Care and the Early Childhood Education program. The EEC also requires anyone observing or working in child care settings to pass a criminal record background check (CORI), and Department of Children and Families (DCF) check. Students must have a GPA of 2.00, or have permission from the Program Chair to participate in an internship. This professional experience will include the teaching of young children in all aspects addressing social and physical development, as well as cognitive, linguistic, and behavioral skills. The students will have the opportunity to observe and participate in the teaching of individual and small groups of young children in an early childhood setting. All ECE majors will be supervised by a staff member of the internship site and Bay State College. In addition to the on-site experience, all ECE students will meet in a group with the Bay State College internship coordinator weekly.

REQUIRED CLINICAL EDUCATION

I. Medical Assisting Program

Medical Assisting students are required to complete a 3-credit internship of a minimum of 160 hours during their final semester. All internship sites must be pre-approved by the Program Chair. This internship must be completed prior to graduation in order to be eligible to sit for the National CMA and RMA examinations. Specific internship objectives, requirements, guidelines, and related assignments will be addressed in a required internship seminar series prior to the start of the internship. Students must gain final approval from the Program Chair to register for the internship. All necessary health forms and immunizations must be submitted before a student can be placed in an internship. Students may be required to permit to a criminal background check if requested by the internship site.

II. Nursing Program

All 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 experience 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 Nursing program. (See Associate Degree Registered Nursing Student Handbook for more details.)

III. Physical Therapist Assistant Program

Physical Therapist Assistant students must complete three six-week clinical education courses. Each course is a 4-credit course. 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 Student Manual: Clinical Education Section.

All students must meet the academic requirements as detailed in the Academic Standards for Allied Health Programs section of this handbook, provide current CPR and First Aid certification, documentation of current TB test or negative Chest X-Ray, completed Hepatitis B injection series, and have liability insurance. Students must have the prior approval

of the Program Chair to participate in clinical education courses. In addition, students are required to permit Bay State College and/or clinical education sites to conduct criminal record background checks prior to participation. They may also be required to undergo drug testing as well as to provide additional documentation of current health status.

If a PTA student is unable to obtain a passing grade for his or her Clinical Education I or if a PTA student is withheld from progressing onto the Clinical Education I by the PTA Program Chair for inappropriate behavior/misconduct, the student will not be able to progress in the PTA program. The student may take non-professional courses within the curriculum. Failure or delay of Clinical Education I will result in the delay of graduation by one year.

All Physical Therapist Assistant students are encouraged to attend and participate in the series of pre-clinical PTA Seminars offered during Prime Time. These seminars are offered throughout the freshman and senior years to help students prepare for their academic and clinical experiences. Students who are unable to attend these Prime Time sessions must make arrangements to obtain all information presented during these seminars.

The Academic Coordinators of Clinical Education (ACCE) work with PTA students to make all arrangements for their clinical education placements. Information regarding the specific clinical sites available can be obtained through the ACCEs. The process of clinical site selection and assignment for each clinical is described in the PTA Student Manual.

CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or internship, the following practices and procedures will generally be followed.

- CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants and students will be notified that a CORI check will be conducted. If requested, the applicant or student will be provided with a copy of the CORI policy.
- Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or student. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- If Bay State College is inclined to make an adverse decision based on the results of the CORI check, the applicant or student will be

notified immediately. The applicant or student shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, internship, or student housing, and given an opportunity to dispute the accuracy and relevance of the CORI record.

- Applicants or students challenging the accuracy of the policy shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record.
- Students will be responsible for the cost of CORI checks.

For a copy of the complete CORI Policy, please contact the Dean of Students, 35 Commonwealth Avenue, 3rd Floor.

ACADEMIC 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, Student Success Coordinators and the School Counselor coordinate services for those students with documented disabilities to ensure equal educational access.

Eligibility Requirements

- Officially accepted to the College and planning to attend;
- Active on-campus students must have all required documentation ready to hand-deliver. Online students must have all required documentation ready to fax to 617-236-9500.

Student Responsibilities

- Schedule a meeting with the appropriate Disability Support Services Coordinator at the beginning of every semester to activate accommodations
- Complete the Disability Support Services Packet
- Maintain compliance with the College's documentation requirements
- Communicate with instructors about how accommodations will be implemented in each classroom
- Notify instructor and the Director of Academic Development at least two days prior to the intended use of accommodation(s)
- Have a responsibility to actively participate in the search for accommodations and auxiliary aids

- Have the same obligation as any student to meet and maintain the College's academic standards

Documentation Requirements

Please note the following:

- All testing and evaluations should be reflective of the current student experience and will be reviewed for such appropriateness
- Individualized Education Plan (IEP) will not be accepted as the primary source of documentation, but may be submitted as an additional resource for the Disability Support Services personnel
- All documentation is to be filed with the appropriate Disability Support Services Coordinator
- Accommodations will not be provided retroactively
- The amount of time for processing may vary depending on the type of accommodation
- The cost of the evaluations required by the College are to be borne by the student
- Information regarding your accommodation(s) will only be shared with those individuals involved in the assessment and implementation of your accommodation(s)

Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder(s):

- A psycho-educational or neuropsychological evaluation completed by a licensed professional within the past three years. This includes:
- A clearly stated diagnosis of a learning disability
- Scores from all cognitive and achievement tests
- Recommendations for accommodations

Physical and/or Neurological Disorder(s):

- An evaluation by a medical doctor or licensed professional. This includes:
- A clearly stated diagnosis and description of the nature of the disability
- Scores from any psychological or educational testing
- Recommendations for accommodations

Psychiatric/Emotional/Behavioral Disorder(s):

- Diagnosis and/or documentation for all mental health accommodations must be on letterhead, dated, signed and include the professional's name, title, organization, license or certification

- Students who have a psychiatric, emotional, or behavioral disorder must specifically work with, and submit documentation, to the School Counselor, Cheryl Raiche

Contacts:

Karen Keough
Student Success Coordinator for:
BA, CJ, ECE, PTA & Nursing programs
35 Commonwealth Ave., 1st floor
617-217-9209
kkeough@baystate.edu

Sarah Wood
Student Success Coordinator for:
EM, HS, MA, FM/D programs
35 Commonwealth Ave., 5th floor
617-217-9246
swood@baystate.edu

Cheryl Raiche, LICSW
School Counselor for:
Day, Evening and Online Students
35 Commonwealth Ave., 2nd floor
617-217-9212
craiche@baystate.edu

Marcia Brathwaite
Student Success Coordinator for:
Evening and Online Students
31 St. James Avenue
617-217-9436
mbrathwaite@baystate.edu

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 students' 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 online at <http://www.baystate.edu>. There is a \$10 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 a fee of \$20.

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. Reissued diplomas are \$25 for each diploma requested and will have the wording "Duplicate Issued" at the very top of the diploma. Processing time is 3-4 weeks.

ONLINE COURSES AND PROGRAMS

Bay State College offers some courses in a fully online format to accommodate the varying schedules and obligations of our Day and Evening students. The online courses carry the same credit and meet the same 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 Division schedule of courses. Both Day and Evening students are eligible to take online courses however restrictions and rate changes may apply. Students should consult their Advisor or Department Chair prior to registration.

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 online course website. All Bay State College online courses are instructor-led and are limited to a maximum class size of 20 students so faculty can offer the same level of support as in our 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 online course website.

The Online Programs Office is located on the second floor of 31 St. James Avenue. The Director of Online Programs, Jonathan Small, can be reached at (617) 217-9210 or via email at jsmall@baystate.edu.

STUDENT SERVICES

The Department of Student Services provides a comprehensive program of academic and student support services designed to assist students achieve their educational goals. These services are intended to help students balance their academic, career, and personal concerns. Student Services furnishes a valuable link in the partnership between the College and the student. The following personnel, departments, activities, and programs are available to the students:

CAREER SERVICES

Bay State College offers a variety of career development, job search, and college transfer services to students and alumni. Part-time jobs, full-time jobs, internships, and volunteer opportunities are listed in this office, as well as on the College's website. The Office of Career Services offers career development and preparation workshops during the academic year. Workshops address resume and cover letter writing, interviewing techniques, communication skills, job search strategies, and transfer issues. In addition, the Office sponsors an annual Career Fair. The Office of Career Services is a valuable resource for all students and alumni. The staff also provides individual transfer support and counseling to students seeking to continue their education.

The Office is located on the third floor of 35 Commonwealth Avenue and is open Monday through Friday from 8:00am to 5:00pm. In addition, the office is open the 1st and 3rd Wednesday of the month until 6:30pm.

The Director of Career Services, Tom Corrigan, can be reached at (617) 217-9205 or via email at tcorrigan@baystate.edu. Doug Sherman, Career Services Advisor, can be reached at (617) 217-9230 or via email at dsherman@baystate.edu. Teresa Mahn, Career Services Advisor, can be reached at (617) 217-9216 or via email at tmahn@baystate.edu.

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 and peer tutors, students are offered assistance in a variety of academic subjects. The goal of CLAS is to support students to become self-confident, independent, and successful learners. CLAS is located in the Learning Commons, 31 St. James Avenue and has convenient day, evening, and weekend hours.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs handles several components of student life on campus and is made up of four areas: The Dean of Students' Office, The Department of Residence Life, The Department of Student Activities, and The Department of Student Success & Wellness.

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 Dean works to improve the quality of student life.

The Dean of Students 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 Dean of Students. In conjunction with other members of the administration, the 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 www.mir3.com/baystate
- Enter your Bay State College username and password to log in. If it is your first time, click on the Forgot Password link. This link will request your Bay State College email address and forward a confirmation of receipt to you at that address.
- The confirmation will require you to click the link contained in the email. Once you click the link, another email will be sent assigning you a password to be used to log in and make additions to your profile.
- Once logged in, please change your password.

It is recommended that students should enter the following information: home phone, cell phone, SMS/text messaging phone numbers, and an

alternate email address.

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 Office of Student Affairs at (617) 217-9222 or, after hours, at (617) 217-9211. If you need immediate assistance, please contact the Boston Police at (617) 343-4911 and then notify the Office of Student Affairs.

The Department of Residence Life

The Department of Residence Life supervises all operational and programming activities within the four residence halls on campus. The department 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.

The Department of Residence Life is located on the first floor of 35 Commonwealth Avenue. For more information, contact the Director of Residence Life, Michelle Brokaw, at (617) 217-9231 or via email at mbrokaw@baystate.edu.

The Department of Student Activities

The Department 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 weekly email updates, bulletin boards, the Bay State College website and Facebook. The Department also publishes a bi-weekly newsletter, *The Bay State Beat*, which highlights different opportunities for engagement both on- and off-campus.

Every Wednesday during the academic year, the hour from 11:00am to 12:15pm 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 department 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: Student Government Association, Residence Hall Association, Campus Activities Board.
- Academic: Collegiate DECA, Early Childhood Education Club, Medical Assisting Society, Physical Therapist Assistant Club, Music Entertainment Industry Student Association (MEISA), Audio Engineering Society (AES)
- Community Service/Awareness: Community O's.
- Athletic: Intramural Basketball, Soccer Club

Each Day Division student pays an annual Student Activities Fee of \$50 to support activities on campus. Funds from this fee are allocated by the Student Government Association annually to various clubs and college events. All students are encouraged to attend SGA meetings to voice their views on how these funds are spent.

Posting Policy

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

The Director of Student Activities will approve and stamp up to ten (10) flyers per organization per week to be hung on bulletin boards around campus. Flyers must be removed two weeks after the date of approval or the day after the event, whichever comes first. Approved flyers can only be posted on bulletin boards. Flyers should not be posted on windows, doors, or painted surfaces. Painters' tape is available in the Department of Student Activities and should be used to hang flyers.

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/ to get the most current copyright information.

For more information about all student activities and clubs and organizations on campus, please contact the Director of Student Activities, Jennie Erdle, at (617) 217-9228 or jerdle@baystate.edu.

The Department of Student Success & Wellness

Counseling

Students often have difficulty adjusting to the college experience. The Counselor provides a safe, confidential atmosphere where students may discuss any problems or difficulties they are experiencing. The Counselor is 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. The Counselor, Cheryl Raiche, is located on the second floor of 35 Commonwealth Avenue and can be reached at (617) 217-9212 or craiche@baystate.edu.

Student Success Coordinators

As an additional level of support, the Student Success Coordinators are available to all Day students at Bay State College. Whether a student has an academic, personal, or emotional concern, or just needs someone to talk to, the Student Success Coordinators are available to assist or advocate for the student.

For Day Division

Karen Keough, MSW
35 Commonwealth Avenue, 1st floor
617-217-9209
kkeough@baystate.edu

Sarah Wood
35 Commonwealth Avenue, 5th floor
617-217-9246
swood@baystate.edu

For Evening Division and Online Programs

Marcia Brathwaite
31 St. James Avenue
617-217-9436
mbrathwaite@baystate.edu

Student Wellness

The Student Wellness staff seeks to engage and educate students using a holistic approach. Initiatives include: alcohol and drug education, sexual health education, LGBT awareness, healthy living, stress management, and other areas of wellness and culture.

The Director of Student Wellness, Eric Rollo, is located on the first floor of 35 Commonwealth Avenue and can be reached at (617) 217-9207 or erollo@baystate.edu.

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 Student Handbook, the College Catalog, and 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 judicial 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 Student Handbook. Additionally, resident students are expected to fully comply with the guidelines detailed in the Resident Student Handbook, available from the Department 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 7-8 for details regarding these responsibilities.

Alcohol

The drinking or possession of alcoholic beverages on the campus or in affiliated facilities is prohibited. 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 judicial action.

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 hall at 260 Commonwealth Avenue under the following conditions: the student is at least 21 years old, resides in Commonwealth Hall, and all roommates are at least 21 years of age. To be eligible, students must also participate in the DrinkSmart Program, sponsored by the Director of Student Wellness. 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 judicial action through the College's judicial 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 judicial action.

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 judicial action. 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 judicial 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 Student Wellness Office or 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: Eric Rollo, Director of Student Wellness, 35 Commonwealth Avenue, (617) 217-9207, erollo@baystate.edu.

Cell Phones and Other Electronic Equipment

The use of cell phones, pagers 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 restricted to student lounges and areas outside of the buildings. 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 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 possess a permit for it.

Domestic Violence

Bay State College recognizes that domestic violence and abuse is a serious crime against individuals and society. Any person who violates the domestic violence law under Chapter 209A of the Massachusetts General Laws may be disciplined up to and including dismissal and/or arrest. In this section, "abuse" shall mean the occurrence of one or more of the following acts between family or household members:

- Attempting to cause or causing physical harm.
- Placing another in fear of imminent serious physical harm.
- Causing another to engage involuntarily in sexual relations by force, threat, or duress.

"Family or household members" shall mean persons who:

- Are or were married to one another.
- Are or were residing together in the same household.
- Are or were related by blood or marriage.
- Have a child in common regardless of whether they have ever been married or lived together.
- Are or have been in a substantive dating or engagement relation which shall be adjudged by district, probate, or Boston municipal courts in consideration of the following factors:
 - Length of time of the relationship.
 - Type of relationship.
 - Frequency of interaction between the parties.
 - If the relationship has been terminated by either person.
 - Length of time elapsed since the termination of the relationship.

For Bay State College, “household” shall be defined as students living in the same residence hall room. The alleged victim of domestic abuse may wish to obtain a restraining order from the court to prevent further abuse.

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.

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 Student Wellness Office or 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 Eric Rollo, Director of Student Wellness, 35 Commonwealth Avenue, (617) 217-9207, erollo@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: Eric Rollo, Director of Student Wellness, 35 Commonwealth Avenue, (617) 217-9207 or email erollo@baystate.edu.

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

- ALCOHOLICS ANONYMOUS (support group for alcoholics): 1-617-426-9444
- 1-800-ALCOHOL (active alcohol referral line): 1-800-252-6465
- DRUG & ALCOHOL HOTLINE (Massachusetts hotline): 1-800-327-5050
- NATIONAL DRUG & ALCOHOL TREATMENT REFERRAL SERVICE (the national service of the U.S. Health & Human Services Center for substance abuse): 1-800-662-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 law 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.

Good Neighbor/Good Citizenship

The College takes its relationship with its neighbors in the Back Bay and the City of Boston 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. In addition, students attending our Middleborough campus are expected to maintain respect for the Middleborough High School facilities, equipment, and surrounding areas.

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

Guests

Any student who hosts a visitor, guest, 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 judicial 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.

Visitors are permitted in the classroom with the prior approval of the instructor.

Children are not permitted in the classroom or unsupervised on campus.

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 Office 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 judicial 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, 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 the Student Handbook, and that is motivated in whole or in part by the offender's bias toward the victim's race, religion, 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 defended.

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 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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 picture student ID card upon entering Bay State College. Students are required to carry this 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. Student ID cards are issued in the Office of Student Services at 35 Commonwealth Avenue, 3rd floor (see page 109).

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.

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 Department 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 Director 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 academic year.

In the event that a student is dismissed from the residence halls for a disciplinary infraction, the Dean of Students 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.

Sexual Assault/Sexual Harassment

To report an incident of sexual assault, the victim/survivor or a friend of

the victim/survivor may contact the Director of Student Wellness, the Counselor, the Dean of Students, or the Emergency On-Call Number (617-217-9211).

Bay State College attempts at all times to maintain a safe environment that supports its educational mission and is free from exploitation and intimidation. The College will not tolerate any form of sexual assault or interpersonal violence.

Bay State College recognizes the importance of offering victims of sexual assault immediate treatment, counseling support, and police assistance if desired. Care and consideration of the survivor's wishes will be taken into account throughout the intervention process.

The Code of Conduct prohibits all forms of sexual violence, coercion, or harassment against individuals, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Bay State College community or someone outside the College community. Prohibited conduct ranges from acts clearly identifiable as rape, attempted rape, and sexual assault, to sexual misconduct that while not in all instances criminal, includes such acts as stalking, voyeurism, exposure, sexually harassing communication, and sexual activity in a context of emotional coercion. Where there is reasonable cause to believe that a student member of the community has violated the Code of Conduct, the College will take action in accordance with the policies and procedures outlined in the Student Handbook. Judicial action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus.

Any member of the College community found responsible for violating the sexual harassment, misconduct, and assault policy is subject to judicial action up to and including dismissal from Bay State College. The standard used to determine accountability is whether it is "more likely than not" that the accused has violated the policy.

Sexual Harassment

Sexual harassment, whether between people of different sexes or the same sex, is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation in an educational program;

- Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

For example:

- Physical assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation
- A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes.
- A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body; or remarks about a person's sexual activity or speculation about a person's sexual experience
- A pattern of conduct that implies discrimination or hostility toward a person's personal, professional, or academic interests because of gender identity

Sexual Misconduct and Assault

Defining sexual misconduct and assault:

Rape: Forced and non-consensual sexual penetration of any body part by another body part and/or object. A person is forced into sexual intercourse through threats, physical restraint, and/or physical violence. Consent cannot legally be given if a person is under the age of 16, mentally disabled, or incapacitated (intoxicated, drugged, unconscious, or asleep).

Indecent Assault and Battery: Non-consensual, sexually offensive touching that does not include penetration.

Stalking: Willful and malicious engagement in a pattern of conduct or series of acts over a period of time directed at a specific person that seriously alarms or annoys that person and causes them to fear for his or

her safety or well-being. A person can stalk another by following, calling, instant messaging, texting, writing, emailing or using social media to contact him or her.

Criminal Harassment: Willful and malicious engagement in a pattern of conduct or series of acts over a period of time directed at a specific person that seriously alarms or annoys that person and causes considerable emotional distress.

Annoying Telephone Calls: Telephoning another person or causing a person to be telephoned repeatedly for the sole purpose of harassing, annoying, or molesting that person, regardless of whether conversation ensues or whether indecent or obscene language is used.

Massachusetts Law

"Sexual assault" is an inclusive term that refers to any criminal violation involving serious sexual misconduct. Included are offenses such as rape, attempted rape, and indecent assault and battery. According to Massachusetts law, the crime of rape occurs when the assailant "has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his or her will, or compels such person to submit by threat of bodily injury." "Sexual intercourse or unnatural sexual intercourse" includes vaginal, oral, and/or anal intercourse as well as digital penetration. Under Massachusetts law, both men and women may be victims or perpetrators of rape.

The statutory language, "against his or her will," requires the complainant to show that the victim did not consent to the sexual act. If an alleged perpetrator has sexual intercourse with a victim who is incapable of consent by reason of sleep, drunkenness, stupefaction, or unconsciousness, the alleged perpetrator may be convicted of rape and the only "force" necessary for conviction is the minimal force required for penetration. In the case of drunkenness, this does not mean that the victim was merely under the influence of alcohol but that **he or she was intoxicated to the extent that he or she was unable to give informed consent to the act.** Rape may occur between people who know each other or who have had prior consensual relations with each other.

Rape and attempted rape are punishable by up to 20 years imprisonment. Aggravated rape, which allows for even stronger penalties, occurs if the rape causes serious bodily injury, is the result of group attack, or occurs during the commission of certain specific crimes such as robbery or burglary.

If an alleged perpetrator intentionally has physical contact of a sexual

nature with the victim without the victim's consent, the perpetrator can be charged with the crime of indecent assault and battery. Such contact may include an offender touching a woman's breasts or buttocks or the pubic area of a man or woman. Indecent assault and battery may be punished by up to five years imprisonment.

In Massachusetts, domestic violence involves abuse, assault, or threats against a spouse or dating partner. Victims of domestic violence should contact the police to ensure immediate safety and to obtain medical treatment if necessary. Persons who commit domestic violence are subject to arrest. If the victim/survivor wants to obtain a "domestic abuse protection order" (Chapter 209A), the College will assist the individual in the process. The court order requires the assailant to stay away from and have no contact with the victim either in person or by telephone and may restrict the assailant's presence at certain locations.

Coordinated Institutional Response to Sexual Assault

Bay State College Emergency On-Call Number (617-217-9211), available 24 hours/seven days a week

The Office of Student Affairs is the focal point of services for students who may be victims of sexual assault. The staff is a group of trained professionals and students who serve as advocates for victim/survivors of sexual assaults.

Student Affairs staff members are available to assist the victim in a variety of ways, including:

1. Assistance with emergency rape crisis treatment and emergency medical services, including accompanying the survivor to the hospital, police, or the Dean of Students' Office as requested.
2. Assistance, guidance, and support throughout the College's Judicial System and/or the criminal justice process if the survivor chooses this course of action.
3. Advice and assistance in obtaining either internal stay away orders or criminal restraining orders.
4. Assistance in addressing academic concerns if desired.
5. Assistance in identifying alternate living arrangements if desired.
6. Assistance in contacting other College offices for assistance as appropriate (e.g., Counseling).

7. Assistance in contacting community resources such as rape crisis centers or support groups if desired.
8. Assistance in contacting the appropriate police department if desired.
9. General support and assistance as needed.

CONFIDENTIALITY

All complaints to the College will be treated in a confidential manner, subject to the College's legal obligation to respond appropriately to any and all allegations.

All persons should be informed that the police may not name or identify the victim/survivor in any manner to the news media, including campus publications. A brief account of the incident and the name of any arrested person is all that may be released for the protection of the College community.

INFORMING THE COLLEGE

Students are strongly encouraged to report incidents of sexual assault to the College in order to receive help in accessing support services and in prosecuting the offender. However, the decision must be made by the victim/survivor and respected by all members of the Bay State College community.

When College personnel are informed of a sexual assault, they will notify the Dean of Students of the incident by date, time, and location. The name or other identifying information will not be disclosed without the victim/survivor's consent. However, it is important to note that if this information is not able to be disclosed to the alleged perpetrator, the College's ability to respond through its judicial system may be limited.

The College prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment, misconduct, or assault. Conversely, the College considers filing intentionally false reports of sexual harassment, misconduct, or assault a violation of this policy.

EXTERNAL LEGAL PROCESS

If the incident occurred on the Bay State College campus, the Dean of Students or designee will conduct an investigation and assist the victim/survivor to file criminal charges against the alleged offender if he or she chooses. The Dean or designee will also help in obtaining protective restraining orders for domestic violence incidents.

If the incident occurred off campus, the Dean of Students or designee

will assist the victim in informing the appropriate municipal police department if he or she so desires. The fact that the police have been informed does not mean the victim must file criminal charges in the matter.

INTERNAL STUDENT JUDICIAL PROCESS

The Dean of Students or designee will assist a student in filing an internal complaint for possible judicial action against an alleged offender.

In cases where it is determined that the alleged assailant may pose a potential danger to the safety and well-being of the College community or the victim/survivor, the Dean or designee may impose a stay away order prohibiting the assailant from having any contact with the victim. In addition, the Dean or designee may impose on the alleged assailant a summary suspension from either housing or from the College pending final resolution of the matter through the Judicial System. If the victim prefers to explore internal action short of formal disciplinary charges, the Dean may offer other alternatives.

RESOURCES

Boston Area Rape Crisis Center (BARCC)

800-841-8371

www.barcc.org

Bay State College Director of Student Wellness

617-217-9207

Bay State College Counseling Office

617-217-9212

Bay State College Dean of Students

617-217-9225

Bay State College Emergency On-Call Number

617-217-9211

Solicitation

No soliciting by outside individuals or organizations will be permitted on the Bay State College campus, unless permission is granted by the 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 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 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 Bay State College ID card 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

Bay State College provides the technology to support students' academic needs. It is expected that students will use the technology for those needs. Please note that information contained in email or accessed via the Internet is the College's property, and the College reserves the right to review it.

When using email or the Internet, students must not engage in any unethical or illegal activity. This includes, but is not limited to, mail forging; the posting and/or retrieval of obscene, lewd, harassing defamatory, or discriminatory images or mail; or the sending of chain letters. Messages that serve as advertising or solicitation are prohibited.

Students should not attempt to gain access to another's email messages without that person's permission. Students must not intentionally develop or use programs that attempt to bypass email or Internet security mechanisms.

Any violation of the College's policies may be subject to discipline up to and including permanent dismissal from the College. Illegal acts involving college resources may be subject to prosecution by local, state, or federal officials.

Bay State College does not, as a matter of policy, routinely monitor Internet sites (e.g. Facebook, MySpace, Twitter, 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 judicial process. 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, judicial action may be taken 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 Dean of Students 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 judicial hearing.

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

THE JUDICIAL SYSTEM

PHILOSOPHY OF THE JUDICIAL SYSTEM

The Office of Student Affairs coordinates the judicial 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 judicial 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 JUDICIAL PROCESS

The focus of the judicial 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 judicial 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 Dean of Students' Office. 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 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.

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 judicial 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 Dean of Students or a designee.

The purpose of the judicial 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 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 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 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.

The Administrative Hearing Board is composed of a mix of faculty, staff, and administrators and the Dean of Students, 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 Dean of Students. The 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 from the Dean of Students’ Office.

If a case is referred to the Administrative Hearing Board, the student will receive notification of the time and date of the hearing, as well as a copy of the Hearing Board Procedures. All attempts will be made to convene the hearing 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 judicial 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 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
Director of Residence Life
Dean of Students or
Administrative Hearing Board

Appeal to the:

Director of Residence Life
Dean of Students
VP of Student Services

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.

RECORDS

All documentation involving an incident will be kept on file in the Dean of Students' Office and/or the Department 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 Dean of Students or a designee.

SANCTIONS

The main objective of the judicial system at Bay State College is that of education of all participants through the judicial 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, Peer Mentor, 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 sanctions 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 judicial action.

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 Department 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.

A. Academic Issues

(instructor methodology, grading, course requirements, plagiarism, classroom behavior, etc.)

1st Recourse	Course Instructor
2nd Recourse	Department/Program Chair (Day Division) or Director of Evening Division and Distance Learning/Campus Coordinator (Evening Division and Online Programs)

- | | |
|--------------|------------------------------------|
| 3rd Recourse | Vice President of Academic Affairs |
|--------------|------------------------------------|
- B. Clinical Education Issues
(PTA Program - While on Clinical)
- | | |
|--------------|--|
| 1st Recourse | Clinical Instructor |
| 2nd Recourse | Center Coordinator for Clinical Education |
| 3rd Recourse | Academic Coordinator of Clinical Education |
| 4th Recourse | Program Chair |
| 5th Recourse | Vice President of Academic Affairs |
- (PTA Program - Affiliation assignment grades, clinical education processes)
- | | |
|--------------|--|
| 1st Recourse | Academic Coordinator of Clinical Education |
| 2nd Recourse | Program Chair |
| 3rd Recourse | Vice President of Academic Affairs |
- C. Student Violations of Conduct
- | | |
|--------------|------------------------------------|
| 1st Recourse | Dean of Students |
| 2nd Recourse | Vice President of Student Services |
- D. Sexual, Racial, or Cultural Discrimination
- | | |
|--------------|------------------------------------|
| 1st Recourse | Director of Student Wellness |
| 2nd Recourse | Dean of Students |
| 3rd Recourse | Vice President of Student Services |
- E. Financial Issues
- | | |
|--------------|--|
| 1st Recourse | Financial Aid Counselor (if applicable) |
| 2nd Recourse | Director of Student Financial Services |
| 3rd Recourse | Vice President of Administration & Finance |
- F. Security Issues
- | | |
|--------------|------------------------------------|
| 1st Recourse | Dean of Students |
| 2nd Recourse | Vice President of Student Services |
- G. The Family Educational Rights and Privacy Act
- | | |
|--------------|---|
| 1st Recourse | Registrar (Day Division) or Director of Evening
Division and Distance Learning/Campus
Coordinator (Evening Division and
Online Programs) |
| 2nd Recourse | Vice President of Academic Affairs |

Maximum effort will be made to maintain confidentiality at every level of recourse. A grievance will be answered within 10 days of receiving it. Decisions concerning student offenses and infractions of college regulations shall be made by the 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 your Department/Program Chair, the Registrar's Office, or the Office of Student Services.
- 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 Dean of Students at 35 Commonwealth Avenue, 3rd floor.

After the report has been filed with the Dean, the incident or security issue will be investigated and all necessary steps will be taken. All questions should be directed to Kate Ackerman, Dean of Students at 617-217-9225 or kackerman@baystate.edu.

INSURANCE & IMMUNIZATION

HEALTH INSURANCE

Under the provisions of Chapter 23, Section 22, of the 1988 Massachusetts Health Security Act, each institution of higher education MUST require students taking nine or more credits to participate in the student health insurance program or submit waiver information showing participation in a health insurance program with comparable coverage. 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 at <http://www.baystate.edu>. Additional information regarding insurance options can be found at <http://www.universityhealthplans.com>.

LIABILITY INSURANCE

Students enrolled in the Medical Assisting and Physical Therapist Assistant 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.

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IMMUNIZATIONS

The Massachusetts Department of Public Health requires a student to have a certificate of immunization. A student, as specified in 105 CMR 220.400 (C) and 220.600 (B), cannot attend a post-secondary institution without a certificate of immunization. All entering full-time students must be immunized against measles, mumps, rubella, meningitis, tetanus within the past ten years, hepatitis B, and must have had a tuberculin (TB) test, Mantoux test, or chest x-ray within the past one year in order to attend classes. Students must submit the completed Immunization Certificate to the Admissions Office prior to the first day of classes. Students will not be permitted to register for classes until this documentation has been completed and submitted.

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; OR
- 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, MA, Nursing and ECE 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. PTA, MA, Nursing and Early Childhood Education students must be tested for TB within one year prior to the end date of their clinical experiences. 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 manual for specific information on these and other requirements for clinical education.

STUDENT BUSINESS CENTER

The Student Business Center is a centralized area to provide students 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

(617) 217-9066

STUDENT ACCOUNTS OFFICE PAYMENT GUIDELINES ARE AS FOLLOWS:

Payments are due for Fall 2011 on or before July 1, 2011; for Spring 2012, payments are due on or before December 1, 2011. Students cannot attend class without having their balance covered. The College accepts full payments via the portal at My Bay State <https://my.baystate.edu> or check, money order, ACH, cash (in person), MasterCard, Visa or Discover. Accounts may also be covered fully or partially by financial aid or by using the Bay State Payment Plan.

- A nonrefundable \$475 lab fee per year will be charged to all students enrolled in the Medical Assisting, Nursing and Physical Therapist Assistant programs.
- A \$400 Student Services fee is charged yearly to all Day students. This fee is nonrefundable.
- Nursing students are responsible for costs related to Assessment Technology Institute (ATI) testing fee.
- A non-refundable \$300 studio fee per year will be charged to all students enrolled in the fashion design program.
- A \$75 Online Technical Fee will be charged for all online courses. This fee is per course and is nonrefundable.
- A \$50 lab fee is charged for all evening medical lab courses.
- A \$50 lab fee is charges for all evening computer science courses.
- A \$50 Student Activities Fee is charged to all Day students each academic year to support social activity programs for residential and commuter students. This charge is nonrefundable.
- Students should make arrangements with the Student Accounts Office to review their accounts after any schedule changes.

- Resident students must submit a completed Residence Agreement with a \$300 Deposit to reserve the 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 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 their deposits held until the end of the additional term. Students will be required to submit a "Security Deposit Waiver" when contracting for additional terms acknowledging that they will not be receiving a refund at the end of the housing term and that it will be rolled over to the next 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 each month. Residents will be required to replenish the account before reserving a space for the following academic year. 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. The balance of the resident's Security Deposit will be returned if and only if there is no other balance that the student is responsible for with the College.

- Residence Hall Technology Fee of \$250 is assessed annually to all students who reside on campus.
- 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.
- An insufficient funds (NSF) charge of \$30 will be added to the student's account each time a check is returned by the bank.
- A \$25 late fee will be charged monthly to accounts that do not meet published payment due dates to a maximum of \$100 per semester.
- A \$20 charge will be assessed to replace Student ID cards.
- If a student checks out a book(s) from the Library and does not return it within 60 days, the book will be declared lost and the student will be charged for the replacement cost of the book plus a \$25 nonrefundable processing fee.
- CORI fees are program specific and based on requirements.

STUDENT REFUNDS

Federal regulations require credit balances created by Title IV to be refunded within 14 days. Students who want credit balances retained by Bay State College for the academic year must give written authorization to the Student Accounts Office. Authorization forms can be obtained in the Student Accounts Office during business hours. Refunds will be mailed to the student's permanent address on file. Students should not rely on their financial aid refund to pay for living expenses during the first two months of the 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 a full academic year 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 DIVISION AND ONLINE PROGRAMS*

<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 zero percent refund. Please speak to the Student Accounts Administrator prior to withdrawing from the College.

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.

STUDENT FINANCIAL SERVICES

Each year the Student Financial Services Office assists many students in obtaining the funds necessary to make college affordable. All eligible students, Day, Evening or Online, full-time or part-time, may be eligible to receive financial assistance. Students and parents are encouraged to meet with the Student Financial Services Office staff to determine their individual options.

To apply for financial aid, a student must:

1. Apply for the U.S. Department of Education PIN at www.pin.ed.gov

2. Complete the financial aid application (FAFSA) at www.fafsa.ed.gov

For additional information, assistance or one-on-one counseling contact the Student Financial Services Office at 617-217-9066.

For the 2012/2013 academic year, the priority deadline for consideration for all institutional funds is March 15, 2012. The deadline for MASSGRANT funds is May 1, 2012. Other states will have varying deadlines for consideration for state grant aid. Please check with the Student Financial Services Office regarding other deadlines.

In addition to the FAFSA students must submit any other documents required by the Student Financial Services Office. The student should review the Student Aid Report (SAR) to determine if the Student Financial Services Office will require additional documents. The SAR should also be reviewed to ensure the accuracy of the data submitted. The student should contact the Student Financial Services Office immediately if there are any inaccuracies. Students must complete all financial arrangements prior to registering for classes.

At the end of each semester, each student's academic progress and student account is reviewed. Financial aid applicants who have met all eligibility criteria will be reviewed for all federal, state, and institutional funds available. Financial aid applicants who fail to meet all eligibility criteria, including satisfactory academic progress, will not be eligible for aid.

Students must reapply each academic year for financial aid. Renewal FAFSA is available in January each year. The FAFSA should be completed by March 15 each year to ensure all deadlines have been met.

To be eligible for financial aid, a student must meet all of the following criteria:

- A. Provide all documents required by either the Student Financial Services Office and/or the Department of Education;
- B. Be enrolled in a degree program;
- C. Be enrolled on at least a half-time basis (6 credits) each semester, if applying for a student loan, and at least 1 credit each semester for a Federal Pell Grant;
- D. Maintain satisfactory academic progress;
- E. Be a U.S. citizen or eligible noncitizen;
- F. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDSL), Federal Stafford Loan (formerly GSL), or

Parent Loan for Undergraduate Students (PLUS)

- G. Have a valid social security number;
- H. Be registered with the Selective Service, if required;
- I. Have not been convicted of an illegal drug offense.

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:

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

WITHDRAWAL

The official process for withdrawing from Bay State College is described in this Handbook. 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 may be returned. The student and Bay State College will share responsibility for returning these funds. Once the student has completed more than 60% of the semester, no adjustment to the financial aid award is necessary. State and institutional funds will be adjusted according to the regulations governing these programs.

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 direct Federal Stafford Loan, may complete this requirement online at <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.

The student's deferment period for all federal loan programs will begin based on the student's withdrawal date. Students are allowed only one deferment period for each loan. Consequently, a student who withdraws and then returns to Bay State College or another institution may not be eligible for an additional deferment period prior to the start of repayment. Students are required to meet with a Financial Services Counselor and the Student Accounts Administrator prior to withdrawal to determine the financial impact of their withdrawal from Bay State College and to complete the required student loan exit counseling forms.

LEAVE OF ABSENCE

Financial aid awards will be adjusted, as required by federal regulations, based on the type and time of the Leave of Absence. The official process for requesting a Leave of Absence from Bay State College and the type and timing of a Leave of Absence is described in this handbook.

In the event that a student fails to return from an approved Leave of Absence, the student will be withdrawn with an effective date equal to his/her original leave date. In these instances, repayment on any federal loans may begin immediately.

Students are required to meet with a Financial Aid Counselor and the Student Accounts Administrator prior to taking an official Leave of Absence to determine the financial impact of their Leave of Absence from Bay State College.

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 will be cancelled if the account is past due.

AWARDING GUIDELINES

Due to limited Institutional Funds, students are asked to meet the annual Priority Deadline of March 15th.

FEDERAL FUNDS

PELL Grant	Eligibility determined through the FAFSA application. Award amounts vary depending on the enrollment status and EFC, (Expected Family Contribution).
SEOG Grant	EFC 0-2000, \$500, EFC 2001-max, \$350. - Limited Funds
Federal Perkins Loan	Awarded to PELL eligible students residing in the Residence Halls. Limited funds.
Direct Federal Stafford Loan	Must be at least half-time. Amounts vary.
Federal PLUS Loan	Must be at least half-time. Funded up to cost of attendance.
Federal Work Study	Eligibility based on unmet need. \$2,000 maximum. Limited funds.

STATE FUNDS

State Scholarship	Eligibility determined through the FAFSA application. Award varies depending on the EFC. FAFSA must be processed by May of each year to qualify. MA residency required. Other states have their own deadlines.
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INSTITUTIONAL FUNDS

Presidential Scholarship	Must have a minimum High School GPA of 3.0, Merit Based Award is renewable if a GPA of 3.0 is maintained. Limited Funds.
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Achievement Award	Merit based. Minimum GPA 2.5. Awarded to 3rd and 4th year students. Limited funds.
Honors Award	Must have a minimum High School GPA of 2.5. Merit Based Award is renewable if a GPA of 2.5 is maintained. Limited Funds.
Community Service Awards	Awarded annually to students who document community service experience. Award based on hours of service. \$1,000 awarded to 1st and 2nd years students. Award increases to \$2,500 for 3rd and 4th year students. Limited funds.
International Award	Merit based. Awarded to 3rd and 4th year International students. Limited funds.
Yellow Ribbon Veteran Award	College matches VA Yellow Ribbon funding.
Bay State Grant	Merit based. Requires a minimum GPA of 2.0. Limited Funds.
DECA Scholarship	Awarded to high school seniors who are active members of DECA at their high schools. The student must be enrolled at Bay State College for the upcoming Fall semester. This scholarship can be renewed for each year of study as long as the student receives a 2.7 or higher GPA.
Housing Grant	Awarded to full-time Resident students who are within EFC range of 0-35,000, completed FAFSA and who qualify for Financial Aid. Limited Funds.
Mentoring Award	Available to 2nd, 3rd and 4th year students. Student must apply and be interviewed to be considered. Student performs a mentoring service for award. Limited Funds.
Louis F. Musco Award	Awarded to the first-year student who combines good scholastic ability with outstanding college participation. 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.

George J. Brennan Jr. Award

Awarded to a first-year student who has attained the highest academic GPA during the first year at the College. Recipient must be a full-time student for the entire academic year. Applied to student's second year at Bay State College.

Contingency Funds

Available to provide additional assistance to students unexpectedly facing a financial hardship. Funds awarded on a case-by-case basis. Awards are determined by a committee. These funds will be awarded to current students, who are suddenly faced with a temporary financial challenge which hinders their ability to continue at Bay State College.

Additional Bay State Grants, Scholarships and Work Study:

- **Guidance Scholarship:** This scholarship is awarded to a student who has been nominated by his/her guidance office. All Massachusetts high school guidance offices are eligible to participate in nominating a candidate. The student must maintain a GPA of 3.0 or higher to maintain eligibility and must be in good financial standing with the College.
- **Tech Prep Scholarship:** This scholarship is given to high school seniors in the Tech Prep program at their high schools. The student must be enrolled at Bay State for the upcoming Fall semester. This scholarship can be renewed for the second year of study as long as the student receives a 2.7 or better GPA.

All Financial Aid Awards are subject to change based on Federal, State and Institutional guidelines.

EXIT INTERVIEW

Students who borrow from a federal or state 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.mapping-your-future.org. 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 borrowers who fail to complete the required student loan exit counseling sessions may not receive their official diploma or an official academic transcript from Bay State College.

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

ADDRESS/PHONE NUMBER CHANGE

In the event of an address or phone number change, students can 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 Advisor within seven days of a change of address, phone number, name or major.

NAME CHANGE

Day students should notify the Registrar's Office at 122 Commonwealth Avenue of any changes in name. The student must provide documentation before it will be changed on the College's computer system (i.e., copy of marriage certificate, driver's license). Evening Division and Online Programs students should notify their Campus Coordinator/ Advisor of any name change.

MEDICAL CARE

Students with pre-existing medical conditions are strongly encouraged to disclose this information to a Student Success Coordinator. By providing appropriate documentation, the student and Student Success Coordinator can develop a detailed plan and provide this information to all necessary parties. Please note that staff, faculty, and administration will not provide medical care or dispense medication to students.

Hospitals are conveniently accessible by public transportation.

Beth Israel Deaconess Medical Center - 330 Brookline Avenue, Boston
Main (617) 667-8000

Brigham & Women's Hospital - 75 Francis Street, Boston
Main (617) 732-5500

Massachusetts General Hospital - 55 Fruit Street, Boston
Main (617) 726-2000

Walk-In Clinic (617) 726-2707

Hours: Mon - Fri, 8:30 a.m. to 8 p.m. (closed Thanksgiving and Christmas);
Sat, Sun and holidays, 9:30 a.m. to 4 p.m.

New England Medical Center - 750 Washington Street, Boston
Main (617) 636-5000

MIDDLEBOROUGH AREA HOSPITAL INFORMATION

Morton Hospital - 88 Washington Street, Taunton
Main (508) 828-7000

Brockton Hospital - 680 Center Street, Brockton
Main (508) 941-7000

Tobey Hospital - 43 High Street, Wareham
Main (508) 295-0880

INTERNATIONAL STUDENTS

Non-Immigrant Students (F-1 Status)

All international non-immigrant students in F-1 status most possess an I-20 from Bay State 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 International Student Advisor at least 45 days before the I-20 expires.

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

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

All international students must report to the International Student Advisor, located at 35 Commonwealth Avenue (3rd floor) within one week of the start of classes. The International Student Advisor must check

each student into the College on the USCIS Student and Exchange Visitor Information System (SEVIS). The student must bring his/her I-20 to the office 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 complete also an International Student Information Form.

International students must notify the International Student Advisor within seven days of a change of address, phone number, or course of study. Students should also update this information on the Bay State college Portal at <https://my.baystate.edu>.

International students are permitted to seek on-campus employment and are paid through each individual hiring office's budget, not work-study funds. International students are not, however, permitted to seek off-campus employment unless they qualify for one of the following exceptions:

- A. Severe Economic Hardship – If a student has been at Bay State College for more than nine months and can justify, with documentation, that an extreme change in financial support has occurred, the USCIS will consider granting work authorization. See the International Student Advisor for additional information.
- B. Curricular Practical Training (CPT) – An international student is allowed to work off-campus as part of a program requirement. See internship guidelines for additional information.
- C. Optional Practical Training (OPT) – An international student may be eligible to work for up to twelve months after completing all graduation requirements. To qualify for OPT, the student must:
 - Have maintained good status throughout attendance at Bay State College.
 - Complete nine consecutive months (two semesters) at Bay State College.
 - Be employed in an industry that is directly related to the student's course of study at Bay State College.
 - Complete the following procedures at least 90 days prior to the anticipated completion of studies at Bay State College or start date of the OPT:
 1. Ask his/her faculty advisor for a letter stating that the student is recommended for one year of practical training in his/her major.
 2. The student is responsible for bringing the letter to the International Student Advisor.

3. If the International Student Advisor ascertains that the student is in good status with the United States Citizenship and Immigration Services (USCIS) and is eligible to participate in the training, the student will complete forms I-538 and I-765 provided by the International Office. This application requires the submission of a copy of the student's I-20 with a notation regarding OPT endorsed by the Designated School Official (DSO) within the past thirty days, a copy of form I-94 (front and back), 2 photos that meet the USCIS requirements, and a fee of \$175.

SCHOOL CANCELLATION

When classes have been cancelled because of inclement weather or other emergency conditions, an announcement will be made on the following radio and television stations and through the College's Emergency Notification Procedures (See pages 57-58). This information will also be available on the College website.

WRKO RADIO (680 AM)

WBZ-TV (CH 4)

WBZ RADIO (1030 AM)

WCVB-TV (CH 5)

WHDH-TV (CH 7)

Bay State College Snow Cancellation Hotline (617) 217-9991.

Day Division Cancellation Policy

When classes have been cancelled for the Day Division, announcements will be made before 7 a.m. Students are requested to call the Bay State College Snow Cancellation Hotline rather than 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, the Boston and Middleborough campuses will make their own decisions based on local weather conditions. 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 will not be cancelled due to weather or any other campus closing.

STUDENT ID CARDS

Student ID cards may be obtained free of charge during First Year Experience for all incoming freshmen. There is a \$20 cost for replacement cards. Students must use their Bay State College ID to gain entry to the academic buildings at 122 Commonwealth Avenue, 35 Commonwealth Avenue, and 31 St. James Avenue, as well as the residence halls. In addition, students are required to carry their Bay State College 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. Replacement IDs are issued in the Office of Student Services, 35 Commonwealth Avenue, 3rd floor.

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 portal alerts 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 IT department at 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:

1. 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.
2. 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.

3. 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, projects. The sum total of these activities establishes a portfolio of student work which can help identify the efforts of a particular student.

TRANSPORTATION

Any student who drives a car to school must plan to use public parking facilities. 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 Services, 35 Commonwealth Avenue, 3rd Floor, for information. A non-refundable payment is due at the time of purchase.

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Bay State College

122 Commonwealth Avenue • Boston, MA 02116

1-800-81-LEARN (815-3276) • Tel (617) 217-9000

www.baystate.edu • Fax (617) 536-1735

Bay State College prohibits discrimination on the basis of race, color, sex, 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 Services, Bay State College, 122 Commonwealth Avenue, Boston, MA 02116, (617) 217-9237. The office of the Student Services is located on the third floor of 35 Commonwealth Avenue.